

# DHANRAJ BAID COLLEGE (AUTONOMOUS)

Thoraipakkam, Chennai-600097, Tamilnadu

## EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2022-2023

Date of Visit by the Auditors: 09/11/2023 (Thursday)

### Members:

1. Dr.P.V.Kumaraguru  
Professor & Controller of Examinations,  
Guru Nanak College,  
Chennai
2. Dr.R.Meganathan  
Dean  
Mohamed Sathak College of Arts & Science,  
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3. Dr.A.R.Somasundram  
Chartered Accountant,  
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Dr. R. MEGANATHAN, Ph.D.  
DEAN  
MUHAMED SATHAK COLLEGE OF ARTS & SCIENCE  
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### Preface:

The academic audit of various teaching departments of Dhanraj Baid Jain College (Autonomous), Chennai was conducted on November, 2023 by the Audit Team. For the effectiveness of the academic audit, the audit team was separate for the faculty of Computer science, commerce and Management studies. In each team, there was an Individuals with significant potential and expertise on academic and administrative levels. The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

### The parameters include:

1. Curriculum Design, Development and Enrichment
2. Academic Flexibility – add on courses etc.
3. Feedback System for the stake holders.
4. Student Profile at the time of admission and now

5. Effectiveness of Teaching-Learning Process
6. Teacher Quality
7. Evaluation Process and Reforms
8. Student Performance and Learning Outcomes
9. Consultancy and Extension Activities with Social Responsibility
10. Collaboration
11. Physical Facilities and IT Infrastructure
12. Library as a Learning Resource
13. Faculty Empowerment Strategies
14. Internal Quality Assurance System (IQAC)
15. Student Progression, Student Participation and Activities
16. Innovations & Best Practices

The audit teams held separate meetings with the members of the faculty, students and non-teaching staff. The reports are compiled and appended.

## **HIGHLIGHTS OF THE COLLEGE**

Dhanraj Baid Jain College is one of the premier institutions, established in the year of 1972 by the Tamil Nadu Educational & Medical Foundation. Spanning over 50 years of enriching value-based education and striving firmly towards the upliftment of Human Excellence. The college is having 9 UG courses and 3 PG courses. NCC, YRC, RRC and NSS wings of the College are very active through which the students are engaged in giving service to the society. In the new millennium, the scenario in higher education has undergone unprecedented changes. The present day challenges have been brought out by globalisation, privatisation and liberalization on one hand and our exorbitantly high expectations on the other. Further, in order to cope with the logistical challenge in its transition from annual system to semester system, the stakeholders must prepare to work with more devotion and challenge.

## **OBSERVATIONS:**

### **A. Curricular Aspects**

The College follows the curriculum developed by Board of Studies with external subject expert, University Nominee, Academic council and Governing Body for effective delivery of curriculum most of the departments are maintaining a course file. However, the detail lesson plans with course progress record needs to be institutionalised. Departments follow academic calendar of Dhanraj Baid Jain College for effective planning of activities academic of the department.

### **B. Teaching Learning Aspects**

Assessment of learning levels after admission to identify slow and advanced learners. The College follows student centric learning methods for effective curriculum delivery a detail unit wise plan for experiential and participative learning adapted for enhancing the learning experiences of the students. The college is incorporate more different modes for continuous internal evaluation. Program Outcome, Program Specific Outcomes and Course Outcomes are described in the syllabus. The attainment of the learning outcomes to be evaluated properly. All the departments conduct internal examination as per requirement of the affiliating University. The college has ICT enabled class room with LCD projector and smart class room.

### **C. Research, Innovation and Extension**

The teacher should undertake research project under the financial assistance of UGC, ICSSR etc. students may be encouraged to enrol for PG after their successful completion on UG courses. Research leading to Ph.D may be promoted. Consultancy services may be undertaken. It is advisable for the department to undertake extension activities. the faculty and student resources should be utilized for extension activities. social outreach programs should be undertaken. The departments may approach the institutions of national Importance and locally renowned organizations for collaborative programs.

#### **D. Infrastructure**

The College has adequate infrastructure facilities for all academic activities. The infrastructure is well maintained. The library, IQAC NAAC room and IT facilities like lab, WIFI and visual communication studio are also excellent. Many CCTV are installed in various locations for safety and security purposes.

#### **E. Governance, Leadership and Management**

strategies are to be re-tuned to empower the faculty members. the junior faculty members may be encouraged to attend faculty development program organized by other institutions and also the department may conduct such program to improve qualities of the teachers.

#### **F. Students support and Progression**

Several Departments conduct capacity building and skill enhancement activities for the students. Placement of the students and progression to higher education, though limited, are encouraging. Students need more encouragement for participation in extra-curricular activities.

#### **G. innovation and best practices**

Innovation is a constant process. The department may introduce the best practices like environment consciousness, outreach programmes and make the students as social responsible person.

#### **H. Event**

The college has conducted National level conference on “Innovation and advances in interdisciplinary business research” , guest lecture programme, national level workshop for faculty members, Entrepreneurship Development programme, Skill Development programme, capacity building programme, seminars and professional development programme on “An overview of copy rights patent IPR filing in India”. Women empowerment cell and association with Thozamai- NGO conducted five weeks life skill training programme for the students.

### **I. Exam Results**

The students of 2018-21 batch received their convocation during this year as follows:

UG: 715

PG : 59

### **J. Placement and Training Programme**

Around 215 students aptitude training were given by Titan Leap. As on 17/06/2023 around 107 students were placed in various companies during the year.

### **K. Faculty Career Development**

During the year 2 faculty members belongs to Department of Commerce has completed their Doctorate degree.

### **L. Social Responsibility**

Our College Students were participated in Marina Beach Cleaning Activities on 17 Sep 2022, Cancer Awareness Programme on 04 Feb 2023 and Ahimsa Run on 02 April 2023 conducted NCC.

### **Recommendations**

Based on the finding members of the audit committee recommend the following for enhancing the teaching-learning system of the College:

- More attention may be given on full and proper documentation for all the activities and programs of the department as per NAAC guidelines.
- More collaborations need to be established for faculty exchange, students exchange, internship etc. More teachers should participate in FDP programmes.
- Orientation and upgradation program that is relevant to technical, may be conducted for the faculty members.
- All the faculty members shall be encouraged to pursue their higher degree and improve their qualification for effective delivery of curriculum and the course file to be assessed by IQAC.

### **Action Taken**

- The department has taken the necessary steps for the proper documentation of department activities as per NAAC guidelines.
- The college has collaborated with ICT for enhancing their technical knowledge for faculty members.

- The college management has sponsored to support to obtain their higher degree and improve their qualification of the faculty members.
- The departments have taken the necessary actions for giving the proper attention to the students' feedback and take necessary actions.

**Name of the AAA Member**

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Professor & Controller of Examinations,  
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**Signature of the AAA member  
with Seal**

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