KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)
(Established Under Section 3 of UGC Act, 1956)

Pollachi Main Road, Eachanari Post, Coimbatore - 641 021, Tamil Nadu, India.
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6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

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

III. Academic Year 2017-2018

iii) External Academic Audit from 08.09.2017 to 16.09.2017

REGISTRAR
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iii) External Academic Audit   from 08.09.2017 to 16.09.2017

Academic Audit is a tool for examining and enhancing the quality of academic aspects of Higher Education Institutions. It is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education. Usually it is 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. NAAC has suggested institutions to establish Internal Quality Assurance Cell (IQAC) as the internal agency for quality assurance. The task of self-introspection and preparing self-study report is assigned to IQAC. Hence, IQAC in every institution needs to play the role of internal academic auditing agency. Therefore, the role of IQAC in the process of self-assessment i. e. one type of academic audit is vital.

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

In the year 2017-18, the Academic audit was carried out by the external auditors for the departments in the Faculty of Arts, Science and Humanities (FASH).

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	14.09.2017	Dr. S.Annapurani , Prof. & Head, Dept. of Biochemistry, Biotechnology and Bioinformatics, Avinashilingam Institute for Home Science & Higher Education for Women, Coimbatore
2	Biotechnology	14.09.2017	Dr. S.Annapurani , Prof. & Head, Dept. of Biochemistry, Biotechnology and Bioinformatics, Avinashilingam Institute for Home Science & Higher Education for Women, Coimbatore
3	Chemistry	13.09.2017	Dr. K. J. Rajendra Prasad, Emeritus Prof. Dept. of Chemistry, Bharathiar University, Coimbatore
4	Commerce	07.09.2017	Dr.G.Santhiyavalli, Prof. Dept. Commerce, Avinashilingam University for Women, Coimbatore
5	Computer Science	08.09.2017	Dr. E. Chandra, Prof.& Head, Dept. of Computer Science, Bharathiar University, Coimbatore
6	Electronics and Communication Systems	11.09.2017	Dr.K. Sivagamasundari, Prof. Dept. of Mathematics, Avinashilingam university for Women, Coimbatore
7	Management	13.09.2017	Dr.S.Mahalingam, Prof. School of management and Entrepreneur Development, Bharathiar University
8	Microbiology	14.09.2017	Dr. S.Annapurani , Prof. & Head, Dept. of Biochemistry, Biotechnology and Bioinformatics, Avinashilingam Institute for Home Science & Higher Education for Women, Coimbatore
9	Mathematics	11.09.2017	Dr.K. Sivagamasundari, Prof. Dept. of Mathematics, Avinashilingam university for Women, Coimbatore
10	Physics	13.09.2017	Dr. K. J. Rajendra Prasad, Emeritus Prof. Dept. of Chemistry, Bharathiar University, Coimbatore

This audit was focused on the academic performance of the departments covering all the activities. The following were taken as the audit criteria.

i)   Curriculum development Process
ii) Teaching methods
iii) Resources and their utilization
iv) Feedback system
v)   Student support services
vi) Entrepreneurship development
vii) Placement
viii) Faculty development
ix) Publications
x)   Collaborations
xi) Extension activities
xii) Climate for innovation and research.

Follow up Action by the Departments

S.No	Department audited	Comments by the Auditor	Follow up Action
1	Biochemistry	1.Seed money and separate lab for faculty. 2.More opportunities may be given for the faculty members to undergo FDP. 3.For research, online journal subscription may be improved 4.Smart boards may be provided. 5.UG I & II practical may be handled by the two faculties	1.Seed money for research has been submitted and approved. 2.Faculty members have been informed to attend FDPs. 3.Taken up with Library and subscription for Scopus data base made. 4. Request given for smart boards. 5.The suggestion can be considered in the upcoming semester.
2	Biotechnology	1.Advanced equipment facilities to the department may be considered. 2.LCD projector may be provided for each class room.	Action initiated for purchase of 2 instruments 2.Provision of LCD has been made in class rooms for presentation and e-content based learning and teaching.

3	Chemistry	Projects to be obtained from funding agencies	Project proposals sent to funding agencies
4	Commerce	Faculty may be encouraged to apply for more funded projects.	Applied but funds not received. Efforts are taken to apply for funded projects.
5	Computer Science (Information Technology)	1.Inculcate Research Culture	1.Distinguished lecture series is conducted regularly for faculty to promote research activities and gain knowledge in recent trends.
		2.Resources adequate, but more ICT enabled class rooms should be provided	2.Class rooms S-309, 208, 407 are ICT enabled. Action initiated for other classes.
		3. Prior to BoS meeting, CDC has to be convened. Total credit points for UG should be 135-140 and PG 90 is mandatory.	3.CDC meeting was convened prior to Boss and total credit for UG programme is 140.
		4. Course materials may be uploaded in intranet common portal	4.Course Material, Possible Question, Multiple Choice Questions are uploaded in the Moodle which is Open Source Learning Platform.
		5.The inferences from the feedback system should be summarized.	5.Feedback collected from the staff, students, parents and alumni are summarized and forwarded to IQAC.
		6.Mentoring will be more effective ,if it is in the ratio of 1:1	6.Mentor-Mentee system is implemented and regular meetings are conducted. Mentor-Mentee is in the ratio 1:20.

		7.More coaching classes may be provided to the students.	7.Coaching classes are conducted for the failed students after the results of EE are published and remedial classes are conducted for the students who have failed in CIA tests.
		8. Faculty development programs may be organized for other institutions also.	8.Swayam/NPTEL courses are made mandatory for I UG, II UG, I PG students and students have registered for the same.
		9.Faculty forum may be strengthened	9. Journal Club has been initiated
		10.Domainwise lab may be provided, licensed research tools may be purchased	10. Domain wise Lab will be established in the next academic year.
		11.MoU with CDAC is a good effort. Course Era may be brought to practice	11.To start with initiative was made to register for SWAYAM/NPTEL Courses
		12. Motivate the students to participate more in club activities, inter department technical competitions etc.,	12. Students have been motivated and students registered in various clubs.
6	Electronics and Communication Systems	1. Projects by funding agency are to be applied.	1.The students are motivated to apply for the competitive examinations and to prepare for the same.
		2. Motivate faculty for Scopus & Web of Science publications.	2.Faculty members are continuously informed to publish articles in Scopus and Web of Science.
		3. Motivate faculty to complete Ph.D.	3.Faculty members are encouraged and motivated to complete Ph.D.
		4. Research must be improved.	4. Will be initiated
		5. Patents can be applied.	5.This point will be taken up once the action plan

				for S.No 3and 4 are taken care.
			6. Linkages with industries are to be improved.	Action initiated for signing 2 MoUs
			7.To improve students to participate in aptitude test.	Students are informed about the competitive exams.
			8. To motivate more students for entrepreneurship.	Workshops initiated to motivate the students to develop entrepreneurship skills.
7	Management		E-Leaning process can be improved for better performance.	**1.E-Learning Content** - Faculty Members are preparing and uploading the e-content in the MOODLES platform **2.Sponsorship Seminar/Conference** - NABARD sponsored National conference on Rural Banking and Agri Business Economic Transformation has been organised on 21.01.2018.
8	Microbiology		1.For improvement additional specialization laboratories may be provided. 2.For practical classes, 2 staff are required for the student strength of 60 .	1.Requested and under progress. 2.Recruited faculty members to handle practical classes
9	Mathematics		1. Try to conduct more seminars/ conferences for the benefit of students.	1. We have conducted i) National seminar on "Recent Development in Pure and Applied Mathematics" on 15.09.2017. ii) Two-Day Workshop on Algebra and Analysis for CSIR-UGC Net Aspirants on 03.10.2018 & 04.10.2018
			2. Industry visits can be arranged for the benefit of understanding the	2. Industrial visits arranged on 15th – 17th February 2019 for III B.Sc Mathematics to MYMUL, Mysore &

		applications of the concepts in the subjects.	01.03.2019 – 02.03.2019 for II B.Sc. Mathematics to Keltron company and II M.Sc. mathematics students for three days from 15.02.2019 – 18.02.2019 to Chips Software Company, Kochi.
		3. Try to improve more linkages with industries and consultancy projects.	3. Identification of industries for linkages and consultancy projects was initiated.
		4. Improve Scopus and web of science publications.	4.Two of our faculty members published articles in Scops and WOS for this year.
		5. Improve ICT methods in teaching by LCD and OHP.	5.Webminar, Online classes, Project Review and tests are conducted using google Class Room and Google meet APP.
			6.Based on feedback by the students respective faculty members are advised accordingly.
		6.The faculty must be informed about the feedback by the students to improve their teaching methods	7.Students attended the coaching classes organised by Centre for Career Counselling & Competitive Examinations.
		7.Coaching for competitive examinations must be improved.	
		8.Coaching for entrepreneur skill development must be improved.	8.Students are attended the coaching classes organised by University Industry Interaction Centre.
			9.Faculty are continuously encouraged to attend FDP
		9.Faculty must be motivated to participate in FDP	

| 10 | Physics | 1. Project should be obtained from various funding agencies. | One project is ready for submission. |
| | | 2. Number of faculties with Ph.D degree may be improved. | 2. Two faculty have submitted their thesis and others have registered for Ph.D. |

Director, IQAC