Dhanraj Baid College(AUTONOMOUS)

Thoraipakkam,Chennai-600097,Tamilnadu

EXTERNAL ACADEMIC AND ADMINSTRATIVE AUDIT REPORT 2019-2020

Held on October'20

Date:09/10/2020

AUDIT TEAM	
1.	Dr.P.V.Kumaraguru, Professor & Controller of Examinations, Guru Nanak College, Chennai.
2.	Dr.B.Vijayakumar, Associate Professor, PG-Research Department of Commerce, Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai.
3.	Dr.J.Sridevi, Professor & Head-FP, Faculty of Management Studies, Dean-Centre for Professional Excellence, Dr.MGR Educational & Research Institute, Chennai.
Academic Audit Report – Criteria wise	
Curriculum Aspects	
Curricular Planning and Implementation:	**CURRICULUM AND SYLLABUS** Syllabus is prepared by Chairmen of BOS in consultation with experts, taking inputs from external and internal faculty. Based on the feedback the syllabus is finalized, examined by the HOD. HOD presents to the Board of Studies and Academic Council and Governing body for approval. **Inputs to students are through:** Lectures Chalk & Talk Power Point Presentation **Course Offered:** **UG:** B.Com(General) B.Com(Corporate Secretaryship) B.Com(Accounts & Finance)

	B.Com(Information Systems Management) B.Sc(Computer Science) B.Sc(Visual Communication) BCA (Computer Application) BBA(Business Administration) BA(English) **PG:** M.Com M.Sc (Information Technology) M.Sc (Computer Science)
Curricular Design and Development	1.Syllabus revised once in 3 years with minor revisions every year. 2. VAC – Value Added Courses made compulsory for all courses. 3. Corporate Internships 4. Skill based papers introduced – Tally, Excel, Analytics. 5. Subject coordinators identify the industry needs while preparing lesson plans.
Academic Flexibility:	1.Faculty flexibility in handling number of subjects and participating in add on, value added courses and extracurricular activities 2. CBCS system provides choice of taking credits in a year across the semesters 3. CBCS with total credits. 4. Faculty has full freedom to plan and execute these outreach programme

Curriculum Enrichment:	1.Online interaction through online terminal used effectively.
	2. Corporate internship – planned for 4-6 weeks
	3. Bridge courses organized
	  a. Before regular classes
	  b. Mentoring done.
	  c. Leadership skills development programme planned.
	  d. Extended Outreach programme – 60 hrs., over 3 years in the form of:
	      a) Social internship.
	      b) Skill development.
	3. Incorporation of changes in industry – to bridge the gap between faculty development programme both in-house and external (with leave) are conducted.

Feedback System:	Feedback received form the all the stakeholders.

Teaching-Learning & Evaluation	
Catering to Student Diversity:	Orientation Program conducted a) Bridge course & Remedial classes b) Internships & Placements provided c) Mentoring & Counselling d) Recognizing achievements e) Scholarships provided f) Encourages students who take up competitive exams g) Parent Teachers Association meetings held h) On Job Training provided i) Corporate – 6 to 8 weeks' internship after holidays arranged.
Teaching-Learning Process:	Process adopted; lectures, case studies, class room participation, assignments, Student presentations. Best Practices a. Course material – given to students for "self-study" in advance and discussed in the class. This is a time saving method for faculty. **b.** Demands of future employers are kept in mind while drawing the curriculum.
Teacher Quality	1. Subject knowledge of the teacher is sound as per the opinion of the students. 2. Faculty are engaged in research and to publish papers and books. 3. Faculty evaluation is done periodically by the stake holders 4. Student psychology based on the student SWOT is conducted during admission. 5. Monitoring of discipline and classroom participation of students during online classes. 6. Student-wise data of learning – visual, auditory. 7. Use of computerized presentations. 8. Faculty feedback taken every semester 9. Effective utilization of staff. a. Benefit of research / book writing- incentives, non-monetary recognition. b. Routines – avoid teachers in non-academic activities c. Choice to faculty to get involved in non-academic activities 11. Infrastructure – adequate classrooms and other facilities: a. I-net speed, 24X7 availability, b. Wi-fi 24X7 availability

	12. Incorporation of changes in syllabus according to requirement of the industry. 13. Programme are conducted for faculty members both in-house and outside with leave. These programme are organized to support faculty development.
Evaluation Process and Reforms	Evaluation process. a) online class sessions were conducted. b) Tests and exams (Internal Examination CAT (Continuous Assessment Test & Model Examination) c) online Assignments and presentations were given.
Student Performance and Learning Outcomes	a) Students seminars and workshops b) Student exchange programme. c) Introduced CBCS d) Orientation programme through online platform. e) Bridge courses f) Mentoring and counselling by full time faculty g) Certificate courses. h) Recognize achievements – scholarships
Research, Consultancy & Extension: Promotion of Research	➢ The institution provides seed money to its teachers for research. ➢ Teachers awarded National/International fellowship for advanced studies/ research during the year ➢ Institute has a well-planned library and internet facility to cater to the needs of research. ➢ Extended library timings ➢ Encouragement to faculty members to take-up more funding projects ➢ Research funds sanctioned and received from various agencies, industry and other organizations ➢ Number of ongoing research projects per teacher funded by government and non-government agencies during the years

Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year.	Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year.
Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year	Periodically Conducted
Awards and recognition received for extension activities from Government and other recognized bodies during the year.	Students participating in extension activities with Government Organizations, Non-Government Organization and programme such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year.
MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year.	- ICT Academy on 27/09/2019 - Mahendra Pride School on 10/08/2019. - Apollo Shine on 01/06/2019.
Infrastructure and Learning Resources:	
Physical Facilities	- Institute has a well-designed environment friendly class rooms and conference rooms. There is ample facility for indoor and outdoor games. - Hygienically maintained campus.
Library as a Learning Resource:	Has library with latest editions of volumes of books.
IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
Student Support and Progression: Student Mentoring and Support	**COUNSELLING:** 1. SWOT at entry level 2. Identification of slow learning students 3. Remedial measures taken, suggests remedies for non-performers. a. Observation b. Questionnaire c. Work on weaknesses 4. PTA – parent teacher association

Student Progression	1.NSS, NCC for students 2.Participation at the National Republic Day parade as an NCC/NSS contingent.
Student Participation and Activities:	The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound. Indoor games area , Table tennis – Carom – and others. Outdoor Games – Basketball, volley ball, cricket, hockey The college has produced athletes and sports persons of National and International repute. The Playground and facilities are adequate STUDENT SUPPORT ➤ Scholarship ➤ Breakfast & Snacks ➤ TA & DA ➤ Awards ➤ Fees Concessions are provided to sports persons **Social and cultural activities organized are:** 1. Online Seminars, lectures, workshops on social issues 2. Major Projects in the Past 5 Years **Club activities:** ➤ L.E.A.P. Value Education club ➤ Women's Empowerment cell ➤ Entrepreneurship Development club ➤ A.P.J Abdul Kalam Quiz club ➤ Earth Lovers club ➤ Citizen Consumers club ➤ NSS ➤ NCC ➤ Youth Red Cross ➤ Red Ribbon club ➤ Yoga club ➤ Jain Cultural Meet (JCM) ➤ Alumni Association ➤ Sports club

Governance, Leadership and Management:	
Institutional Mission, Vision, Goals and Quality Policy	**Mission statement is clear and noble:** To in still an everlasting urge in the students to learn and think clearly and objectively: in addition to develop energy and vitality to them and enable them to perform effectively to bring peace and prosperity in the society. **Vision Statement:** Transformation of human mind and creation of a new culture that has a patience for rules, laws, code of conduct, moral values, natural courtesies and human dignity. **Goals:** Life is a constant process of teaching and learning. So, much emphasis is laid on the quality of education being imparted. The quality that shapes, persuades and patterns a person-into a total human being vibrant with honest, sincerity and truthfulness and is thus established in goodness both outwardly and inwardly. **Investment on faculty:** a) Conduct faculty development programmes in line with the demand b) **Faculty hiring policy** is strictly followed- based on the need identification by the Principal, based on workload, and in consultation with external subject experts. c) Fresh faculty have to give a demonstration lecture and the observers submit a confidential report to Principal. d) Principal makes the decision based on qualification, experience and remuneration. e) **Faculty motivation policy:** encourage for publication 50% of fees is reimbursed. f) Deputation to national seminars, workshops by universities and educational institutions encouraged g) Faculty attrition is minimal.
Strategy Development and Deployment	**Admission policy:** Admission Committee approved by the Management looks into the admission policy I General merit – 60% marks in the qualified examination. II Minority merit - 50 % marks in the qualified examination. III Sports – 50%.

	New courses and add-ons: BA (English literature) Value added Course **PLACEMENT:** Full-time placement officer – Arrange various soft skills and placement training programme with expert trainer for the final year students.
Faculty Empowerment Strategies: - Faculty development initiatives - Support staff development initiatives - Student development initiatives	**Faculty Empowerment:** A) Full autonomy to HODs B) Faculty encouraged to attend external online programme. C) Moulding students to corporate values, responsible citizens and attitude development.
Financial Management and Resource	1.Finance Committee looks into the financial management. 2. Scholarships
Internal Quality Assurance System	Monitoring system: ➤ Have a structured system to monitor outcome of courses, value added courses. ➤ IQAC is proactive in innovating curriculum on a regular basis. ➤ Faculty performance is evaluated effectively ➤ Student performance is evaluated effectively
	➤ Remedial classes for students admitted under 3 categories of percentage of marks in the qualified examination. ➤ Students those who are non-mathematics and non-accounting have 10 days' course in Mathematics and Accounts before the regular classes start and also 10 days before the examination are conducted.
Event	The college has conducted Entrepreneurship Development programme, Skill Development programme, IPR Awareness Program and industry academia innovative practices programme.
Pass %	The students of 2016-19 batch received their convocation during this year as follows: UG: 653 PG :57 M.Phil :23

Placement and Training Programme	Around 250 students aptitude training were given by Titan Leap and 350 employment skill online training programme were given by RIPE. Around 382 students were placed in various companies during the year.
Faculty Career Development	During the year 3 faculty members belongs to has cleared National Eligibility test.
OVERALL ANALYSIS: **Observations** Institutional Strengths:	➢ Sound and value based Management ➢ Efficient Administration ➢ Good infrastructure ➢ Committed Faculty ➢ Good Placement Record ➢ Good Quality of Students
Institutional Weakness	• Industrial interface • Limited space for academic expansion • Digital library • Skill training without field exposure.
Institutional Opportunities:	• Faculty and students exchange • PG Courses in Management • Research and exchange programme • Enhance research activities.
Institutional Challenges:	➢ Competition from private Universities and Colleges. ➢ Faculty retention. ➢ Financing academic development.

Recommendations for Quality Enhancement of the Institution:

1. Create a corpus fund to support research activity.
2. Encourage faculty to take up more of funded projects.
3. Introduction of Research projects at UG level Placement
4. Create a student progression dairy
5. All the activities planned by various departments, under various criteria are to be measured and quantified.
6. Library – to become digital and increase the seating capacity.
7. Seeking collaboration with institutional funding agencies for projects.
8. Collaboration with other industrial bodies.
9. Encourage the faculties book writing with publication fees reimbursement
10. More and More skill components to be added in the curriculum.

Action Taken Report

1. The college management has sponsored to support research activity of the faculty members.

2. The future strategy of the college is to encourage faculty to take up more funded projects through performance appraisal.

3. The department took the initiative to introduce research projects, mini project and internship at the UG level.

4. The ERP department is considered to create a student progression diary to monitoring the student's performance. the placement cell will create competency mapping sessions for the students to identify individual interest in the upcoming years.

5. The college management is planning to make digital library in the future.

6. The college has collaborated with several industrial bodies for the following skill development programmes:

   ➤ Aptitude training by Titan Leap
   ➤ Employability skills by Ripe.

7. More add-on is being planned for the current year.

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Signature of the AAA member with Seal

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