

6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

2. Academic Administrative Audit (AAA) and follow up action taken

IV. Academic Year 2015-2016

i) External Academic Audit from 23.11.2015 to 23.01.2016



REGISTRAR
Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.



IV. Academic Year 2015-2016

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Academic Audit is a tool for examining and enhancing the quality of academic aspects of Higher Education Institutions. Usually it is a systematic and scientific process. It lays emphasis on the designing, implementing, monitoring and reviewing the quality of services provided by the academic institutions. It aims at reviewing the performance of the academic inputs with respect to quality assurance. Internal audit is an in-house operation for self-introspection.

Further it was understood that Academic Audit (AA) is a method of assessing the efficiency and effectiveness of the operating system of the administrative procedures, policies, decision making authorities and functionaries, strategies, process, feedback, control mechanism and so on. The AA would certainly make the functionaries to ascertain the strength and weakness of the operating system in general and pin out the areas in particular, and to ascertain where the function is stagnated and affected, and where special attention is required along with man and material resources.”

The Need for Academic Audit:

The Academic Audit is needed for following:

- 1) To confirm that the arrangements for quality assurance are fit for purpose and conform to the institution's vision and mission.
- 2) To provide assurance that the standards of higher education align with expectations.
- 3) To ensure that students have access to appropriate learning opportunities through taught provision and supported learning.
- 4) To promote and enhance high quality teaching and learning.
- 5) To confirm that students are fully supported in their academic and personal development.
- 6) To advance the highest possible levels of student achievement.
- 7) To encourage strategic developments that enriches the curriculum and enhances students' opportunities for employment and career development.

Major objectives of Academic Audit:

1. To understand the existing system in KAHE and assess the strengths and weaknesses of the Departments and to suggest the methods for improvement for overcoming the weaknesses.
2. To identify the bottlenecks in the existing mechanisms and to identify the opportunities for academic reforms.
3. To evaluate the optimum utilization of resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.
5. To Monitor Teaching and learning process in KAHE

The Academic and Administrative Audit (AAA) for the odd semester of Academic year 2015-2016 was conducted with the support of the external experts between November 2015 and January 2016 .

A list of external experts who have been appointed to perform the AAA is enclosed herewith. .

S.No	Department audited	Date of the Audit	Name/Address of the external Expert
1	Biochemistry& Bioinformatics	28-12-2015	Dr.T.Palvannan, Assistant Professor & Director, Department of Biochemistry, Periyar University, Salem
2	Biotechnology	30-12-2015	Dr.K.Kalaiselvi, Associate Professor, Department of Biochemistry,Bioinformatics& Biotechnology, Avinashilingam University, Coimbatore
3	Chemistry	30-12-2015	Dr.S.Muthusubramanian, Professor and Head, Department of Chemistry, Madurai Kamaraj University, Madurai
4	Commerce	28-12-2015	Dr.A.Jayakumar, Professor, Periyar University, Salem, Tamilnadu
5	Computer Applications	31-12-2015	Dr.Gopinath Ganapathy, Director, Bharathidasan University Technology Park, Khajamalai Campus, Tiruchirappalli
6	Computer Science (Information Technology)	12-01-2016	Dr.D.Vasantha Kalyani David, Associate Professor, Department of Computer Science, Avinashilingam University, Coimbatore
			Dr.B.RajaThilagam, Associate Professor, Department of Computer Science, Amrita University, Coimbatore
7	Electronics and communication Systems	12-01-2016	Dr.K.Vasudevan, Professor Emeretius, Cochin University of Science and Techology
8	Management(UG)	28-12-2015	Dr.C.Arjunan, Department of Management Studies, Pondicherry University, Puducherry.
9	Management(PG)	6-01-2016	Dr.S.Mahalingam, Professor, School of Management & Entrepreneur Development, Bharathiar University, Coimbatore
10	Mathematics	23-1-2016	Dr.K.Somasundaram, Prof & Chairperson, Amrita Vishwa Vidhyapeetham, Coimbatore
11	Microbiology	30-12-2015	Dr.K.Kumar, Professor, Department of Agricultural Microbiology, Tamilnadu Agricultural University, Coimbatore

12	Physics	22-1-2016	Dr.P.N.Anbarasan, Professor, Department of Physics, Periyar University, Salem, Tamilnadu
13	Computer Science and Engineering	27-11-2015	Dr.P.Yogesh, Associate Professor, Department of Information Science and Technology, College of Engineering, Guindy, Anna University, Chennai
14	Electronics and Communication Engineering	22-12-2015	Dr.N.Kumaravel, Prof. of Eminence, Department of Electronics and Communication Engineering, Anna University, Chennai 600 025
15	Electrical and Electronics Engineering	23-11-2015	Dr.V.Saravanan,, Associate Professor, Thiyagarajar College of Engineering,Madurai
16	Mechanical Engineering	09-01-2016	Dr.AR.Veerappan, Associate Professor, Department of Mechanical Engineering, National Institute of Technology, Tiruchirappalli,Tamilnadu

Academic auditing was carried out in the following areas :

- Presentation and Preparation for classes
- Communication skills/Voice clarity and audibility
- Application of teaching methods and pedagogy
- Knowledge on subject (Competency)
- Knowledge on textbooks and reference books related to the course handled.
- Current knowledge relating to course (Latest developments)
- Relevance of assignment topics/seminar topics
- Comment on CIA question paper
- Genuinity of CIA evaluation
- Course file/log book maintenance

Follow up Action by the Departments

S.No	Department audited	Comments by the Auditor	Follow up action
1	Biochemistry	The quality is maintained and contents of the course file seems genuine	Not Applicable
2	Biotechnology	A satisfactory performance by all faculty members were observed.	Necessary modifications in the syllabi may be

		Suggested few modifications in the syllabi of Plant biotechnology, Pharmaceutical Biotechnology, Recombinant DNA Technology.	considered after discussing in the forthcoming Board of Studies
3	Chemistry	The course file and the log book for all the courses are well maintained. The teaching skill of the faculty members are good. The junior faculty members are recommended to attend faculty development programme to improve their subject knowledge and teaching skill further.	The junior faculty members were advised to attend the forthcoming faculty development programme
4	Computer Applications	Syllabus and lecture notes are well structured. Log book system is good. Excellent work done by the staff members. Suggestions: 1. Course materials must be organised in server 2. Semester exam marks may be included for greater analysis of the overall course outcome.	1. Course materials were made available in the server. 2. Semester exam mark analysis were made by the Departments
5	Computer Science	Good and satisfied with the maintenance of log book and course file.	Not Applicable
6	Commerce	Qualified and well motivated teachers. Good in subject knowledge and highly motivated faculty	Not Applicable
7	Electronics and Communication Systems	Presentations given by the faculty members are good and satisfied with the maintenance of log book and course file	Not Applicable
8	Management(UG)	Doing well, include some group discussions in the class relevant to the subject	Advised to have more group discussions in the class
9	Management(PG)	Overall performance is excellent. Quality of delivery is good.	Not Applicable
10	Mathematics	Overall it is good. Questions in Part A can be asked such that it will test the student's subject knowledge/concepts. No direct questions in Part-A	Faculty member were advised to ask Questions in Part A to test the students subject knowledge/concepts.
11	Microbiology	The course contents, teaching methodology followed, practical training and evaluation procedures have been well documented and found to be good to meet the requirements of the students.	Not Applicable

12	Physics	Experienced faculty members with high quality of teaching. Young faculty members may also focus on research activity to expose student knowledge.	Young faculty members were advised to focus on research activity
13	Computer Science and Engineering	Teaching skill of a few faculty members to be improved	Faculty members have been asked to attend the sessions handled by the Senior faculty members
14	Electronics and Communication Engineering	Subject knowledge to be improved by the faculty members	Faculty members have been asked to attend the sessions handled by the Senior faculty members and attend FDPs.
15	Electrical and Electronics Engineering	Faculty members to attend FDPs in their respective fields	HOD advised the respective faculty members to attend FDPs in their respective field.
16	Mechanical Engineering	Preparedness for the class to be improved by a few faculty members	

In the Academic Year 2015-16 , Academic Audit for all the departments were carried out by the external auditors .The audit was focused on the performance of the faculty members and following were the audit criteria:

- i) Knowledge on the Subject
- ii) Presentation and preparation for class
- iii) Communication Skill
- iv) Application of teaching methods
- v) Relevance of assignment topics
- vi) Knowledge on current topics
- vii) CIA Question paper and evaluation
- viii) Course file and log book maintenance

Based on the comments given by the auditors, the corrective actions were initiated by the respective HoDs.

Coordinator - IQAC