

Lady Doak College, Madurai.

External Academic Audit 2016-2017

Details of External Academic Audit Panel members

Department	Audit Date	Academic Expert	Industrial Expert	Internal Expert
Botany	07.09.2016	Dr. Selvi Gnanasekaran <i>Associate Professor</i> <i>Department of Botany,</i> <i>Womens Christian College,</i> <i>Chennai.</i> 9566138395 selvi.gnanasekaran@gmail.com	Dr. N.R. Kamini <i>Senior Scientist</i> <i>Department of Biotechnology,</i> <i>CLRI, Adyar Chennai-20.</i> 98403 21556 nrkamini@clri.res.in	Dr. V. Sridevi, Co-ordinator, IQAC, Associate Professor, Department of Chemistry.
Mathematics	7.9.2016	Dr. Lourdusamy Associate Professor Department of Mathematics St. Xavier College Tirunelveli 9994343275 0462-2585074 lourdusamy15@gmail.com lourdugnanam@hotmail.com	Mr. Sakthivel Sivam, Manager, Biostatistics, Quartesian LLC, Chennai. 97896 43718 sakthiapj@gmail.com Contact Address: SAKTHIVEL S, Flat 3, Metro Homes, 189 Brindhavan Street, Srinivasa Nagar, Madipakkam, Chennai 600 091. L/M - Anitha Hospital.	Dr. R. Gunaseeli, Former Head, Department of Botany, Co-ordinator, Centre for Environmental Studies, Lady Doak College

History	08.09.2016	Dr. Rajendran .A Head, Department of History, Bishop Heber College, Tiruchurapalli - 620017 9786283648 arajenbhc@rediffmail.com	Dr. Vedachalam .V Archaeologist (Rtd.,) 51/12E, Rathinasamy Nadar Rd., B.B. Kulam, Madurai - 2 9443544405 vedachalamthiru@yahoo.co.in	Dr. A.S. Priscilla, Associate Professor, Department of Zoology
Social Science	09.09.2016	Dr. S. Raja Samuel Principal Madras School of Social Work Chennai 9444462450 principal@mssw.in	Mr. Nicholas Francis Director-Rohtalk Madurai 94433 04776 nicholasmdu@gmail.com	Dr. Rosy Godwin, Associate Professor, Department of Commerce
Chemistry	09.09.2016	Dr. K. Anbalagan Professor, Department of Chemistry, School of Physical Chemistry, Chemical & Applied Sciences Pondicherry University, Pondicherry. 9787936585 +91 413 2654410, 509 (Off) 2654409 anbalagank.che@pondiuni.edu.in, kanuniv@gmail.com	K. Mamallan Orchid Chemicals & Pharmaceuticals Ltd Research & Development Centre 476/14, Old Mahabalipuram Road Sholinganallur Chennai - 600119 +91-9940181177 mamallan@orchidpharma.com 9940181177	Dr. Carmel Richard, Associate Professor, Department of Mathematics

Computer Science	9.9.2016	Dr. J. G. R. Sathiaselvan Head, Department of Computer Science in Bishop Heber College, Tiruchirappalli Hand Phone : 9842471476 Email : jgrsathiaselvan@gmail.com jgrsathiaselvan@yahoo.com	Mr. Antony Raj M., Principal Consultant, Wipro Technologies, Bangalore. Contact Address: 190/3, Vishwa Priya Layout, IInd Block, 6th Cross, Begur, Bangalore 560068 9900141095 antonyraj555@gmail.com aparaj555@gmail.com	Dr. Beulah J.M. Rajkumar, Former Head, Department of Physics.
Economics	14.09.2016	Dr. P. Geetha Rani Head and Professor Department of Economics Central University of Tamilnadu Thiruvavur, Tamil Nadu 610101 9313881415 geetharanip@cutn.ac.in	Mr. A. Kesavan Director Krishna Rubber Tubes and Tyres Madurai - 14 9994998010 kesi.kti@gmail.com	Dr. Nagammai, Former Head, Department of Commerce, Controller of Examinations, Lady Doak College.
Commerce I (Aided, B& I and CA)	14.09.2016	Dr. Vidya Srinivasan Assistant Professor Department of Commerce, Stella Maris College (Autonomous) Chennai 9444520349 vidya_cheeni@yahoo.com	Mr. S. Rathinavel, Senior President, Tamilnadu Chamber of Commerce & Industry, Madurai. Chairman and Managing Director, Food Grains Marketing Yard, Madurai. rethinavelu.s@gmail.com	Mrs. Srii Latha, Co-ordinator, IQAC Assistant Professor, Department of Commerce,
Zoology	14.09.2016	Dr. Muthukalingan Krishnan Professor Department of Entomology and Biotechnology	Dr. SM. Salahudeen, Vice President, Cellular Therapy, Life Cell International,	Dr. Nimma Elizabeth, Dean of Academic Affairs (Sciences), Associate Professor, Department of Physics

		Bharathidasan University, Trichy. Off. 0431 – 2407088 (579) 9443998251 profmkrish@gmail.com	16/9, Vijayaragava Lane, T.Nagar, Chennai -600 017. Ph: 9500080399 Email.Id: salahudeen.m@lifecell.in	
Tamil	15.09.2016	Dr. J. R. Letchumi, Associate Professor, Department of Tamil, Presidency College, Chennai -600005. 9840719616 jrletchumi@yahoo.co.in	Mrs. Jothimani Prgramme Officer All India Radio, Madurai 9486288671 mjmanaiar@gmail.com Contact Address: N2, 3rd Cross St., 2nd Main Road, Park Town, P & T Nagar Terminus Madurai 625 017	Dr. Manorama Dhanaseeli, Associate Professor, Department of Botany
English	15.09.2016	Dr. Joseph Dorairaj Professor of English, Dept. of English and Foreign Languages, Gandhigram Rural University Dindigul Dist. - 624 302 0452-2660642, 9443664896 josephdorairaj@gmail.com	Ms. Soma Basu The Hindu No 147/2 A, 80 Feet Road, K K Nagar, Madurai – 625020 sirishoma@gmail.com	Dr. Mumtaj Begam, Associate Professor, Department of Economics
Biotechnology	15.09.2016	Dr. Sudhakar Sivasubramaniam Associate Professor & Head Department of Biotechnology, Manonmaniam Sundaranar University, Tirunelveli -627 012, Cell No. 994-099-8936. Email: sudhakar@msuniv.ac.in	R. Krishnakumar Senior Manager Aurolabs, Aravind Eye Hospital, Madurai. 91-452-2446100, 200 9486963502 krishna@aurolab.com	Dr. W. Isabel, Former Head, Department of Zoology.

Physics	16.09.2016	Dr. E. James Jebaseelan Samuel, Senior Professor of Physics Photonics Division, School of Advanced Sciences, VIT University, Vellore - 632 014, Tamil Nadu. Mobile: 09444301541 Email: jebamonica@yahoo.co.in	Mr. Sundar Ganesh Product Development Engineer, Auro Lab, Madurai 9894334665 iolrd@aurolab.com	Dr. S. Srisudha, Associate Professor, Department of Botany.
Commerce II (Hons., PA and CS)	16.9.2016	Dr. Anuradha PS Associate Professor Department of Commerce Christ University, Bengaluru. Mobile: 97415 00202 Email: anuradha.ps@christuniversity.in	Mr. S. Gopal, CEO, iGrandee Software Technology Pvt. Ltd., 12, Veerapadra Pillai Compound, Villapuram, Madurai 625 012 0452-2671301 / 2675339 97900 00671 ceo@igrandee.com	Dr. Geetha Kanagaraj, Dean of Academic Affairs (Humanities), Associate Professor, Department of English.
BBA	19.9.2016	Dr. V. Ramanujam, Assistant Professor, Bharathiar School of Management and Entrepreneurship, Bharathiar University, Coimbatore. 91-422-2422-273 9865659293 drvramanujam07@gmail.com	Mr. Sivakumar Jayaraman Asst. General Manager J.K . Fenner [India] Ltd, no.3, Melakkal road, Doak Nagar, Madurai- 625016. 9789925913 jsk@jckfenner.com	Dr. Synthia Mathew, Associate Professor, Department of Social Sciences

Lady Doak College, Madurai.

External Academic Audit (2016-17)

Following are the Commendations and Recommendations given by the External Experts

Department: Tamil

Date of Audit: 15.09.2016

Academic Expert: Dr. J. R. Letchumi

Industrial Expert: Mrs. Jothimani

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	- பாடத்திட்டங்கள் முறையாகவும், சிறப்பாகவும் திட்டமிடப்பட்டுள்ளது, பாராட்டத்தக்கது - Course on கல்வெட்டு, கணிணித்தமிழ் - வரலாறு, அறிவியல் போன்ற பிற துறை சார்ந்த கல்வியறிவும், தமிழ் இலக்கியமும் கலந்த பாடத்திட்ட வடிவமைப்பு வரவேற்கத்தக்கது	- தமிழ் இலக்கியப் பிரிவுப் பாடத் திட்டத்தில் இயற்றமிழ், நாடகத்தமிழுக்கு கொடுக்கப்பட்ட இடம் இசைத்தமிழுக்கு கொடுக்காதது சற்றுக் குறையாகத் தெரிகிறது. இசைத்தமிழுக்கும் இடமளிக்கலாம். - கல்வெட்டியல் மட்டுமல்லாமல் கோவில்கலை, கட்டிடக்கலை, தமிழ் இலக்கியங்களில் நீர்மேலாண்மை குறித்த ஆய்வுகளையும் மேற்கொள்ளலாம்
1.2 Curriculum Enrichment	-	தமிழ் இலக்கியம் பயிலும் மாணவர்களுக்கு ஆங்கில மொழியில் தயக்கமின்றி பேசும் மொழிப்பயிற்சி அவசியம் கொடுக்கப்படவேண்டும். மாணவர்களும் அதை விருப்பமாகத் தெரிவித்திருக்கிறார்கள்
1.3 Feedback System	-	-
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	- Remedial coaching by alumnae - OSS on Archeology	மாணவர்களுக்கு பயிற்சிப் பட்டறைகள் (Workshop) அதிகமாக வழங்கப்பட வேண்டும்

		• நவீனத் தொழில்நுட்பப்பயிற்சி, கணினிப் பயன்பாடு, e-library பயன்பாடு தமிழ் கற்கும் மாணவர்களுக்கு வழங்கப்பட வேண்டும்.
2.2 Teaching-Learning Process	-	-
2.3 Teacher Quality	-	• ஆசிரியர்களுள் முனைவர் பட்டம் பெறாதவர்கள் விரைவில் முனைவர் பட்டம் பெற வேண்டும்
2.4 Evaluation Process and Reforms	-	-
2.5 Student Performance and Learning Outcomes	-	-
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	• மணற்கேணி/twice/semester	• ஆசிரியர்கள் ஆய்வுத் திட்டங்களைச் செயல்படுத்த வேண்டும்
3.2 Resource Mobilization for Research	• Research room with computers for scholars and teachers	• To be improved
3.3 Research Publications, Awards and Patents	• Commendable	• நூற்களை வெளியிட வேண்டும்
3.4 Consultancy	-	-
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	• Workshops	-
3.6 Collaborations and Networking	• MoU – Tanjore Tamil University • Collaborations with Department of History and English	-
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	-	-
4.2 Library (General and Department)	• Good collection of books • நகரத்தார் Book bank	• தமிழ்த் துறைக்கென்று தனி நூலகம் அமைத்து அதில் நவீன இலக்கியங்களைக் கூடுதலாக இடம் பெறச் செய்ய வேண்டும்
Criterion V: Student Support and Progression		

5.1 Academic Support for Students	• NET coaching • Alumnae Endowment Scholarship	• ஆசிரியர்கள் மாணவர்களுக்கு வாசிப்பு பழக்கத்தை உருவாக்க வேண்டும்
5.2 Academic Progression of the Students	• Student exchange programme	-
5.3 Student Participation and Activities	-	-
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	• NME – Course on Herbal related offered	-
6.2 Innovations	• Assignment – Computer based with animation	-
6.3 Best Practices	-	-
6.4 Strategic plans of the Department	• குறும்படம் தயாரித்தல் • PG Diploma • Training for school teachers and students • Setting up a language lab • Creating opportunities for exchange programme • To write books for IDM, NME courses and job oriented Tamil • To write a book on the biography of Ms. Katie Wilcox in Tamil	-
General Comments: • To set a department library • To use “மணற்கேணி” for book review to inculcate reading habit among the students • Staff – to apply for grants (UGC, செம்மொழி, தமிழ் வளர்ச்சித்துறை) • Student activities to promote self-confidence and soft skill • To give importance for இசைத்தமிழ் - Database for folk songs (community wise) could be recorded – students could be given courses on இசைத்தமிழ்		

Academic Expert: Dr. Joseph Dorairaj

Industrial Expert: Ms. Soma Basu

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	- The curriculum is well-designed incorporating the latest books and recent authors. - Curriculum is aligned with national goals. There are a few components which take care of the employability factor. - The multicultural perspective underpinning the curriculum aims at developing global competencies.	- Revisit Streaming/ Streamlining of Part II General English. Have a Workshop and evaluate the system thoroughly. - Collect feedback on the curriculum from (distinguished) visitors to the department. - While designing the curriculum, the staff and students are consulted - Those who want to continue in the same discipline are inclined to return to the same Department / College. How will it help in enhancing global competency- which needs more interactive and participative exposure.
1.2 Curriculum Enrichment	- Curriculum is revised periodically. - Quite a few inter-disciplinary courses are being offered. - Soft Skills are also being offered.	- Introduce Soft Skills as a mandatory course for all UG and PG students (separate package for UG and PG). - Offer inter-disciplinary electives at the PG level also. - Though the courses include the aspect of skill development with an value added approach, yet it does not get fully translated into visible action
1.3 Feedback System	- Using a well-designed questionnaire, feedback is collected. - Feedback helps in revising the curriculum.	Feedback needs to be collected from other stakeholders such as employers and alumni.
Criterion II: Teaching—Learning and Evaluation		

2.1 Catering to Student Diversity	• Orientation programmes are organized for freshers. • Based on a diagnostic test, students (for Part II English) are divided into two streams and teaching-learning is customized. • Equity in access to language lab for Part II student through a systematic rota system • Audio books available for slow learners and special students • Entry level assessment is commendable	• The college may approach UGC for funds for conducting remedial classes. • Streaming needs to be revisited and studied systematically.
2.2 Teaching-Learning Process	• The teaching scheduled is prepared before the commencement of the semester and it is adhered to. • The pedagogy to a large extent is student-centred. • There is limited use of technology in teaching-learning. • Mentoring system is effective. • Students' magazine and wall magazines (Graffiti) promote students' creativity. • Students' projects help them develop their research skills. • Involving the students and motivating them	• Staff can use NPTEL modules for teaching-learning. • Staff should prepare their own e-content on specific poems / short stories / plays for effective teaching-learning. • Student seminars / presentations should be made compulsory especially at the PG level. • Internship needs to be introduced especially for courses such as media and journalism. • Efficient functioning of technology usage to be ensure • More hindrance free set up and computers required
2.3 Teacher Quality	• The department has adequate faculty members (there are only two vacancies). • Around 70% are Ph.D. holders. • Faculty members participate Orientation and	• Those without PhD should be motivated to enroll for PhD as early as possible. • The college can organize Workshops on latest trends in teaching methodology, especially blended learning, for the benefit of all, especially the young faculty members.

	Refresher courses and other FDPs. • The college too teacher periodically organizes FDPs. • Teacher quality is best	• More faculty to get guide ship • More participation, paper presentation, research papers, seminar / workshop attendance would add more value to the teacher quality
2.4 Evaluation Process and Reforms	• Students are aware of the evaluation process. • There are both internal and external evaluation processes. • Evaluation is done formally and systematically and marks are published according to the schedule.	• Online testing should be introduced at least for one component.
2.5 Student Performance and Learning Outcomes	• The department has well-defined learning outcomes. • Efforts are taken to fulfill these criteria.	• Student/Graduate attributes need to be spelt out clearly and the same should be uploaded in the college website for the benefit of all stakeholders. • MOOCs to be explored. • Learning outcome to be quantified
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities		• Needs to be strengthened • More research publications • More research projects to be taken up • More faculty to get guide ship so that the department could be upgraded to a research centre • The department lags behind in research activities. • In the last three years, there has been only one Minor Research Project. Research culture is not visible.
3.2 Resource Mobilization for Research		• Faculty should be motivated and encouraged to apply to UGC and ICSSR for major and minor projects. •
3.3 Research Publications, Awards and Patents	•	• It is expected that during this academic year (2016-17) the

		department will be elevated to the status of a research department. • Once it becomes a research centre, research culture will set in. • The faculty, especially the young faculty, should be motivated to publish, especially in refereed journals. • The M.Phil. programme which is right now in the SF mode should be strengthened (may be it could become a regular programme). • The department needs to subscribe to a few more peer-reviewed journals. • The department is not strong in terms of publications and projects. • The department is not a research department. • Faculty members have not received any research award as such.
3.4 Consultancy	• The department has undertaken good extension activities—both general extension and subject-specific activities such as teaching English.	• The department can offer consultancy (honorary) in terms of English teaching to some Govt. schools in the vicinity. • Weekly visits to schools, especially Govt. schools, for teaching grammar need to be formalized and regularized.
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	• The faculty and students are fully involved in extension programmes. • Community based social programmes is commendable	• Students can come up with more and different projects
3.6 Collaborations and Networking		• The department needs to sign a few MoUs. • The partnership with Helen Keller Foundation needs to be formalized in the form of MoU.

		• The department can also partner with some universities for organizing seminars/workshops. • The department needs to invite distinguished academicians (national and international) for academic interactions. • The department can collaborate with the department of Tamil and can undertake projects in translation. The dept can take up this project individually as well. • More MoUs required • Supporting statistics for collaborations and networking required
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	• The language lab is good and it is being used optimally and for Hindi and French as well. • The lab helps students to improve their spoken English.	• The Phonetics package from EFLU, Hyderabad should be used as a supplement to theory classes on Phonetics. • The seating facilities in the lab needs to be improved. • Wifi connectivity to be improved
4.2 Library (General and Department)	• The titles in the general and departmental libraries are decent. • The departmental library is a good initiative.	• Books in departmental library need to be classified and arranged properly with titles. • Journals need to be displayed in the departmental library. • Once PhD scholars join the dept, the dept library should be kept open throughout the day. • A separate computer for the department library with the data base of the books available for easy access
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	• Some remedial classes are conducted for slow learners but the system is not formalized. • Alumni meet regularly.	• The academic support system for students needs to be improved.

5.2 Academic Progression of the Students	• The academic progression of students, especially from UG to PG is good. • Very few students have cleared competitive exams.	• Career guidance needs to be strengthened. In addition to the Career Guidance Cell at the College level, there could be one at the departmental level too.
5.3 Student Participation and Activities	• Students participate in a variety of Co- and extra-curricular activities such as dramatics and other activities. • Students bring out an annual departmental magazine.	• Students should be encouraged and supported financially to bring magazines every semester.
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	• The department offers a paper on Ecology and Literature which helps students in imbibing eco-consciousness.	
6.2 Innovations		
6.3 Best Practices	• Staging a play annually is one of the best practices of the dept. It teaches students dramatics, group dynamics and management skills. • Annual play • Annual magazine • Inter-college competition	
6.4 Strategic plans of the Department	• Bringing out department magazines is another best practice of the dept. It encourages creativity among students.	• The department needs to bring out a vision document and action plan for the next ten years and for the next five years as well.

Academic Expert: Dr. Rajendran .A

Industrial Expert: Dr. Vedachalam .V

Commendations:

- Satisfied with the presentation and the documents presented by the department

Specific Recommendations:

- A lot of improvements are required in Criterion 3 and 5
- Lot of suggestions to the department staff members to work much on Criterion 3 and 5
- Need to concentrate much on Research, Extension, Innovations and Best Practices
- Documentation part also requires more attention
- Faculty members could participate more in regional and national seminars
- Future thrust of the department could be focused on strengthening the research activities
- Department faculty could undertake minor and major research projects
- OSS programmes for students to be conducted regularly
- Department can think of offering Certificate courses and Diploma courses

Suggestions regarding the maintenance of QMS files

- PG course syllabi – year of publication for reference books to be included
- Hard copies of files and documents are important
- Ph.D. details to be kept as a separate file
- Students discipline
- Attendance hard copy
- Training and placement of students
- Course affiliation certificate
- Research Committee
- Grants received – Autonomy and other sources
- Alumnae meeting – Department should organize a one day alumnae programme
- Faculty need to be encouraged for paper presentation in conferences / seminars

Department: Economics**Date of Audit: 14.09.2016**

Academic Expert: Dr. P. Geetha Rani

Industrial Expert: Mr. A. Kesavan

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	- Well-developed curriculum design - BA(TM) is a novel idea	BA(TM) – books and reference not available for students
1.2 Curriculum Enrichment	-	-
1.3 Feedback System	-	-
Criterion II: Teaching— Learning and Evaluation	-	-
2.1 Catering to Student Diversity	Well taken efforts to be an inclusive Department	-
2.2 Teaching-Learning Process	Few faculty provide excellent teaching, learning resources	- Video clips, interactive teaching, making students to question etc. or a few more ways to motivate the students - Documentaries can also be shown in the class followed by discussion
2.3 Teacher Quality	Excellent, committed faculty members	
2.4 Evaluation Process and Reforms	-	-
2.5 Student Performance and Learning Outcomes	-	-
Criterion III: Research, Consultancy and Extension	-	-
3.1 Enhancing the research qualities	-	The department needs to build up research activities
3.2 Resource Mobilization for Research	-	-
3.3 Research Publications, Awards and Patents	-	-
3.4 Consultancy	-	-

3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	• Excellent	-
3.6 Collaborations and Networking	• -	• Needs to have more collaborations and networking
Criterion IV: Infrastructure and Learning Resources	-	-
4.1 Laboratory Facilities	-	-
4.2 Library (General and Department)	-	-
Criterion V: Student Support and Progression	-	-
5.1 Academic Support for Students	-	• Communication gap appears to be there. • Sports activities and participation needs to be encouraged
5.2 Academic Progression of the Students	-	• -
5.3 Student Participation and Activities	-	• OSS is few or nil
Criterion VI: Innovations and Best Practices	-	-
6.1 Environment Consciousness	-	-
6.2 Innovations	-	-
6.3 Best Practices	• Teachers make excellent and new ways of teaching and learning	-
6.4 Strategic plans of the Department	-	• Students are not equally forthcoming and participating

Department: Social Sciences**Date of Audit: 09.09.2016**

Academic Expert: Dr. S. Raja Samuel

Industrial Expert: Mr. Nicholas Francis

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	• Excellent and well structured curriculum	• To be aligned with employability needs • More papers on the following can be offered for additional credits ○ Disability management ○ Social Entrepreneurship ○ HR analytics • Develop a field work manual
1.2 Curriculum Enrichment	Good	-
1.3 Feedback System	-	-
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	Good	
2.2 Teaching-Learning Process	• Very meticulous teaching learning schedule • Experiential learning methods • Freedom given to the teachers to encourage creativity in teaching • Good relationship between students and teachers	• Training programme for writing in Media should be initiated
2.3 Teacher Quality	• Vibrant and qualified faculty	• Teacher Students ratio can be improved • Participation of teachers in enrichment programme outside the college can be improved
2.4 Evaluation Process and Reforms	• Excellent evaluation system	• Encourage students to take a competitive exams

Key Aspects	Commendations	Specific Recommendations
2.5 Student Performance and Learning Outcomes	Outcome is witnessed in students' placement	-
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	Structured research methodology course	- This area needs to be improved considerably - Training on qualitative research could be given - Project reports to be made available in the library
3.2 Resource Mobilization for Research	Students' assignments published in the media appreciable	- Not satisfactory - Department to have a proper mechanism to tap external resources - Major research projects to be undertaken - World social work forum – models for the humanity can be contacted for funding - Asoka fellowship to be used for research funding
3.3 Research Publications, Awards and Patents	Basic publications in the Department is good	- Not adequate - Strengthen the research publications - Newsletter/journal for the department can be initiated
3.4 Consultancy	-	Explore avenues for research and consultancy
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	- International linkages are commendable - Excellent service learning programme	- Students should be given engagement experience with community - Students to be introduced with role models of social workers - Campus community to be strengthened
3.6 Collaborations and Networking	Networking with schools based on need assessment	- Explore sustained extension within a specific geographical community / target group - More industry related networking and MoUs to be attempted - Networking with national organization like DRD - Community radio can be initiated

Key Aspects	Commendations	Specific Recommendations
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	• Very Good	-
4.2 Library (General and Department)	-	• Updation of books to be improved • Students usage of library and especially online resources to be monitored General Library • Research access to students to be given • Need in-house digital system • Search through title wise for journals, article • Central server for log data on the usage of e-library facilities • Social work needs good reference system
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	• Student friendly department • Structured mentoring system	• Interaction meeting with alumnae could be planned • Conduct leadership and rural camps for students • One workshop day for students on skill development • Students to be oriented to choose career relating to society • Brand recognition of the department to be extended for the society • Mock assembly / parliament for motivation in civil services. Face to face interaction with social workers • Can start a centre for social entrepreneurship. Incubation centre need to be initiated
5.2 Academic Progression of the Students	• Inter personal relationship between faculty and students improves the performance	• Structured Parent-Teachers' meeting

Key Aspects	Commendations	Specific Recommendations
5.3 Student Participation and Activities	Students' participation in rally and public programmes appreciable	Child protection committee at the national level need help from the Department
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	- Efforts on implementing eco-friendly products - Student participation in eco-awareness programmes. Practice of waste management	Revision of curriculum with emerging trends – clinical psychology
6.2 Innovations	Innovative assignments	To initiate psychomotor skill test for corporate sector
6.3 Best Practices	Interpersonal relationship is the basic mantra of the Department	-
6.4 Strategic plans of the Department	-	To have a proper vision for the future

General:

- Department should work towards reducing the dropout rate with their strength, specially in PG course
- To follow government guidelines for field trips when field visit/OSS is planned
- Network with placement cell for suitable placement
- Parents to be informed about the details of alumnae placement
- Depute students to go to Collector's office for writing petition
- Make department visible to the society

**Department: Commerce I
(Aided, B & I and CA)**

Date of Audit: 14.09.2016

Academic Expert: Dr. Vidya Srinivasan

Industrial Expert: Mr. S. Rathinavel

- Explore the possibility of collaborating with industry associations - CII, Management Association – FICCI, TNCCI etc.
- Collaborate with IIM, Trichy for offering certificate programme, guest lectures etc.
- Tie-up with BSE / NSE for offering certificate course in Stock Market operations
- Use the alumnae of the college for placement opportunities
- Become a member of Business-line on-line club to get resource persons
- Explore the possibility of using SEBI resources for teaching papers like Financial Marketing
- Offer courses like CPA, CIMA etc.
- Explore the possibility of having tie-up with accounting firms which offer such programmes
- Training to be given in SAP and Softskills
- Courses on Tourism to be given more importance
- Department Newsletter in e-format
- Suggestion to offer a spoken Hindi Course for students

Apply for minor grants keeping social impact in mind

**Department: Commerce II
(CS, PA and Honours)**

Date of Audit: 16.09.2016

Academic Expert: Dr. Anuradha PS

Industrial Expert: Mr. S. Gopal

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	• Good practice of integrating with ICAI, CA, ICSI. SHARP is unique practice • Good practice of collaborating with different stakeholders • Updation of latest trends in curriculum • Gradation of the syllabi from Semester I to VI	• National and global developmental needs to be focused • Comparing curricula with other well established national and international institution • Pentaho software that does not require license could be used instead of SPSS • Under internship, the first part could be internship and the latter could be a project report
1.2 Curriculum Enrichment	-	• Exposure on export-import related courses • Communications / Soft skills – need to be reworked. Gradual plan of action to be implemented progressively for I, II and III years
1.3 Feedback System	• Encompasses all aspects of improvement of faculty	• Process to be strengthened
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	• International students provide diversity • EBT – good practice	-
2.2 Teaching-Learning Process	• Course plan • Good practice of 4 tier concept	• To reach the students, process should be articulated more clearly

Key Aspects	Commendations	Specific Recommendations
	Mentor – advisee concept	- Pedagogy needs an improvement course wise - More exposure / growth enhancement required for faculty
2.3 Teacher Quality	- Good teamwork and understanding - New faculty members are inducted with required training	-
2.4 Evaluation Process and Reforms	Good validation process ensure in the department	-
2.5 Student Performance and Learning Outcomes	-	-
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	-	Should identify external funded research projects and collaborate
3.2 Resource Mobilization for Research	-	-
3.3 Research Publications, Awards and Patents	-	-
3.4 Consultancy	Appreciated	Coerced to charge for consultancy services
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	Best practice	The outcome reports of the LiFE to be forwarded / shared to MHRD, PMO for recognition
3.6 Collaborations and Networking	-	Could have MoU with Delloit, Ernst & Young, Pricewater House Cooper for on-line coaching
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	-	-
4.2 Library (General and Department)	Highly commended	-

Key Aspects	Commendations	Specific Recommendations
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	CD preparation exclusively for Corporate Conclave were commended	Apart from the annual e-assessment, few comprehensive e-assessments to be given for practice
5.2 Academic Progression of the Students	-	Prepare table showing details of competitive exams taken by students and their pass percentage
5.3 Student Participation and Activities	- Visiting cards printed very creative - Newspaper 2020	-
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	-	-
6.2 Innovations	-	-
6.3 Best Practices	-	-
6.4 Strategic plans of the Department	-	-

Department: Mathematics**Date of Audit: 07.09.2016**

Academic Expert: Dr. Lourdusamy

Industrial Expert: Mr. Sakthivel Sivam

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	Inclusion of industrial expert in curriculum design	- Long term goals are not stated - Uniqueness of courses designed to suit the local /national/global was not justified - Employment sector can be included in design of curriculum - Revision should also include skills required for industry - Curriculum can be improved by considering the specific needs of competitive exams and skill set requirement from corporate/industry
1.2 Curriculum Enrichment	Core communicative skill in Maths	Courses can be designed to encourage interdisciplinary research
1.3 Feedback System	-	Appropriate scientific analysis should be done for the feedback obtained from the students
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	Work plan prepared based on entry behaviour test	Better methods to be evolved to understand the difficulties of the students in teaching and learning
2.2 Teaching-Learning Process	Students are encouraged to take competitive exams	- Elaborate teaching plans can be developed - More research orientation can be given - Apart from seminar other learning methods can be evolved - In each course one unit can be taught using ICT methods

Key Aspects	Commendations	Specific Recommendations
		• Preparation of ICT materials by the department for each course and uploading it in the college website will give way to online courses in future • Faculty members should be trained on advance usage of computer and technology
2.3 Teacher Quality	-	• All faculty members should become Ph.D. holders • Incentives can be given for good publications • Varieties of teaching methods should be adopted by the faculty members involving students participation • Faculty members should put more effort to impart the teaching more effectively, efficiently and at a simple level
2.4 Evaluation Process and Reforms	• Good method of framing questions • Scheme of valuation • Transparency in all the assessments	-
2.5 Student Performance and Learning Outcomes	• Learning outcomes are clear	-
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	• Screening of research papers by the Department is a good practice	• Research should be improved very much • National / International seminars should be conducted • Department to become research centre • Faculty members should get involved in quality research work and work towards having collaboration • Faculty members should be trained on paper research plan, conduct and execution

Key Aspects	Commendations	Specific Recommendations
3.2 Resource Mobilization for Research	-	Faculty members should apply for minor / major projects
3.3 Research Publications, Awards and Patents	A few faculty members are taking efforts to publish papers	- Research publication should be in good journals (Scopus database, impact factor, etc.) - Faculty members are not aware of index factor of journals in which they have publications
3.4 Consultancy	One or two staff members are referees of journals. But no evidences.	Faculty members as reviewers in journals can also be considered under Consultancy
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	- The service learning projects of the department is good. - Extension programmes are very good initiative	Such study could be published and made available to the respondents in the community of study
3.6 Collaborations and Networking	-	- Should have MoUs - Should focus more on industry collaboration
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Good computer lab facility	Industry expected curriculum should be in place
4.2 Library (General and Department)	One staff to be in charge of each subject books is a good practice	International journals can be purchased.
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	Scholarship facilities	- National / International higher studies programmes can be informed to students - Department wise alumnae contacts can be utilized for student activity
5.2 Academic Progression of the Students	Remedial coaching using students (but files can be maintained)	Suggestion to do result analysis of pass and fail percentage & perform root cause analysis of any poor result (faculty and student)
5.3 Student Participation and Activities	- Wide range of students activity - Department Newsletter	-

Key Aspects	Commendations	Specific Recommendations
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	-	There should be evidence for eco-friendly initiatives followed.
6.2 Innovations	-	Lack of innovation in thinking process and teaching
6.3 Best Practices	Remedial coaching by students is a good practice	Scientific analysis of the practice to be done and presented with suitable evidences
6.4 Strategic plans of the Department	-	-

General:

- The documentation of all achievements should be improved
- More collaboration with other colleges / university / industry / corporate
- Prepare clear career plan for students
- Take all possible effects to organize / conduct National / International workshop / seminars for greater reachability and conduct of periodic invited talks by industry experts
- Faculty members to focus on Research work and paper publications

Department: Physics**Date of Audit:16.09.2016**

Academic Expert: Dr. E. James Jebaseelan Samuel

Industrial Expert: Mr. Sundar Ganesh

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	Well defined PG curriculum framed in accordance with CSIR exam syllabus	- Benchmark the department with the global institutes. (preferably from Top 200 as per time ranking) - Companies who are coming for placements to be called as experts in curriculum committee - Conduct entrepreneurship awareness programme - Identify the gap between the needs of the different industries and address the gap by including relevant subjects to the curriculum
1.2 Curriculum Enrichment	Inter disciplinary courses	Faculty members can talk to companies, subject experts according to placement requirement
1.3 Feedback System	Excellent	Mid semester feedback can be obtained for making suitable changes in teaching and evaluation
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	- Good - EBT - Inclusion of international students and special effort taken in mentoring	-
2.2 Teaching-Learning Process	Good	- Project based learning system to be incorporated in each course - Application based learning can be enhanced - Invite resourceful persons from relevant industries to explain or handle sessions

Key Aspects	Commendations	Specific Recommendations
		on topics that students find difficult to comprehend • In the labs, it will be good to demonstrate applications • Have prototypes with which demonstrations can be carried out. So that students will get to understand the application part of the lab experiments better
2.3 Teacher Quality	• Good	• All the young teachers advised to register for Ph. D.
2.4 Evaluation Process and Reforms	• Lab rubrics	• More higher order thinking skills to be evaluated
2.5 Student Performance and Learning Outcomes	• Excellent	• Digital assignments can be given using open source software
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	• Students are undertaking good projects	• To be strengthened • Encourage faculty members to write review articles • PG project work to be converted into Scopus Indexed papers • More workshops and Conferences to be conducted in association with societies • Should gear up to start working on real time projects from industries. Such industry funded projects if delivered properly will bring in a lot of visibility to the institution
3.2 Resource Mobilization for Research	• Good	-
3.3 Research Publications, Awards and Patents	• Good publications with better impact factor	• More interdisciplinary research work to be carried out • All the faculty members to register for Ph.D. • Each faculty to find out an industrial linkage • Encourage the faculty members to publish books and chapters • Students should be given awareness on Intellectual Property Rights.

Key Aspects	Commendations	Specific Recommendations
		- Students and faculty should know how to patent their ideas - Citation index can be determined in Scopus
3.4 Consultancy	Amount generated through Candle making	Industry linkage
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	Good	-
3.6 Collaborations and Networking	Good	- Faculty members and Students should go for Summer training in leading institutions - Can be strengthened with more industrial visits
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Excellent	Lab flooring can be changed to Vinyl flooring in Electronics lab
4.2 Library (General and Department)	Good	-
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	Very good	- Involve outside agencies for coaching - Placement cell can collaborate with SMART and other standard institutions for Soft Skill training - Awareness on entrepreneurship can be developed
5.2 Academic Progression of the Students	Theory and lab courses provide good scope and training	-
5.3 Student Participation and Activities	Good. Regular organization of ICPM with innovative ideas	-
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	Good	-

Key Aspects	Commendations	Specific Recommendations
6.2 Innovations	A different practice in Inter-collegiate competition	Invite visiting professors for the department
6.3 Best Practices	-	-
6.4 Strategic plans of the Department	-	-

General Comments and Suggestions:

- Benchmark the curriculum with International institutions
- Certain modules / topics can be handled by industrial experts. This will enable greater contact with industries
- Demonstrate applications (Real time) so that the students become industry ready
- Utilize the alumnae network in different states / countries for giving lectures to students

Department: Chemistry

Date of Audit: 09.09.2016

Academic Expert: Dr. K. Anbalagan

Industrial Expert: K. Mamallan

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	- CSIR NET / SET - Summer internship	- Curriculum needs updation on par with global trends - Research should be improved - Students need motivation - Career guidance is needed
1.2 Curriculum Enrichment	-	- Foreign author books are needed - Syllabi should be revised once in three years
1.3 Feedback System	-	Students feedback should be improved

Key Aspects	Commendations	Specific Recommendations
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	-	Students should be given awareness regarding future prospects
2.2 Teaching-Learning Process	- Involvement and activities of teachers towards strengthening students career is very good - Use of models and demonstration with lectures for teaching-learning - Virtual lab facility - Practice of preparing course materials	Tutorial sessions should be introduced
2.3 Teacher Quality	-	-
2.4 Evaluation Process and Reforms	-	Double evaluation will ensure quality
2.5 Student Performance and Learning Outcomes	-	Students should be oriented regarding higher studies
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	Good number of Major/Minor research projects	Research outcome and need publications improvement
3.2 Resource Mobilization for Research	-	-
3.3 Research Publications, Awards and Patents	-	More number of students to complete Ph.D. every year
3.4 Consultancy	Effective analytical corner	Consultancy services can be strengthened
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	- Community projects - Australian National Chemistry Quiz	-
3.6 Collaborations and Networking	-	Both research and academic collaborations are needed

Key Aspects	Commendations	Specific Recommendations
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Well-equipped lab	- Simple equipment are needed for better quality - Separate operation and calibration procedure to be made for all equipment - Numbering of instruments to be done - Labeling of chemical / reagents / solutions to be practiced
4.2 Library (General and Department)	Well maintained library	-
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	Activities of academic club	Alumnae participation should be strengthened
5.2 Academic Progression of the Students	-	Students need entrance examination training
5.3 Student Participation and Activities	-	-
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	-	Eco-friendly measures are needed
6.2 Innovations	-	-
6.3 Best Practices	- Extension of department library working hours upto 8p.m. and it being managed by PG students - Summer training programme - Good contact with distinguished scientists and renowned academic experts	Best practice should be adopted

Key Aspects	Commendations	Specific Recommendations
6.4 Strategic plans of the Department	-	-

General Comments:

- A separate research lab with more space
- Conducting regional level seminars/workshops, even though the department organizes national level seminars at interdisciplinary level

Department: Botany

Date of Audit: 09.09.2016

Academic Expert: Dr. Selvi Gnanasekaran

Industrial Expert: Dr. N.R. Kamini

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	-	-
1.2 Curriculum Enrichment	-	-
1.3 Feedback System	-	• A descriptive feedback may be meaningful in certain cases
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	-	• The student strength of the PG courses should be increased
2.2 Teaching-Learning Process	• Smart Class rooms • Creative internal assignments	-
2.3 Teacher Quality	-	-
2.4 Evaluation Process and Reforms	-	-
2.5 Student Performance and Learning Outcomes	-	-
Criterion III: Research, Consultancy and Extension		

Key Aspects	Commendations	Specific Recommendations
3.1 Enhancing the research qualities	-	- Research publications should be in high impact factor journals - The research facilities available with the department are excellent. But it was not highlighted during the presentation
3.2 Resource Mobilization for Research	-	-
3.3 Research Publications, Awards and Patents	-	Research know-how should be demonstrated to the industry for commercialization.
3.4 Consultancy	Income generated through department instrumental facilities	- Use of equipment by research scholars from other institutions and income generated may be projected. - Services and funds generated to be highlighted.
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	Work with self-help groups on paper recycling	-
3.6 Collaborations and Networking	-	Industry visits may be arranged for students.
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Infrastructure	-
4.2 Library (General and Department)	-	-
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	-	-
5.2 Academic Progression of the Students	-	-
5.3 Student Participation and Activities	-	Intercollegiate programmes for Botany students can be organized every year.
Criterion VI: Innovations and Best Practices		

Key Aspects	Commendations	Specific Recommendations
6.1 Environment Consciousness	Kitchen Gardening, NME	-
6.2 Innovations	• Novel methods of evaluation • Technology developed on waste paper recycling • Demonstration of the technology to the rural people	• The technology has not been patented and demonstrated to any of the industries. Projects could be submitted under societal programmes for developing the paper recycle unit.
6.3 Best Practices	• Advisor-Advisee system, motivates the students and enhances their confidence level	-
6.4 Strategic plans of the Department	-	-

Academic Expert: Dr. Muthukalingan Krishnan

Industrial Expert: Dr. SM. Salahudeen

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	Objective of the curriculum design and development are good	- Capacity building by a competitive curriculum design needs to be enhanced to National / Global standards - Should have industrial expert to develop the curriculum to get more job opportunities
1.2 Curriculum Enrichment	Few interdisciplinary and value added programmes are visible	More skill based courses should be included
1.3 Feedback System	-	- Analysis of the feedback to be done - Monitoring of feedback enhancement is missing. Develop a system to effectively measure the enrichment - Feedback on curriculum should be analyzed systematically for implementation
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	Mentor system	Learning levels of the students should be continuously monitored
2.2 Teaching-Learning Process	Department Academic calendar is good	- Introduce interactive based learning methods to create a personalized learning process - Smart class rooms including Smart board should be available for teachers - Students should be given more opportunity to learn about the facilities of the Department - Students are not given equal opportunity towards external learning process. Faculty need to be exposed to industry to help the students getting into the industry

Key Aspects	Commendations	Specific Recommendations
2.3 Teacher Quality	Commendable	- Enrichment programmes for the faculty should be effectively monitored - Improve the quality of teaching by giving extra care
2.4 Evaluation Process and Reforms	Commendable	Give more attention to design the question paper to reflect the expected learning outcome
2.5 Student Performance and Learning Outcomes	Satisfactory	- Give more attention to follow the learning outcome of the students - Introduction of new technology are not visible in the Department
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	-	- Research quality of the department is not commendable. Except a few, many faculty members are not involved in research - More Industry-Academic partnerships are encouraged - Except DBT/FIST other funding agencies are missing - Encourage the faculty members to go for more collaborative research
3.2 Resource Mobilization for Research	-	Young faculty members should go for more research projects
3.3 Research Publications, Awards and Patents	-	- Department has not maintained the sustainability in research publications, awards and patents - Invite academic experts to improve the research quality
3.4 Consultancy	One faculty member has established a lab by having industrial collaboration	Consultancy activity should be adequately exposed beyond college for departmental revenue generation
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	-	- Except a few, no strong social service work is visible - All the faculty members should work together for inter-intra departmental collaborations for getting projects and go for consultancy

Key Aspects	Commendations	Specific Recommendations
3.6 Collaborations and Networking	Only one industrial collaboration is visible	- More collaboration and networking required - Look out for “beyond academic” activities, tie-ups to create strong linkages through internship, on the job training
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Good instrument and research facilities	- Inadequate exposure to students on lab equipment. - Should be improved further by having good microscope, new slides, good fermentor etc. - Instruments should be maintained properly
4.2 Library (General and Department)	-	More funds should be allotted to get more books and journals
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	Good	- The college needs an exposure beyond the local geography which will help the Industry to identify the skills of the students through access. - Student grievances (from library to lab) are not adequately addressed - Needs to create a separate placement / Assistance / Exam preparation (Competitive) cell - Coaching classes for competitive exams should be strengthened - Role of Placement cell is not much visible
5.2 Academic Progression of the Students		The data on academic progression of the students is available but not analyzed properly
5.3 Student Participation and Activities	Good	-
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	Visible	More attention should be given to make students more environmental friendly
6.2 Innovations	-	No innovation in the department

Key Aspects	Commendations	Specific Recommendations
6.3 Best Practices	• Good lab through industry collaboration • Good Animal house as per the UGC regulation • Well maintained Museum	• Education on the best practices of waste management and eco-sensitive products
6.4 Strategic plans of the Department	• The objective and future plan is encouraging	• The road map is missing or not strong enough to achieve the objective

Department: Business Administration

Date of Audit:19.09.2016

Academic Expert: Dr. V. Ramanujam

Industrial Expert: Mr. Sivakumar Jayaraman

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development		• To improve the departmental goal and objectives in clear manner with long term global thinking • The topic Business plan to be offered as a separate unit and not as a part of a Unit in the EDP paper • IDC – Special efforts to be taken avoid repetition from both department • Evaluate the effectiveness of changes in the academic programme empirically • Use alumnae who are well placed professionally for suggestions in Syllabi modification • Managerial Economics – offer it more as a business paper than as an economics paper

Key Aspects	Commendations	Specific Recommendations
1.2 Curriculum Enrichment	• Constitution of the Board of studies – inclusion of Alumnae	-
1.3 Feedback System	• Appreciated	-
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	• Appreciated	• All the stakeholders to be involved in the assessment process • Profile analysis of entrants: Medium of instructions, subject of study – will help in preparing and delivering the academic programmes • Change the term Mobile learning as a methodology • E-content- add movie clips, case studies of contemporary relevance
2.2 Teaching-Learning Process	• Appreciated • EBT analysis – using Moodle, Google forms • Innovative and creative assignments in topics related to Marketing, Hospitality and Entrepreneurial Development	
2.3 Teacher Quality	• Appreciated	
2.4 Evaluation Process and Reforms	-	
2.5 Student Performance and Learning Outcomes	-	
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	-	• Conduct National / Global seminars • Publication from each faculty • Students to be encouraged for publication • Evolve a journal committee • More of paper presentation • Participation in seminars and conference • Networking

Key Aspects	Commendations	Specific Recommendations
		PGDHRD projects to move out of Madurai
3.2 Resource Mobilization for Research	-	-
3.3 Research Publications, Awards and Patents	-	- Try to get funds for research - Journal publications
3.4 Consultancy	-	-
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	LiFE appreciated	- Encourage activities – for building entrepreneurial skills and business acumen - Hospitality Management – Teach Hindi - LiFE program can collaborate with Fenner CSR department - Reflection of the community regarding LiFE program from the communities’ perspective - Filing can be done in Chronological order
3.6 Collaborations and Networking	- Appreciated - HRM survey can lead to framing of HRM policies	Collaborating agencies to have a specific list for clarity
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	-	-
4.2 Library (General and Department)	-	- Separate department library - Library to have subject wise booklist
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	Appreciated	- Mentor-Mentee system – teacher student ratio to be 1:20 - Develop student mentor system - Grievances can be categorized as academic and non-academic
5.2 Academic Progression of the Students		Progression can be shown year wise

Key Aspects	Commendations	Specific Recommendations
5.3 Student Participation and Activities		• Add subthemes for club • Student training feedback to be more standardized with a specific format
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	-	• Include curricular eco-friendly initiatives
6.2 Innovations	• Appreciated	• Innovative teaching methodology to be mentioned
6.3 Best Practices	• Appreciated	-
6.4 Strategic plans of the Department	-	• Strategic plans to include: ○ Developing Women Entrepreneurs ○ Focus on Service sector ○ PG Diploma in Event Management

Department: Biotechnology

Date of Audit:15.09.2016

Academic Expert: Dr. Sudhakar Sivasubramaniam

Industrial Expert: R. Krishnakumar

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	-	• Skill base courses should be reconsidered pertaining to Biotechnology • Zoology courses such as Aquarium should be removed • Strong efforts should be taken for employability • Modern development such as synthetic biology, stem cell biology should be included • Strong effort should be taken for consultation with academic experts / industry / employment / alumnae • There is no specific bench mark to compare against global competencies • No need to change the syllabus further • Aquarium maintenance to be changed • Course content to be framed focusing on Biotechnology
1.2 Curriculum Enrichment	• Adequate	• Value added programmes should be improved • No evidence of soft skills taught to students
1.3 Feedback System	-	• Feedback should be collected in separate sheet and analyzed carefully • Actions initiated can be documented and follow-up of feedback analysis to be done

Key Aspects	Commendations	Specific Recommendations
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	• Good	• No evaluation of student's skill at entry level
2.2 Teaching-Learning Process	• Class Schedule	• Area of specialization based teaching should be allotted to the teachers • Improve the ICT facilities
2.3 Teacher Quality	• Adequate • Encourages faculty members	-
2.4 Evaluation Process and Reforms	• Dept. has collected funds from different stakeholders and created a fellowship. It is a very good model for other departments. • Question pattern - good	-
2.5 Student Performance and Learning Outcomes	-	• Improvement required • Scientific drama can be organized
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	• Good. Keep it up	-
3.2 Resource Mobilization for Research	• Good. Keep it up	-
3.3 Research Publications, Awards and Patents	• Good. Keep it up • Patent filed	• Awareness on Patent • Citation index to be followed based on one evaluation method
3.4 Consultancy	-	• Efforts can be taken for further improvement
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	Dept. is doing significant work	• Can do more
3.6 Collaborations and Networking	-	• Collaborative and Networking projects & attempts improve the standard and simplify the workload

Key Aspects	Commendations	Specific Recommendations
		Yet to be done
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Good. Keep it up	Housekeeping
4.2 Library (General and Department)	-	- Improve the standard of the library - Librarian needs to be appointed
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	-	Should think more for developing good skill based courses. It should avoid Zoology based courses
5.2 Academic Progression of the Students	-	Should collect the data and analyze carefully to improve the standard of the Department
5.3 Student Participation and Activities	-	To improve
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	Good	Should be improved
6.2 Innovations	Patent filed	-
6.3 Best Practices	- Laboratory - Research activities	-
6.4 Strategic plans of the Department	-	- Future plan need to be established - Structured action plan to be given with goals marked for every year

General Comments:

- Reduce the fee for M.Sc. and M.Phil. courses to save the department and its reputation

(M.Sc.: Rs.12,000/- per Semester, M.Phil. – Rs.12,000/- per Semester: It is the mean fee of the other institutions in Tamil Nadu)

- NET coaching to be given to enable students to clear the exams
- Alumnae network group to be strengthened
- PG and M.Phil. admission as weakness – find out the reason.
- Suggestion: Change in the admission procedure. Students and parents to be shown the available facilities in the department and briefed about the opportunities. Fee to be reduced, to make department website attractive.
- Arrange the instruments in PG Biotech lab properly

Department: Computer Science

Date of Audit: 09.09.2016

Academic Expert: Dr. J. G. R. Sathiaselvan

Industrial Expert: Mr. Antony Raj M

Key Aspects	Commendations	Specific Recommendations
Criterion I: Curricular Aspects		
1.1 Curriculum Design and Development	• Curriculum is well suited to the needs of the students career	• The overlapping of the curriculum should be carefully checked for both UG and PG courses • Android and IOS mobile operating systems to be introduced in the curriculum • Entrepreneurial skills in computer science to be enhanced
1.2 Curriculum Enrichment	• UG and PG curriculum has the scope for sharpening the skills of the students	• More rigorous training programmes are required for the students in building their soft skills
1.3 Feedback System	• Obtaining feedback just before test period	-
Criterion II: Teaching—Learning and Evaluation		
2.1 Catering to Student Diversity	• Adequate programmes are organized for the	• Slow learners need to be carefully identified and

Key Aspects	Commendations	Specific Recommendations
	technical learning of the students	encouraged psychologically and academically
2.2 Teaching-Learning Process	- The department has taken various measures to improve the learning process among students - e-teaching / e-learning / e-evaluation	- Students must be encouraged to take part in the various academic forums - Seminar / lab rubrics to be designed better
2.3 Teacher Quality	Good	-
2.4 Evaluation Process and Reforms	The evaluation process is very systematic and transparent	The examination results of the students must be carefully evaluated
2.5 Student Performance and Learning Outcomes	-	-
Criterion III: Research, Consultancy and Extension		
3.1 Enhancing the research qualities	A good initiative is taken in the department towards research activities	The department should become the research department soon
3.2 Resource Mobilization for Research	-	-
3.3 Research Publications, Awards and Patents	Good number of research publications	Need more focus on getting research projects, awards and funds
3.4 Consultancy	-	-
3.5 Institutional Social Responsibility (Service Learning / Life Frontier Engagement)	Extension activities are good	More collaboration and MoUs are needed
3.6 Collaborations and Networking	-	Can be improved
Criterion IV: Infrastructure and Learning Resources		
4.1 Laboratory Facilities	Laboratory facilities are adequate	- More recent software can be purchased as per the demand - Lab space is limited and stuffy

Key Aspects	Commendations	Specific Recommendations
4.2 Library (General and Department)	Good	Access to departmental library seems to be very restricted (in terms of timing)
Criterion V: Student Support and Progression		
5.1 Academic Support for Students	-	- Students are having adequate job opportunities - More job opportunities can be created / initiated through various channels, like collaboration or MoUs - Communication skills to be improved as that will help in placement - Students participation not highlighted much
5.2 Academic Progression of the Students	-	-
5.3 Student Participation and Activities	-	-
Criterion VI: Innovations and Best Practices		
6.1 Environment Consciousness	-	More awareness programmes can be conducted for the students regarding environment consciousness
6.2 Innovations	-	-
6.3 Best Practices	- Good - Department seems to be very cohesive in e-teaching/ and use of moodle well developed	-
6.4 Strategic plans of the Department	Very good goals and objectives	Needs to be more concrete

General Comments:

- The department does not have a good grasp on what a rubric is
- Training on how rubrics are to be developed to be given

- Since communication skills are the biggest barrier to job placement, is it possible to identify students who are technically sound but lack communication skill and give them an extra coaching?
- The ambience of the labs need to be improved

Administrative Audit

2016-2017

Audit Date: 2nd and 3rd March, 2017

External auditors:

1. Mr. Muralidharan, Lead Auditor, RINA, Bangalore
2. Mr. Balasunder, Managing Director, IMS Learning Resources Pvt. Ltd., Madurai

Audit Schedule:

S. No.	Administrative Office/Centre	Time	External Auditor	Internal Observer
			Dr. S. Muralidharan	Dr. Srii Latha S. Dr. V. Sridevi
1	Exam Office	9.30a.m. to 11.00a.m.		
2	Vice Principal Office	11.00a.m. to 12.30p.m.		
Lunch -12.30 to 1.30				
3	Principal Office	1.30p.m. to 3.00p.m.		
4	DSS Office	3.00p.m. to 4.30p.m.		
5	Deans Office, CPEC and IQAC	4.30p.m. to 6p.m.		
Date: 03.03.2017				Dr. Srii Latha S.
6	Bursar Office	9.30a.m. to 11.00a.m.		
7	Centre for Information Technology	11.00a.m. to 12.00noon		
8	Centre for Environmental Studies	12.00noon to 01.00p.m.		
Lunch -1 p.m. to 2 p.m.				
9	J.X. Miller Library	02.00p.m. to 02.45p.m.	Dr. Srii Latha S.	

10	International Study Centre	02.45p.m. to 03.30p.m.		
11	Career Guidance & Placement Cell	03.30p.m. to 05.00p.m.		
12	Centre for Human Resource Development			
13	Research Culture Promotion Committee			
	Submission of report	05.00p.m. to 05.30p.m.		
Date: 03.03.2017				
1	Part V	09.00a.m. to 09.45a.m.	Mr. R. Balasunder	Dr. V. Sridevi Mrs. R. Vidhyalakshmi
2	LiFE	09.45a.m. to 10.30a.m.		
3	Centre for Communication & Multimedia	10.30a.m. to 11.15 a.m.		
4	CAC – Counselling	11.15 a.m. to 11.45 p.m.		
5	Alumnae and CHILD	11.45 a.m. to 12.15 p.m.		
6	Centre for Human Rights Education	12.15 p.m. to 01.15 p.m.		
7	Part IV – Value Education			
Lunch -1.15 p.m. to 2.15 p.m.				
8	Centre for Women’s Studies	02.15p.m. to 03.00 p.m.		
9	Centre for Entrepreneurship Development	03.00p.m. to 03.45 p.m.		
10	Centre for Music	03.45p.m. to 04.15p.m.		
11	Physical Education	04.15p.m. to 05.15p.m.		
	Submission of report	05.15p.m. to 05.45p.m.		

Audit Reports based on the recommendations of the external auditors:

I. Report of Mr. S. Muralidharan

Examinations Office

- Student requests with regard to wrong entry of marks can be made online to avoid maintenance of bulky files
- It would be easy to prepare statistical analysis with online requests (common reasons for requests, teachers involved etc.)

Vice Principal Office

- A ‘Comment Column’ may be included online to show evidence of closure of admission for a student who has been offered a seat, but has not taken it.
- “Deviations settled on a case to case basis / Procedural basis” to be mentioned in the Process Flow Chart

Principal’s Office

- Background check during recruitment of teaching faculty can be done –eg. Through Facebook
- Process Flow Chart for “Substitute appointment for Faculty travelling abroad” to be created
- Website updation to be streamlined
- Canteen- Medical test for food handlers to be made mandatory. Medical certificate to be produced every 6 months

Office of Dean of Student Services

- Medical checkup for students – Data can be analysed to report overall percentage of anaemic students etc.

Office of Dean(s) of Academic Affairs for Sciences and Humanities

- Curriculum revision – Validation to be undertaken

Bursar’s Office

- Suggestions for generating funds
 - Tap Swatch Bharath funds
 - Funds for CSR activities from Corporates
 - Yes Bank

- ciicsrgateway.org
 - Contact private sectors
- Purchases
 - When placing orders, have a cushion of 10%-20%
- Disposal of old books and equipment
 - To look into the legality of disposal for present scrap
 - For future grants – Norms for disposal to be worked out
 - Recommendations of NAAC can be looked into
 - To check with other autonomous colleges
- Imported Items
 - Servicing –
 - to make sure local agents are available
 - Networking with other institutions for support
 - Availability of replacements to be ensured
- Revise rates for usage of instruments. Have a target (Rs. 2 Lakhs) and work backwards (Science Instrumentation Centre)
- Funds to be set aside for replacement of assets
- Science Instrumentation Centre – publicize through advertisements and website
- Substitute salary – gradation to be there. Junior teachers may be asked to pay and not senior teachers. Feedback may be got from affected teachers.
- Campus maintenance, Monitoring & Safety
 - Major repairs work that is pending – log book to be maintained
 - Repair work to be undertaken keeping in mind and not postponing
 - Safety audit has to be undertaken
- Risk Management
 - Crowd regulation (Admission)
 - Reaction mechanism – Risk mitigation- told to people down
 - Iron staircase can be erected at Newton Block
- Enterprise Risk Assessment to be done

Centre for Environmental Studies

Student Centric Activity Manual – for teaching Environmental Studies

- Have parameters to check effectiveness of activities
 - To get structured teachers feedback
- Environmental Studies Text Book
 - To get feedback from those who purchase Environmental Studies text book
 - Sell EVS text book through ‘India Environment Network’-paryavaran.com
- Trust bin – composting kitchen waste indoors. Can be gifted.
- Cannot stop plastic. Ensure recyclability potential of plastic used.
- Register in Climate Neutral Now –UNFCCC (website)

- Upload GHG Report prepared as per GHG protocol
 - Lady Doak College to work towards being declared as 'Climate Neutral Institution'
- To become member of UNGC(United Nations Global Compact)
 - Prepare a report by January 2018

Library

- To ensure closure of accession on N-list Inlibnet for students who leave college
- Software for Plagiarism-Urkund

International Study Centre

- To have a Memorandum of Understanding for students from other countries while on stay in campus
- Extent of liability of Lady Doak is not clear with respect to present foreign students residing on campus eg. Medical insurance

Career Guidance and Placement Centre

- Students to be allowed only one offer. Those who have one offer letter should not attend other campus drives. This would pave the way for other students to get a placement.
- Placement Officer can put up a list of probable companies visiting college to enable students select the company
- Letters can be sent to companies inviting them for campus recruitment
- CII to be contacted for database
- To concentrate on companies in Coimbatore, Trichy and down south till Kanyakumari

Research Culture Promotion Cell

- To create more opportunities for faculty to undertake research
- To motivate faculty to undertake research

II. Report of Mr. R. Balasunder

Part V

- Impact analysis of the NSS camp site to be done methodically (Especially when the site is adopted for more than two years)
- Linking to UN Millennium Development Goals (MDG) (Mr. Balasunder to be contacted).

- Student leadership development by adopting the streets in the village and involving the inmates of the village as well, during NSS camp. (Kalinga University Model)
- Student to be available as a counselor in the college to act as a one point contact for the villagers.
- Imparting entrepreneurial insights to the village folks in addition to skill development through Part V activities.
- Campus cleaning should be a compulsory activity to inculcate the value of cleanliness.
- Tree allocation and adoption by students.
- Soft skills should not be graded for any permanent score and can only be improved.

LiFE

- Systematic mapping of the community benefits.
- Future prospectus of LiFE – development of entrepreneurial skills, Publication of the case studies in journals.

CCM

- The resources of TEQUIP, TEDEX to be tapped
- Broadcast/podcast for archives

CAC- Counselling unit

- Extension of counseling to school children as a proactive measure. (Institutional Social Responsibility)
- Mapping the reasons for the students' problems – Root Cause Analysis - RCA

Alumnae

- Benefits for a life and platinum member are not tangible – very poor membership- To identify the reason.
- The tailoring unit can be made commercially successful.
- The materials of Good-Will center can be made saleable by the tailoring unit.
- Waste management of the tailoring unit and photocopying centre is not proper.- To be planned.
- Domain/Industry wise alumnae database not available.
- In collaboration with PR cell the alumnae centre can identify alumnae, for giving internships and projects for the present students.

CHILD

- To prepare a good Business plan for revival of CHILD – with the support of Alumnae - (Contact - Mr. Balasunder)

- Good-will store – Effective planned promotion – Theme based/ seasonal – Incentive wise salesmanship.
- Photocopying unit – Possibility of Book binding, spiral binding to be explored- Alumnae can be involved.

Human Rights

- Case studies to be published in journals.
- UNHRC- Linkage can be developed.
- The resources of the centre can be used for faculty Development programs – can be made as a commercially successful program.
- Part –time course for the external people (SHG, NGO...)

Value Education

- More focused approach on value education with less overlap with LiFE, Counselling and Human rights activities.
- Case studies to be video documented – Short film making- One video per value that to be inculcated. The skits can be recorded.
- Reading habit to be inculcated as a value.
- Israeli's Journalism model can be thought about.

CWS

- Linking the NSS campsite activities on women empowerment with CWS.
- NGO collaboration – AGHAKHAN foundation, GRI – CWS to be contacted
- Journal publication and case study documentation
- Digitisation of the archives - Shortfilms
- School survey to be conducted again after five years.
- FDP for other colleges.
- UN – funds to be trapped (Contact Mr. Balasunder)

CED

- The objective of CED to be reframed – “creating entrepreneurs in addition to imparting knowledge”.
- Inculcate the Business plan skills among students – to be included in the theory paper.
- CED to extend the activities to interested PG students.
- Documentation through shortfilms
- STC to be promoted – sale techniques to be taught to the students – to be included in the process flowchart – incentivize sales.
- Database on LDC alumnae entrepreneurs.
- Activities of CED and Life to be linked.

- Subject specific mentoring services (incubation services) to be offered by CED.
- In future Business incubation centre to be started in LDC
- CED – “ RICHNESS WELLBEING CENTRE”

CFM

- Programs in Music can be introduced.

Physical Education

- Career pathways of LDC sports alumnae to be mapped and documented
- Evidences in the form of videos, interviews, to be provided.
- To explore the avenues for courses on Commentators, referees, coach , umpires, curators.....
- Future goals of the centre –
 - conduct of rolling trophy matches – interschool or intercollegiate.
 - Memorial cups and matches -training the students for paralympics

General

- Video documentation (shortfilms, interviews)recommended for all activities
- Case studies in all centres to be published in journals
- Files to be maintained as per the norms
- To identify the overlap of activities in each centre and normalize them for simplicity and usage
- Data Flow Diagram encompassing the activities of Centre to be evolved

III. Conclusion:

One complete cycle of Academic and Administrative Audit(two internal audits followed by an external audit) was successfully completed for the period (2014-2017). Through academic audit future plans for each department and through administrative audit the process flowchart and roles and responsibilities chart for each office and centre have been eveloped. This will be followed by the second cycle of AAA from the year 2017-18 onwards.

Proposed time line of activities for the next cycle is given below:

2017-2018, 2018-2019: Internal AAA

2019-2020: External AAA
