

Academic and Administrative Audit

External Academic and Administrative Audit was conducted on 15th September, 2017 by the committee members **Rev. Sr. Dr. M.R. Basil Rose**, Principal, Holy Cross College (Autonomous), Nagercoil, K.K.District, **Dr. R. Antony Paul**, Asso.Prof. of History, (Rtd) Arul Anandar College, Karumathur, Madura Dt. & Dr. K. Alex, Associate Professor of Commerce, St. Joseph's College, Trichy. They visited all the Departments and various Clubs & Cells, evaluated their activities and gave the detailed report given below.

Report

The institution with an elaborate infra-structure located on a serene hill top and a garbage free campus has an impressive natural ambience that can promote in the learners the positive mind to learn and as a result the necessary spirit to lead the larger society outside towards progress.

The external members conducted the academic audit in view of the forth coming visit of the Autonomy Review Committee of the UGC in order to let the academia of the Jayaraj Annapackiam College comprising of various departments both aided and self supportive, know their strengths and the avenues which are to be strengthened in the future.

I - Arts Departments

1. History

Strengths

- This 47 years old Research Department has very good ICT based teaching facility
- The faculty serve as resource persons in external seminars and academic programmes.
- Giving special learning tasks for bright students in the library and cyber space help them to concentrate on slow learners sufficiently.
- Out of the class room learning through study trips to monuments and institutions is good.
- Conducting periodical exhibitions in the Dept. visited by rural school students can be counted as an extension activity.

Areas which need more attention

- More research projects at least minor projects are to be under taken.
- Students are to be given training in soft skills along with a coaching for competitive exams.

2. English

Strengths

- This 47 years old art research department with 18 staff can be the biggest in the College.
- Staff attend seminars both national and international, periodically.
- Student progression s is a bit encouraging for many of them got through NET and SET.
- Many of the wards placed in IT sector indicate the department's communication skills promotion efforts.

Areas which need more attention

- Given the size of the human resources and the student strength the level of student progression can be increased.
- Training in skills needed for facing various levels of TNPSC exams can be provided.
- Special coaching for students with language communication barrier need to be given special attention and concerned records to be properly maintained.
- Teachers attending conferences abroad may be given a special thought.

3. Tamil

Strengths

- Curriculum aims to provide national and global competency skills.
- Monthly study circle promotes oratorical and writing skills among the students
- Students are able to get through TNPSC and TET exams and placed well.
- Study trips to locate inscriptions in historical places and reading them are an appreciable learning effort.

Areas which need more attention

- Special courses on writing skills can be given
- More exposure on the importance of the professions like journalism can be given.

4. Commerce

Strengths

- Number of Registrants for pursuing Ph.D. on its increase.
- Staff got through qualifying exams like SET & TRB is appreciable
- Students study circle promotes soft skills in students.
- Coaching classes for competitive exams and mock interviews are appreciably student centred
- Students Placement record speaks, your students go places every year.
- Financial assistance for the poor wards is an exemplary charitable deed.

Areas which need more attention

- Latest rising failure rate of the first year students may be pulled down.
- Focus on career orientation for government sector may be intended.

5. Commerce with CA

Strengths

- Paper presentation by staff that undergoes a boom during the years 2015-16 and 2016-17 is a remarkable research promotion syndrome.
- Open book test and problem solving *inter alia* are good student evaluation methods
- Student placement record is progressive like that of Commerce department.

Areas which need more attention

- Focus on career orientation for government sector may be intended.

6. Business Administration

Strengths

- Teaching entrepreneurial skills to students to make them self employed
- Students produce goods and eatables and sell them to the college students enable them earn while they learn
- Participation in the fair "*College Bazaar*" helps them employ the trade skills acquired.
- Students' role in "JACEP" is a good extension activity.

Areas which need more attention

- Diploma courses in crafts, cosmetics, fashion designing and food production can be planned

II - Science Departments

1. Mathematics

Strengths

- Department with very high demand ratio
- Presence of 4 research guides
- Staff with Major Research Projects
- Monthly meeting of study circle
- Organizing International / National / State level seminars & guest lecture in the emerging fields and prescribing 13 Journals exclusively for the Department.
- Availability of scholarships and placement opportunity for students.
- Unity & team spirit among the faculty
- MOU with Liverpool University

Areas which need more attention

- Publication by all members of the faculty
- Communication English for the 1st generation learners
- Guiding students for Ph.D

2. Chemistry

Strengths

- Many Scholarships / fellowship / internship / for the students at the State / National level
- Experimenting various teaching methods
- Coaching for IAS/NET and good placement record
- Exposure by seminars/conference / competitions.
- 10 Journals to support research
- Participation in many competitions
- Good infrastructure facilities

Areas which need more attention

- Qualified staff in the department
- Communicative English

3. Physics

Strengths

- Student friendly department with 29 years of experience
- Many Scholarships / fellowship / internship / winter school programmes for the Students at the State / National level
- High Placement record
- Exposure by Seminar / Conference / competition.
- 10 Journals to support research

Areas which need more attention

- Create facilities for students to clear NET / SET
- Qualified staff in the department
- Different methods of teaching can be utilized

4. Computer Science

Strengths

- Unity & team spirit among the faculty
- Well equipped department with WIFI and ICT enabled teaching & E-learning
- Journal, club & study circle
- Offering Certificate and Diploma Courses
- Staff are recognized as resource persons to various organization
- Published Books, organized seminars, Workshops & Summer camps
- Introducing PG online exam
- Organizing free summer camp for village children

Areas which need more attention

- Faculty need to be more professionally qualified
- MOU with other organization can be thought of.

5. Zoology

Strengths

- Department with good number of publications
- Number of major & minor research projects appreciable.

- Good number of international / national / state level seminars / conferences organized
- Avian Park, Museum & Wet lab add strength to learning and research activity
- Environmental friendly projects for the students are a novelty.

Areas which need more attention

- All staff members can publish papers & get awards
- More number of research scholars can be guided for research

III-Community College, Library, Administrative offices and other programmes

Community College

- The self employment programmes of food production and Desktop are helpful to the school drop outs to gain employment skills.
- The staff are confident, resourceful and efficient.

Library

- Infrastructure, availability of books and administration are praise worthy.
- Since many are research departments, Researchers cell with cubicles and with individual net facility will be beneficial.

Administrative Sections

- The Working system of the **offices of the college, Controller of Examinations, Student support systems**, the offices of the **Vice Principal, Dean of Academic Affairs** deserves special appreciation.
- **Timely appointment of staff both teaching and non-teaching warrants work efficiency** and help transferring senior professional skills to the new recruits successfully.
- **Students attendance monitoring** is fool proof.
- **A separate vice principal for the SF courses may guarantee work efficiency** on the part of the officials.

IQAC

- **Functions efficiently.**
- Staff Orientation and professional development programmes, internal and external academic audits are appreciable.

- Annual news letter can be bi-annual
- **Planning and Evaluation Committee** organises faculty development and student development programmes successfully.

Part V Programmes

- **The seven NSS units and the NCC unit promote a good sense of commitment towards the immediate society and the nation at large.** They organise either or encourage the volunteers and cadets participate in various national level and local camps to realise their responsibility in making an egalitarian society. The special programmes like shooting competitions, trekking and mountaineering promote a high level of moral and physical sustainability in the students.
- **Physical Education activity is highly appreciable.** The acquisition of sportsmen ship by the students in the games of Kho-Kho, Volley ball and Basket ball is obvious that **so far 107 students have received University blue.**

JACEP

- The common extension programme strives hard and successfully translates the five goals of **education, environmental protection, social organisation, health and hygiene and application of knowledge**, in to action.
- **Liaison groups** net working the various social work groups is appreciable.

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