

**EXTRACT OF EXTERNAL ACADEMIC AUDIT****TUESDAY, 27/03/2018****ACTION TAKEN REPORT**

As an initiative to enhance the quality of education, External Academic and Administrative Audit was conducted on 27/03/2018. 23 Subject experts, of varied disciplines, serving Principals, a librarian and a Professor of Physical Education, were invited from renowned city colleges to conduct the audit, inspect the records and to hold discussions with the students.

The audit commenced at 9:30am and the members conducted a thorough examination of the records and documents maintained in the department, gave suggestions and feedback to the faculty. A confidential report was submitted to the Principal by the external experts and further suggestions and recommendations were also made to the Principal, based on the observations made during the audit session.

Following were the recommendations and suggestions made by the external experts:

S.No.	Department	Suggestions	Action Taken Report
1	B.Sc Computer Science and BCA	<ol style="list-style-type: none">1. Some faculty rush through the portions to complete the syllabus.2. Mathematics subjects to be taken with good number of problem solving3. Accounts subjects teacher have to take extra care in introducing their subjects with simple introductory classes about it4. Certificate courses can be organized by the Department at lower cost	<ul style="list-style-type: none">• Bridge course was conducted in Mathematics• Certificate Courses such as Python, IOT, Networking and Ethical Hacking were conducted by the Departments
2	B.Com(Gen) & B.Com(A &F) & M.Com	<ol style="list-style-type: none">1. Students and Staff achievements can be displayed in the Web Site.2. MOUs should be increased and in a standardized format3. Departments should take up extension activity4. Staff should be encouraged to go for Orientation and Refresher Courses5. FDP should be conducted for each Department6. Necessary steps should be taken to improve the pass percentage	<ul style="list-style-type: none">• Faculty and Students achievement is regularly updated in the College Website• Signing of MOUs were increased in the ratio of one per year for each department• Faculty is motivated to attend Orientation / FDP.• Remedial classes were conducted to increase the Pass Percentage
3	BBA	<ol style="list-style-type: none">1. Staff should be encouraged to go	<ul style="list-style-type: none">• Faculty members are



		<p>for Orientation and Refresher Courses</p> <ol style="list-style-type: none"> 2. HOD should enroll for Ph.D 3. Student involvement can be stimulated through Case study analysis, role play and Guest Lectures. 4. Initiative to conduct Conferences and Seminars. 5. Students should be encouraged to take up Certificate and Value added Courses. 	<p>encouraged to register for Ph.D and the number of registrations have increased</p> <ul style="list-style-type: none"> • Students were enrolled in various Certificate and Value added courses.
4	B.Sc Visual Communication	<ol style="list-style-type: none"> 1. Students to be taken to places of cultural and historical importance to take photographs twice a year. 2. More Guest Lectures and workshops needed for Industry connect 3. Faculty enrichment strategies such as Paper Presentation and Publications 	<ul style="list-style-type: none"> • Diploma in various media related programmes were introduced .
5	B.Com C.S	<ol style="list-style-type: none"> 1. Students and Staff achievements can be displayed in the Web Site. 2. MOUs should be increased and in a standardized format 3. Department should take up extension activity. 4. Staff should be encouraged to go for Orientation and Refresher Courses 5. FDP should be conducted for each Department 6. Necessary steps should be taken to improve the pass percentage 	<ul style="list-style-type: none"> • Department took up the Extension activity under the banner of SEEDs
6	English	<ol style="list-style-type: none"> 1. Staff should be encouraged to go for Orientation and Refresher Courses 2. Staff should be encouraged to participate in Conferences and Workshops and encourage students to take up internship to enhance communication skills. 3. Weekly compulsory Library hour is recommended 	<ul style="list-style-type: none"> • Library hours were incorporated in the regular time table for both UG and PG students
7	Mathematics	<ol style="list-style-type: none"> 1. The syllabus must be completed well in advance to enable the students to have sufficient time to prepare for University Exams. 2. Some teachers were advised to 	<ul style="list-style-type: none"> • Enabling and remedial classes were conducted for the slow learners and weak students



		<p>prepare well before taking classes</p> <ol style="list-style-type: none"> 3. Interactions between students and teachers must be encouraged 4. Portions for the Internal assessment examination may be informed well in advance and should be within the content already taught. 5. Slow learners and weak students may be identified and special attention must be given to them 6. Encourage the student to appear for competitive examinations and students should be provided with the information on career guidance and opportunities available to them in higher studies 	<ul style="list-style-type: none"> • Students were encouraged to participate in the competitive examinations , career guidance through PCEC was also conducted.
8	Psychology	<ol style="list-style-type: none"> 1. Tutorial record to be maintained 2. Books and journals for the department to be purchased 3. Teachers should provide individual attention 4. Staff should be encouraged to go for Orientation and Refresher Courses 5. Staff should be encouraged to participate in Conferences and Workshops 	<ul style="list-style-type: none"> • Mentoring system is followed.
9	Social Work	<ol style="list-style-type: none"> 1. Course schedules to be followed as per the prescribed syllabus 2. Faculty to be encouraged to complete Research 3. Ensure that BSW / MSW programme/ Course Outcome is displayed on the web site 4. At the UG level. More effective teaching learning methodology to be adopted 5. More skill development programme such as Communication Skills particularly in English 	<ul style="list-style-type: none"> • Programme outcomes are displayed in the college website • ICT enabled teaching methodologies such as Google class rooms, Edmodo and E- Content Lecturing were introduced
10	French	<ol style="list-style-type: none"> 1. Students expect workshop exhibitions and intra departmental competitions to be conducted 	<ul style="list-style-type: none"> • Programmes were conducted at the inter departmental level
11	Library	<ol style="list-style-type: none"> 1. Old issue of the Journals to be bound as back volumes. 2. Reservation for books can be extended to the students 	<ul style="list-style-type: none"> • Library orientation was given to UG and PG students in their first



		<ol style="list-style-type: none">3. Arrangements of the books can be done call number wise4. Earn while you Learn scheme can be introduced for the benefit of students from economic weaker section of the society5. Library Orientation to be given at the beginning of the academic year for the first year UG and PG	<p>years.</p> <ul style="list-style-type: none">• Library week was conducted to increase the reading habit of the students.
12	Physical Education	<ol style="list-style-type: none">1. 1 PT hour per week for first year UG students to be introduced to encourage physical activity was suggested.2. Add –on course on YOGA, Fitness and aerobics may be conducted3. One day workshop or Conference may be organized related with Sports, Yoga and Fitness.	<ul style="list-style-type: none">• Physical education hours were incorporated in the regular time table for the First Year UG students.• YOGA- Orientation classes were conducted for the Faculty and Students

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