

DHANRAJ BAID COLLEGE (AUTONOMOUS)
Thoraipakkam, Chennai – 600097, Tamilnadu
EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
2023 – 2024

Date of visit by the auditors: 27/09/2024 (Friday)

Members:

1. **Dr.R.Meganathan**
Dean,
Mohammed Sathak College of Arts & Science,
Chennai.
2. **Dr.P.V.Kumaraguru,**
Professor & Controller of Examination,
Guru Nanak College,
Chennai.
3. **Dr.A.R.Somasundaram,**
Chartered Accountant,
Chennai

Preface:

Dhanraj Baid Jain College (Autonomous), Chennai, conducted an academic audit, composed of experts in academia and administration, to evaluate the institution's adherence to National Assessment and Accreditation Council (NAAC) benchmarks. The Academic and Administrative Audit (AAA) is crucial in assessing the college's efficiency by reviewing both curricular and co-curricular activities. The AAA helps identify strengths, weaknesses, and areas for improvement, ensuring ongoing institutional growth and quality education with observation of External specialists.

The parameters include:

- A. Curricular Aspects
- B. Teaching Learning Aspects
- C. Research, Innovation and Extension
- D. Infrastructure & Learning resources
- E. Governance, Leadership and Management
- F. Student's support and Progression
- G. Innovation and Best practices

Highlights of the college:

- One of the top Arts & Science colleges is Dhanraj Baid Jain College, which was founded in 1972 by the Tamil Nadu Educational & Medical Foundation. Extending over 50 years of enhancing education based on values and resolutely working to elevate human excellence.
- Three postgraduate courses and nine undergraduate courses are offered by the college. The College's NCC, YRC, RRC, and NSS wings are quite active and involve students in providing service to the community.
- The situation in higher education has changed in ways never seen in the new millennium. Globalization, liberalization, and privatization on the one hand, together with our ridiculously high expectations on the other, have exposed the problems of the modern world.
- Furthermore, the stakeholders need to get ready to work harder and more devotedly in order to handle the logistical challenges involved in switching from an annual to a semester system.

OBSERVATIONS:

1. Curriculum Design, Development, and Enrichment

- The curriculum at Dhanraj Baid Jain College is thoughtfully designed with a strong emphasis on Outcome-Based Education (OBE), ensuring that all academic programs meet specific learning outcomes tailored to current and future job market demands.
- The college has implemented the Choice-Based Credit System (CBCS), which provides students with the flexibility to select interdisciplinary courses, internships, and projects, helping them develop a well-rounded and adaptable skill set.
- Additionally, the curriculum is regularly updated with industry experts, particularly from the IT sector, and is enriched through Memorandums of Understanding (MoUs).
- These collaborations offer students valuable input, including internships, training, and field visits, ensuring their education is aligned with industry needs.

2. Academic Flexibility on courses.

- The College provides a variety of value-added courses aimed at boosting students' career prospects.
- To promote academic flexibility, the college allows students to transfer credits from online courses completed on platforms such as NPTEL helping them expand their knowledge and skills beyond the standard curriculum.
- Additionally, the institution offers Training programs that focus on building industry-relevant skills, ensuring that students are well-equipped to meet the changing demands of the job market.

3. Feedback System for the stakeholders.

- The Institution regularly gathers structured feedback on the curriculum and its implementation from various stakeholders, including students, teachers, employers, alumni, and academic peers, ensuring a well-rounded evaluation.
- The feedback collected is systematically analyzed, and appropriate actions are taken based on the insights gained.

4. Student Profile and Effectiveness of the Teaching-Learning Process

- The College attracts a diverse student population from various backgrounds, reflecting the institution's commitment to inclusive education.
- The college's programs are designed to cater to the needs of students with different academic strengths and career aspirations.
- The college employs a variety of student-centered teaching methods, including interactive lectures, group discussions, and hands-on projects, to enhance the effectiveness of the learning process.
- The effectiveness of the teaching-learning process is regularly evaluated through continuous assessment methods, including assignments, and practical exams.

5. Teacher Quality

- The Institution has consistently maintained full staffing of its teaching faculty by achieving an average appointment rate of full-time.
- This reflects the college's dedication to delivering a consistent academic experience through a competent and well-supported teaching faculty.

6. Evaluation Process, Reforms, Student Performance, and Learning Outcomes

- The college continuously updates and reforms its evaluation processes based on feedback from students and faculty, as well as evolving educational standards, to ensure that assessments remain relevant and effective.
- The institution closely examines student performance data to identify both slow and advanced learners, making necessary adjustments to enhance education and ensure student success.

7. Extension Activities with Social Responsibility and Collaboration

- Dhanraj Baid Jain College actively engages in impactful extension activities, such as coastal clean-ups, drug abuse awareness rallies, and blood donation campaigns, which significantly contribute to addressing social issues and enhancing community welfare.
- The college maintains strong partnerships with various organizations and institutions, exemplified by collaborations with the Indian Red Cross Society,

the National Leprosy Eradication Programme, to support and expand its outreach and social responsibility efforts.

- Over the past five years, Dhanraj Baid Jain College has established 40 functional Memorandums of Understanding (MoUs) and linkages with institutions and industries, both nationally and internationally, to facilitate internships, on-the-job training, project work, and collaborative research.

8. Physical Facilities, IT Infrastructure, and Library as a Learning Resource.

- The College boasts extensive physical facilities, including well-equipped classrooms, laboratories, seminar halls, and auditoriums, which support diverse teaching, learning, and research activities.
- The campus also features dedicated spaces for cultural, sports, and health-related activities, enhancing the overall student experience.
- The college maintains a robust IT infrastructure with high-speed internet, multiple computer laboratories, and modern computing equipment. ICT-enabled classrooms and a language lab facilitate interactive and effective teaching and learning, while the centralized computer center supports a digitized academic environment.
- The college library, centrally located and capable of accommodating over 100 users, provides extensive resources including 40452 books, e-resources such as DELNET and N-LIST, and access to popular journals and databases.
- The library's facilities are complemented by TURNITIN software for plagiarism checking and free Wi-Fi, supporting a comprehensive research and learning environment.

9. Student Progression, Student Participation, and Activities

- The Institution provides robust pathways for student progression, including career counseling, placement support, and opportunities for higher education.
- The college fosters active student involvement through various clubs, societies, and extracurricular activities, encouraging participation in cultural events, sports, and community service, which contribute to holistic development and leadership skills.
- Regularly organized events such as seminars, workshops, and outreach programs engage students in practical learning and community service, enhancing their academic experience and personal growth while promoting a strong sense of social responsibility.

10. Faculty Empowerment Strategies

- The College offers a range of professional development programs, including workshops, seminars, and conferences, to enhance faculty skills and keep them updated with the latest educational practices and research trends.
- The college provides dedicated support for faculty research, including publishing research paper facilities, collaboration opportunities, and academic contributions.

- A structured appraisal system is in place at the college to assess faculty performance and achievements.
- Faculty members receive recognition for their contributions to teaching, research, and community service, supporting their career advancement and motivation.
- Management provides various welfare measures like EPF, ESI, Medical Insurance, and Leave Benefits to all teaching and non-teaching staff.

11. Internal Quality Assurance Cell (IQAC)

- The Internal Quality Assurance Cell (IQAC) at Dhanraj Baid Jain College, led by the coordinator and supported by a diverse team, systematically implements quality assurance strategies and continuously reviews teaching-learning processes and outcomes to drive institutional improvements.
- The IQAC actively collects and analyses feedback from stakeholders, including students, faculty, and alumni, to refine academic and administrative practices.
- IQAC is involved in the pursuit of additional certifications like ISO and NIRF rankings and participation in AISHE.
- The IQAC promotes the adoption of innovative teaching methods, such as ICT-enabled smart classrooms, and integrates digitalized technologies like biometric and facial recognition for staff attendance management.
- It also monitors the implementation of Bio Gas, Solar Plant, Sensor Light, RO Plant, STP, and various Waste Management Systems.
- It also organizes skill development and cultural programs to enhance student employability and overall development.

12. Innovations & Best Practices

- Dhanraj Baid Jain College integrates gender Equity and moral and ethical Value Programs to enhance Social responsibilities among the students.
- The college leverages its athletic programs to fuel student ambition and personal growth by promoting active participation in sports, the institution fosters qualities like teamwork, leadership, and resilience, which contribute to overall student development and future success.
- The Institution framed a well-defined code of conduct for staff and students and monitored periodically.

13. Event

- The college has hosted various initiatives, such as guest lectures, workshops for faculty, and seminars.
- It has also offered programs in Entrepreneurship Development, Skill Development, and Capacity Building programs,
- Furthermore, the Women Empowerment Cell, in partnership with the NGO Thozamai, organized a five-week life skills training program for students.

14. Exam results

The students of 2023 – 2024 passed out batch received their convocation this year as follows:

UG: 687

PG:39

15. Skill Development Program

PMKVY (Pradhan Mantri Kaushal Vikas Yojana) - A skill development program titled "Software Programmer" and "Retail Trainee Associate," organized by IT-ITes and the Retail sector, was conducted for our students.

16. Faculty career development

During the year 2 faculty members of the Department of Commerce completed their Doctorate degrees. IQAC organized Faculty Development Program with the support of Department of Computer Science and Department of Corporate Secretary ship. Details are as follows

1. Department of Computer Science Associated with IQAC (05/02/24 to 09/02/24) titled as "The Journey from Inception to Publishing" 5 Days FDP
2. Department of Corporate Secretary ship Associated with IQAC (12/02/24 to 20/02/24) titled as "Professional Enrichment for Faculties 7 Days FDP

Recommendations

Based on their findings, the audit committee members recommend the following measures to improve the college's teaching-learning system:

- Enhance financial investments in academic and research activities to support and expand educational initiatives, with a particular focus on boosting resources and support for research projects and scholarly endeavors.
- Encourage and facilitate greater participation in national and international conferences, seminars, and events to elevate the college's global presence.
- Expand student participation in activities and events hosted by external institutions to provide broader exposure, while also implementing strategies to enhance the recognition and awarding of students for their accomplishments and contributions.
- Provide comprehensive support and guidance to students for pursuing higher education and preparing for competitive examinations, thereby fostering their academic and professional development.
- Increase efforts to enhance the qualifications of faculty members through opportunities for obtaining advanced degrees and certifications, such as Ph.D., NET, and SET.

Action taken

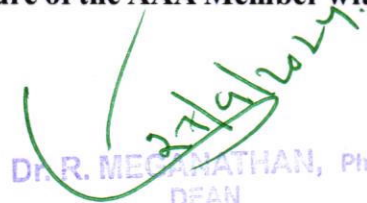
The department has implemented appropriate measures to ensure that all departmental activities are documented under NAAC guidelines.

- Greater emphasis should be placed on thorough and accurate documentation of all departmental activities and programs in line with NAAC guidelines.
- Increased efforts should be made to establish more collaborations for faculty and student exchanges, internships, and similar opportunities. Additionally, more faculty members should participate in Faculty Development Programs (FDPs).
- Orientation and upgradation programs relevant to technical advancements should be organized for faculty members.
- Faculty members should be encouraged to pursue advanced degrees to enhance their qualifications and improve curriculum delivery, with course files being reviewed by the IQAC.


Name of the AAA Members

Signature of the AAA Member with Seal

Dr.R.Meganathan
Dean,
Mohammed Sathak College of Arts & Science,
Chennai.


DR. R. MEGANATHAN, Ph.D.
DEAN
MOHAMED SATHAK COLLEGE OF ARTS & SCIENCE
SHOLINGANALLUR, CHENNAI - 600 119.

Dr.P.V.Kumaraguru,
Professor & Controller of Examination,
Guru Nanak College,
Chennai.


Dr. P.V. KUMARAGURU
Controller of Examinations
Guru Nanak College (Autonomous)
Guru Nanak Salai,
Velachery, Chennai- 600 042

Dr.A.R.Somasundaram,
Chartered Accountant,
Chennai

