

JAYARAJ ANNAPAKIYAM COLLEGE FOR WOMEN(AUTONOMOUS)

PERIYAKULAM

External Academic and Administrative Audit Report 2023-24

The External Academic and Administrative Audit was conducted on 17.02.2024 led by Prof. A. Alagappa Moses, Vice Principal (Aided) & Head, Department of Environmental Sciences and Dr. D. J. S. Anand Karunakaran, Associate Dean IQAC & Associate Professor, Department of Physics, Bishop Heber College, Tiruchirappalli – 620017.

The Committee visited all 14 departments. The Head of the Departments presented comprehensive details of their respective departments and their regular activities. Specifically about the organized seminars, conferences and workshops as well as the publications and presenting of research articles additionally the faculty members rolls as resource persons and subject experts along with wards recognition and students achievements were highlighted

The Committee engaged interactive sessions with faculty members were expressing appreciation for their notable achievements and activities. Constructive segments were offered to enhance the improve the overall performance of the determents

1. Department of Tamil

Strengths

- Faculty academic qualifications are satisfied
- Appreciable number of publications by staff
- Cent percent academic excellence in UG & PG programmes
- Extensions activities are commendable

Suggestion

- Faculty orientation and support provided for undertaking more research including book writing.
- Exploring the possibilities of collaboration with some reputed institutions.
- Student progression and transformational index can be aligned with Mentorship.

2. Department of English

Strengths

- Faculty with NET, SET and PhD qualifications.
- Appreciable number of Books and Journals are published by the faculty.
- Language related Clubs and Extension Activities.

Suggestions

- To Conduct Regional / National / International Seminar, Workshop and conferences
- Student progression and transformational index can be aligned with Mentorship
- Mention Course initiatives like Bridge Course and Orientation.
- Activities of language lab and its outcome details are to be mentioned.

3. Department of History

Strengths

- Fully qualified faculty with PhD, NET and SET.
- Diversity in certificate courses.
- Results, Awards and Progression appreciable.
- Appreciable number of Journal Publications by the faculty.
- Corpus funding by agency achieved by staff

Suggestions

- To Conduct Regional / National / International Seminar, Workshop and conferences
- Collaborative activity, MoU with institutions and TN Tourism need to be focused.
- Syllabus Updation and Revision also internship to students be addressed.

4. Department of Commerce

Strengths

- Consultancy services and extension Activities are commendable
- Students Progression, and Results, Awards appreciable.
- Awards, Books and Journal publication are appraisable.

Suggestions

- Improve faculty profile.
- Industry integrated certificate course, Training Program, Internships by Industry Academia Interface to be focused.
- To Conduct Regional / National / International Seminar, Workshop and conferences
- Students Placement to be enriched.

5. Department of Business Administration.

Strengths

- Comprehensive syllabus focused on Industrial Exposure and Collaborations.
- Consultancy and Extension activities are done well
- Results and Awards appreciable

Suggestions

- Improve faculty profile
- To Conduct Regional / National / International Seminar, Workshop and conferences
- Student progression and transformational index are to be focused.
- Career guidance and Placement to encouraged.
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6. Department of Commerce with Computer Application

Strengths

- Enrolment in UG programme and the demand ratio is good.
- Students Awards and Pass percentage are appreciable
- Student's progression to higher studies and employment achieved.

Suggestions

- Staff qualification and Profile are to be elevated.
- Conduct of Skill based Courses, Hands on training, Seminars, Workshop and conferences to be instigated.
- Introduction of Research projects at UG level. (Undergraduate students are mentored to take up small research projects)
- Syllabus Updating and Revision also internship to students to be addressed
- Placement and Student's Progression to be fulfilled.

7. Department of Computer Application

Strengths

- Skill based programme with Industry relevant syllabus
- Overall result (I Year) is significant
- Infra-Structure and Lab facilities are satisfactory

Suggestions

- Staff Profile (Qualification) yet to be fulfilled.
- Introduction of Research projects at UG level. Undergraduate students are mentored to take up small research projects.
- Explore the possibilities of collaboration with institutions and Industries.
- Curricular, Co-Curricular and Extra-curricular activities instigated

8. Department of Mathematics

Strengths

- Qualified faculty with PhD, SET and NET
- International, National and Regional level paper presentation are satisfactory.
- Awards, Books and Journal publications are appreciated.
- Students Awards and Extension Activities are well contributed

Suggestions

- To Conduct Regional / National / International Seminar, Workshop and conferences
- Try to promote Corpus funds on project proposals and from other funding agencies.
- Improve research activity (in UG and PG level) and more Books and Papers to be published .
- Add-on courses and Skill based certificated programs are to be initiated.

9. Department of Physics

Strengths

- Faculty profile is satisfactory
- Research Publications and Guidance are commendable
- Research Policy created - Management sponsored projects undertaken by faculty increased as a result of continuous orientation and support.
- Awards and Achievements are appreciated.

Suggestions

- To include Skill based add-on Courses and Career guidance.
- Placement and Students Progression must be address seriously
- Attract research funding from funding agencies
- IPR Intellectual Property Rights and Patents are to be focused.

10. Department of Chemistry

Strengths

- Faculty profile is satisfactory
- Research Policy created - Management sponsored projects undertaken, Patent granted by faculty.
- An appreciable number of Research Publications and Guidance
- Awards and Achievements by the staff and students are commendable.

Suggestions

- To Conduct Regional / National / International Seminar, Workshop and conferences
- To include Skill based add-on Courses and Carrier guidance.
- Placement and Students Progression must be address seriously
- Attract research funding from funding agencies

11. Department of Zoology

Strengths

- Faculty qualified with PhD, NET and SET
- Over-all Pass percentage is satisfactory
- Diversity in research areas, with significant number of research scholars enrolment.
- Innovative research projects with well-established infra-structure
- Initiated revenue generative Start-up Programme

Suggestions

- To Conduct Regional / National / International Seminar, Workshop and conferences
- Career guidance and Placement and Students Progression must be address seriously
- Attract research funding from funding agencies and corpus funds.

12. Department of Computer Science

Strengths

- The syllabus is revised and updated to present scenario
- Overall cent recent pass is remarkable.
- Well established infra-structure and lab facility
- Management sponsored projects undertaken by faculty increased.

Suggestions

- Staff Profile (Qualification) to be fulfilled.
- Introduction of Research projects at UG level. Undergraduate students are mentored to take up small research projects.

- Explore the possibilities of collaboration with institutions and Industries.
- Organise Conduct Regional / National / International Seminar, Workshop and conferences.

13. Department of Health Care

Strengths

- Start-up Vocational programme with good enrolment
- Offers certificate and Diploma programme
- Curriculum design is focused on employability and be an entrepreneur
- Students' award and recognitions are appreciated

Suggestions

- More Visibility, Scope and prospectus to be enlightened
- MoU with Institutes and Health Organisations administered for career advancement.
- Practice of Internship and Periodical visits to institution and relative sectors
- Counselling, Orientation and Career guidance required

14. Department of Beauty Wellness

Strengths

- Start-up Vocational programme with good enrolment
- Offers certificate and Diploma programme
- Curriculum design is focused on employability and be an entrepreneur

Suggestions

- More Visibility, Scope and prospectus to be enlightened
- MoU with Institutes and Health Organisations administered for career advancement.
- Practice of Internship and Periodical visits to institutions and relative sectors

Library

Strengths

- The library infrastructure serves as a strong foundation for academic and research pursuits.
- The smooth administrative management reflects high operational standards.

Suggestions

- Launch a series of reader engagement programs such as book clubs, author talks, and reading challenges.
- Initiate a "Library Hour" where students and faculty can participate in themed discussions and presentations on current topics.

Administrative Sections

Strengths

- The cohesive work system among the college offices, including the Controller of Examinations, Vice Principal's Office, student support units, and academic deans, enables seamless coordination.
- Timely appointments and skillful mentorship ensure that professional expertise is effectively transferred to new recruits.

Suggestions

- Enhance administrative efficiency by adopting integrated digital management solutions, reducing dependence on manual processes.
- Regular professional development programs should be offered to non-teaching staff to keep them updated with the latest administrative tools and practices.

IQAC (Internal Quality Assurance Cell)

Strengths

- The IQAC's systematic approach to quality enhancement is evident through well-structured academic audits, professional development sessions, and constructive feedback mechanisms.
- Notable contributions of the Planning and Evaluation Committee in organizing workshops and training programs for faculty and students.

Suggestions

- Introduce an impact analysis mechanism to assess the effectiveness of IQAC initiatives and provide insights for future planning.

Part V Programmes (NSS & NCC)

Strengths

- The active participation of students in the NSS and NCC units exemplifies a strong culture of service and national responsibility.
- Initiatives such as trekking, mountaineering, and shooting competitions contribute significantly to students' personal development and resilience.

Suggestions

- Explore additional opportunities for students to engage with the community through skill-building workshops and campaigns on social issues.
- Strengthen collaborations with national and international bodies to provide students with broader exposure and learning experiences.

Jayaraj Annapackiam College Extension Programmes (JACEP)

Strengths

- The extension activities effectively translate the core values of the college into impactful community engagement.
- The well-coordinated efforts in adopted villages have led to tangible improvements in areas like health, education, and sanitation.

Suggestions

- Establish a tracking mechanism to monitor the long-term impact of these extension activities on the socio-economic development of the adopted villages.

Controller of Examinations Office (CoE)

Strengths

- The Controller of Examinations office is distinguished by its efficient operations, ensuring timely publication of results and prompt handling of academic queries.
- Successful implementation of the Outcome-Based Education (OBE) framework has streamlined the assessment and evaluation processes, making them more effective and transparent.

Suggestions

- Organize orientation sessions for faculty members on the OBE framework to strengthen their understanding and execution of the system.
- Consider automating certain evaluation processes to further expedite the declaration of results and minimize manual errors.



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ACADEMIC & ADMINISTRATIVE AUDIT REPORT

2023-24

Introduction

The institution Jayaraj Annapackiam College for Women (Autonomous) conducted an Academic and Administrative Audit in 2023-24 covering academic, administrative and student-centric activities of the College. Below mentioned actions were executed for the quality enhancement of the Institution and conducted and provided

1. Orientation Programme
2. Bridge course & Remedial classes
3. Internships & Placements
4. Mentoring & Counselling
5. Recognizing achievements
6. Scholarships
7. Guidance & Support for professional exams
8. Encourages students who take up competitive exams
9. Enterprise Resource Planning (ERP) implemented
- 10 Parent Teachers Association meetings
- 11 On Job Training
- 12 Entrepreneurship – start-up companies
- 13 Corporate – Minimum 2 weeks internship during holidays.

Suggestions & Action Taken

1. Encourage faculty to take up more funded projects:

Action Taken: Management-sponsored projects undertaken by faculty increased as a result of continuous orientation and support. Research Policy created.

2. Create on-line research repository.

Action Taken: Promotion of Online Research repository at the institution.

3. Introduction of Research projects even at UG level

Action Taken: Introduction of Research projects at UG level. Undergraduate students are mentored to take up small research projects.

4. Collaboration with other Industry Bodies

Action Taken: The college has promoted collaboration with many Industry Bodies both at National & International levels by signing MOUs.

5. Research and book writing to be taken up by the faculty

Action Taken: Faculty orientation and support provided for undertaking more research including book writing.

6. Linking JAC Research Centre with others

Action Taken: Exploring the possibilities of collaboration with some reputed research institutions.

7. More skill components to be added in the Curriculum

Action Taken: Compulsory skill-based papers incorporated in the Curriculum.

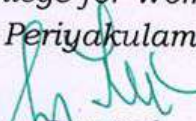
Note: On the basis of the suggestions given by the Academic and Administrative Audit Team.

Conclusion

The required action has been taken on the basis of the suggestions given by the **Academic & Administrative Audit** team for quality enhancement of the institution.

Principal

*Jayaraj Annapakiam College for Women (Autonomous)
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Principai

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