

**A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM**  
**(Nationally accredited with "A" grade (3<sup>rd</sup> Cycle) by NAAC)**

AFFILIATED TO BHARATHIDASAN UNIVERSITY

THIRUCHIRAPPALLI



**INTERNAL ACADEMIC AUDIT REPORT**

**2019 - 2020**



## **Report of Internal Academic Audit (2019-2020)**

IQAC of ADMC conducted the Annual Internal Quality Academic Audit for the academic year 2019-2020 on 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> October 2020, which was scheduled during the month of April 2020. But due to the pandemic Covid 19, it was cancelled and conducted during October 2020.

IQAC draws up the schedule well in advance by sending circular to all the departments along with the checklist which contains the details of all the records and evidence to be kept for the audit (Check list – Annexure I). Instructions and objectives of the audit are explained by the Principal and IQAC Coordinator in the College Council meeting held on 12.10.2020. The audit team comprises all the IQAC members from the respective departments, including Heads of the departments (list of the members of the audit – Annexure II). All the departments completed the Academic Audit exercise on 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> October 2020 and the summary of the audit report was submitted to Principal for further action.

### **Observations:**

Records related to Board of Studies, Academic Council meeting, Workload and Timetable, Academic Diary (Manual and Portal), Remedial Coaching Registers, Advance Learners and Slow Learners Coaching Registers, Mark Registers, Attendance (Manual and Portal), Cumulative records, Minutes of Association Meetings, Asset Registers and Log Book of Science Departments, Department Library Registers, contact details of both Staff and Students (E-mail ID and Whatsapp Numbers) are kept intact along with IQAC Department register which contains all the activities of the departments.

### **Remarks and Suggestions:**

#### **1. Research promotion:**

- Staff members from SF section need to be motivated to present papers in Seminars/ Conferences, register for Ph.D and qualify themselves for SLET/NET.
- Young faculty members – appointed after 2010 in Aided section must enhance their professional skill by publishing more articles in UGC Care List/Scopus Indexed Journals and must apply for guideship from the affiliated university as per UGC norms.
- The Heads of PG departments may be advised to submit one Research project (student publication or department publication) during the month of March every year, which kindle interest in students for active involvements in short term projects.



- Departments should apply for Research Funding Agencies other than UGC like AICTE, DST, TNHSC, DRDO to promote Research projects as well as to organise Seminar/Conference/Workshop/Symposium.
- PG Research Department must invite the External Experts from Industries, University to give an useful exposures to both faculty and students who can excel well in research.
- Research Departments should uplift the research work to the level of patenting and constitute IPR cell in the college with the consultation of University authorities.
- Departments may seek the seed money from the College Management to undertake small projects for research promotion.
- Young teachers and research scholar shall be motivated to apply for national fellowship to promote research.

## 2. MOU, Industry/Institute Link & Consultancy :

Bringing industry to the college to take technology and products developed through research to the next level, MOU needs to be strengthened by all the departments.

S.No.	DEPARTMENT	MOU to be renewed / obtained
1.	History	<ul style="list-style-type: none"> <li>▪ Department of History, Tamil University,</li> <li>▪ Archaeology &amp; Department of Tourism</li> </ul>
2.	Economics	<ul style="list-style-type: none"> <li>▪ M.S. Swaminathan Foundation, Poompuhar for Research promotion</li> </ul>
3.	Mathematics	<ul style="list-style-type: none"> <li>▪ Universities for Faculty Exchange Programmes, Institute of Higher Educations, CSIR.</li> </ul>
4.	Chemistry & Biochemistry	<ul style="list-style-type: none"> <li>▪ ONGC, Karaikal</li> <li>▪ Chemplast, Karaikal</li> </ul>
5.	Zoology	<ul style="list-style-type: none"> <li>▪ M.S.Swaminathan Foundations, Poompuhar.</li> <li>▪ Amman Bio-Care, Thanjavur.</li> <li>▪ Sea Breeze, Nagapattinam.</li> </ul>
6.	Commerce & BBA	<ul style="list-style-type: none"> <li>▪ Auditor Office, Banks, Insurance Companies, Prospective Entrepreneurs, in and around Nagapattinam</li> </ul>
7.	English	<ul style="list-style-type: none"> <li>▪ Schools at Nagapattinam District</li> </ul>
8.	Tamil	<ul style="list-style-type: none"> <li>▪ Tamil Ayya Kalvi kazhagam, Thiruvaiyaru</li> </ul>
9.	Physics	<ul style="list-style-type: none"> <li>▪ Doppler Weather Radar Station, Karaikal</li> </ul>
10.	Computer Science	<ul style="list-style-type: none"> <li>▪ Arileo Consultancies, Chennai</li> </ul>



### **3. E-Content Development:**

- All the faculty members are expected to register themselves in SWAYAM/MOOC portal to improve their ICT enable Teaching Learning techniques. So far only 04 members have registered .This registration may be made mandatory to those staff who are appointed from 2007 onwards for enable them to get higher points in career advancement.
- ICT based teaching becomes mandatory, to substantially improve the NAAC grade and score. In view of this provision of smart board may be provided.
- Faculty members are advised to upload quality oriented approved e-content/e-modules, video lectures and maintain individual register and also a consolidated register by the HODs in their respective departments.
- Standing Committee should monitor the functions and performance weekly once and strengthen the system of e-content development.

### **4. Non-Govt. Scholarship:**

- Heads of departments should take necessary steps to make the students to apply for non-government scholarships as identified by the search committee for implementation.
- They must take extra care and responsibility in this matter, to assist the needy and eligible students to avail the scholarships and will enhance the student support activities of the institution.

### **5. Competitive Examination Coaching Centre, Training and Placement Cell, Quiz Club:**

- The functions and activities of these three centres can focus towards Skill Developments and Training life, Communication Skill improvement, Personality Development and Knowledge promotion, etc.
- The Coordinators can co-ordinate together to achieve the expected goal by preparing an action plan to be conducted regularly (Weekly/Fortnightly).
- It is observed during audit that the programmes in Quiz Club and Coaching in Competitive Examination are limited, which needs to be improved in future to get the fruitful result.
- NET/SET coaching to the PG students may be provided on optional basis.



## 6. Certificate Courses:

- Each Department should provide one Vocational based Certificate Course to their final year students (Non-Major concept) under Extension Activity Programme.  
(Ex: Export Techniques, Advertising Management, Stock Market techniques, Entrepreneurship Development, Indian Economy, Human Rights, Functional and Business English, Basics of Economics, Objective English, etc., Principal is requested to monitor the effective functioning of the Short Term Certificate Courses for the benefit of the Students.

## 7. Placement Cell Training:

- Functioning of Training and Placement Cell of the College may be commenced from first year itself.
- Members of the Cell should put extra effort by sparing their time and skill to promote the employable skills of the students. It is suggested as follows.

### I Year:

- Step 1**
- ♦ To enhance language skills.
  - ♦ To train in Mathematical and general aptitude tests.

### II Year:

- Step 2**
- ♦ To improve Communication Skills.
  - ♦ To train Programming skills and Computer skills.

### III Year:

- Step 3**
- ♦ Intensive training in Programming skills.
  - ♦ Intensive training in Numerical skills (Oriented towards Company specific requirements)
  - ♦ Intensive training in Group Discussion.
  - ♦ Intensive training in facing interview.

## 8. Journal Club / Speakers' Forum:

- It is observed during the audit that the functioning of Speakers' Forum and Journal Club mainly concentrating on the improvement of Communication skills, Analytical and Creative skills of the students.
- It seems to be a best practice of our Institution and hence all the departments, especially the PG & Research Departments should implement this programme consistently which will definitely promote the Research attitude, Confidence, Self-Learning and Creative/Analytical thinking of students.



### 9. Awards/Certificates:

- Students can be motivated and encouraged to attend and won the Regional/National/International level competitions.
- It seems to be very low except in the Department of Physical Education and Tamil. Quiz Club/Fine Arts Club activities/Oratorical and Elocution Competition shall be encouraged.

### 10. Mentor-Mentee:

Though Tutorial-ward system is functioning very well in the College, Mentors need to maintain certain registers which found lacking, related to Mentor-Mentee meeting-attendance and minutes, academic performance (Semester Mark Register of Mentee, Counseling details, Contact address notebook, Parents meet details/minutes and Communication, Students information record).

### 11. Alumni:

- Alumni association may be registered as per government norms, with the permission of college management.
- Alumni details should be updated in our College Website.
- Reputed/prominent Alumni should be identified by each department.

### 12. B.Voc. Programme (Software and Marine)

Staff in-charge of these two programmes are also advised to keep all the records relevant to their departmental activities, as per the check list.

- Intake of students for B.Voc Courses are comparatively lesser, than the regular courses. Hence, the newly introduced programmes should be familiarized with the public to improve the admission through advertisement, visiting the feeder school well in advance i.e (during the month of March/April ) and other marketing strategies.

### 13. ADMC Website:

During the audit it is observed that the data provided in our College Website needs to be updated for the following areas:

- Historical Milestone – Outdoor Stadium, B.Voc. Courses, Establishment of Lab and Construction of new block.
- Latest Autonomous status confirmation.
- Provision of Short Term Certificate Courses.



- Socially relevant Research Projects to be uploaded from 2017 onwards
- Curriculum updation as per UGC norms from 2017 onwards.
- IQAC minutes from 2019 - 2020.
- IQAC, FDP report from 2017 onwards.
- Mentor Mentee guidelines.
- ADMC Newsletter for 2019-2020.
- Part V and Service Wing activities.
- Alumni Association should be updated with photos.
- Important a events photos should be added in the gallery.

Encl.: Annexure I – Check List

Annexure II – List of Audit members

Annexure III – Remarks to Departments

*N.K. Premavathi*

Dr.N.K.Premavathi  
IQAC Co-Ordinator

*R. Anbuselvi*

Dr.R.Anbuselvi  
Principal i/c

**Note:**

Internal Academic Audit for all the departments was conducted by the IQAC of our college except in the office of Controller of Examinations.



### Internal Academy Audit - Check list

S.NO.	Checklist
1.	Department Academic Calendar
2.	BOS minutes and Action Taken
3.	Workload (as per norms) & Timetable
4.	Academic Diary (Manual & Staff Portal)
5.	IQAC Register
6.	Meeting minutes of the Department
7.	Feedback Report
8.	Student Attendance(Manual & Student Portal)
9.	Mark Registers – Individual/Class/CIA/Semester
10.	Coaching Registers Remedial Slow Learners
11.	Advanced Learners Register
12.	Cumulative Records of the Student
13.	Speakers' Forums And Journal Club Details
14.	Teaching Aids-E-Content, E-Module, PPT
15.	Consultancy Services/Collaboration Linkage/MOU
16.	Association Meeting
17.	Seminar/Workshop/Other activities organized by department
18.	Publications/Presentations/Participation Details(Staff & Students)
19.	Awards/Certificates received by Staff and Students
20.	Department Research and Development details
21.	Department Asset Register
22.	Department Library Details
23.	Lab usage log Book
24.	Scholarship/Non Government
25.	Mentor/Tutor ward Records
26.	Alumni Details record
27.	PTA meeting
28.	Placement records
29.	Students, Staff Email Address register
30.	Field work/Internship training register
31.	Extension Activities
32.	Part V Activities

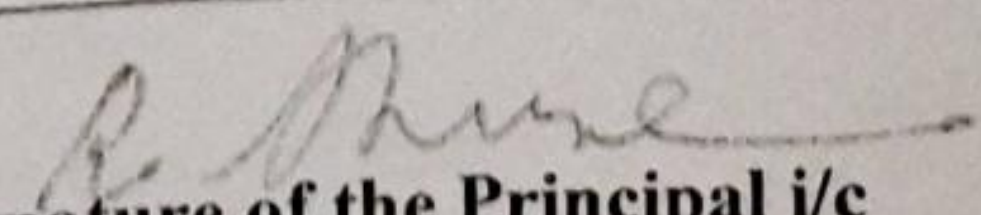


**A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS) NAGAPATIINAM**  
**INTERNAL ACADEMIC AUDIT FOR THE ACADEMIC YEAR 2019-20**  
**List of Internal Members to Review the Academic Performance of the departments**  
**according to the checklist**

S.No.	Staff Name	Department & Date	Signature
1	Mrs.V.Kannaki, Head & Associate Professor of English & Dr.R.Manimozhi, Assistant Professor of English	History 14.10.2020	R. Manimozhi
2	Mrs.S.Malathy, Head & Associate Professor of Chemistry & Dr.N.Prabha, Assistant Professor of Chemistry	Zoology 14.10.2020	S. Malathy N. Prabh
3	Dr. Madhuramozhi Govindarajalu, Head & Associate Professor of Zoology & Dr.S.Angelina Glorita Parimala, Associate Professor of Zoology	Commerce(Aided) 15.10.2020	Madhu Govindarajalu
4	Mrs.A.Madheswari, Head & Associate Professor of Statistics & Mrs.P.Kavitha, Assistant Professor of Economics	English 15.10.2020	A. Madheswari
5	Dr.N.K.Premavathi, Associate Professor of Commerce & Dr.V.Renuga, Associate Professor of Commerce	Mathematics(Aided) 14.10.2020	N.K. Premavathi 12/10/20 V. Renuga
6	Dr.T.Vasugi, Head & Associate Professor of Tamil & Dr.C.J.Pricilla, Assistant Professor of Tamil	Statistics & Botany 15.10.2020	T. Vasugi 12/10/20 C. J. Pricilla
7	Dr.N.Sarala, Head i/c & Associate Professor of Mathematics & Dr.R. Vanitha, Associate Professor of Mathematics	Physics 15.10.2020	N. Sarala 12/10/20
8	Mrs.R.Alamelu, Head & Associate Professor of History & Mrs.G.Anbarasi, Assistant Professor of History	Economics 15.10.2020	R. Alamelu G. Anbarasi 12.10.20



S.No.	Staff Name	Department & Date	Signature
9	Mrs.S.Rajeswari, Head & Associate Professor of Economics & Dr.V.Viji, Associate Professor of Economics	Tamil 15.10.2020	S. Rajeswari V. Viji
10	Dr.R.Priscilla, Head & Assistant Professor of Physics & Dr.N.Lavanya, Assistant Professor of Physics	Computer Science 14.10.2020	Priscilla N. Lavanya 16/10/2020
11	Dr.V.Uma, Assistant Professor of Physical Education & Dr.R.Latha, Assistant Professor of Commerce	Library 15.10.2020	R. Latha
12	Dr.V.Umamaheswari, Assistant Professor of English & Dr.J.Sundari, Head & Assistant Professor of Botany	Chemistry 14.10.2020	V. Umamaheswari
13	Mrs.D.Savithri, Assistant Professor of Economics & Dr.R.Vijayalakshmi College Librarian	Physical Education 14.10.2020	R. Vijayalakshmi 16/10/2020
14	Mrs. S. Shanthi, Head & Assistant Professor of Commerce & Mrs. M. Devika, Assistant Professor of Commerce	BBA B.Voc. Marine 15.10.2020	S. Shanthi M. Devika 12/10/2020
15	Dr. K. Arul Mary Joice, Head & Assistant Professor of Computer Science & Mrs. K. Kavitha, Assistant Professor of Computer	Bio-Chemistry Mathematics (SF) 15.10.2020	K. Arul Mary Joice K. Kavitha 12/10/2020
16	Mrs.R.Kavitha, Head & Assistant Professor of BBA & Mrs.S.Thaiyalnayaki, Assistant Professor of Computer Science	Commerce (SF) B.Voc. Software 16.10.2020	R. Kavitha S. Thaiyalnayaki 12/10/2020

  
Signature of the Principal i/c



## REMARKS TO DEPARTMENT

Following departments are advised to update the records as given below:

S.NO.	DEPARTMENT	REMARK
1	Economics	➤ Department IQAC Register not updated.
2	Zoology	➤ Award of Ph.D. details and copy of the thesis , during 2019-2020 is not available in the department.
3	Commerce (Aided)	➤ Collaboration/Linkages/MOUs – No evidence ion taken report maintained.
4	Commerce (SF)	➤ Cumulative records : Not maintained
5	Physics	<ul style="list-style-type: none"> <li>• Coaching Registers for BC and MBC – not maintained.</li> <li>• Association meeting minutes , Department meeting minutes – not updated</li> <li>• Class mark register - not updated</li> <li>• Academic Diary – not maintained in the proper format</li> </ul>
6	Bio-Chemistry	<ul style="list-style-type: none"> <li>• Coaching Register, Remedial and slow learners register</li> <li>• Association Meeting Minutes</li> <li>• Paper Presentation, publication details</li> <li>• Asset register</li> <li>• Department Library details</li> <li>• Scholarship details</li> <li>• Lab log register are not provided during audit.</li> </ul>
7	Computer Science/IT/BCA	<ul style="list-style-type: none"> <li>• Academic Calendar</li> <li>• Syllabus</li> <li>• Workload Details</li> <li>• Feedback Report</li> <li>• Mark Registers – CIA, Individual</li> <li>• Teaching Aids – Staff wise contribution details.</li> <li>• MOU</li> <li>• Lab Usage log book</li> <li>• Mentor/Tutor ward records</li> <li>• Field work/Intership Training registers.</li> <li>• Publications/Presentations – Evidennces</li> </ul>



		<ul style="list-style-type: none"> <li>• Speaker's Forum/Journal Club/Association Meeting - Photos</li> <li>• PTA Meeting Note</li> </ul>
8	Botany	<ul style="list-style-type: none"> <li>• Activity note book not maintained properly.</li> </ul>
9	B.Voc (Software) B.Voc (Marine)	<ul style="list-style-type: none"> <li>• Coaching registers, publications details, Asset registers internship and field work training register, workshop/seminar conducted details must be provided by these two departments.</li> </ul>

DEPARTMENT	SIGNATURE OF THE HOD
HISTORY	R. Mani 1/4/2021
ECONOMICS	i/c. P. J. Sree 1/4/2021
MATHEMATICS	M. Suresh 1/4/21
CHEMISTRY	M. Mahalingam 1/4/21
ZOOLOGY	i/c. Suresh 1/4/21
COMMERCE	i/c. N. R. Sreenivasulu 1/4/21
PHYSICS	P. Sri 1/4/21
BOTANY	J. Suresh 1/4/21
STATISTICS	A. Mani 1/4/21
TAMIL	S. Suresh 01/04/2021
ENGLISH	T. Kannan 1/4/2021
BIO-CHEMISTRY	J. Suresh 1/4/21
BBA	i/c. M. Chinnai 1/4/21
CS / IT / BCA	i/c. K. Suresh
GEOLOGY	11 M. Suresh 1/4/21
B.Voc. (Marine)	B. Suresh 1/4/21