



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2018 -19)

Department Audited: Department of Commerce Date: 7/11/2019

Programmes Offered: Mcom, M.phil, Mcom (Integrated), PhD
PG. Diploma in Fin mgmt
Ph. Adv. Diploma in GST

Auditor's Name & Designation: Dr. R.S. RAJESH, Professor, Dept. of CSE, M.SU.

Co - Auditor's Name & Designation: Dr.

Sl. No.	Name of the File	Remarks
	Brief history of the Department	<u>Available.</u> <u>Available & written in the dept.</u> <u>List available in file.</u>
	Vision and Mission of the Department	
	Details of the programme offered	

Overall Quality Assurance

Sl. No.		Criteria	Grade					Remarks by the Auditors
			5 – Very Good and 1 - Very Poor (if not available don't rate the criteria)					
			5	4	3	2	1	
1.	System for Quality Assurance		✓					Procedures documents available
2.	Previous Academic Audit Reports & its compliance			✓				Available stock
3.	Stock Audit Reports (Internal/ External) & its compliance				✓			Annual Audit- shall be done
4.	Records related to any special status conferred by the central/ state government		✗					Not Applicable
5.	Records related to Departmental contribution to the University's growth		✓					Many f.m. are participating Univ. Admin Contribution & works
6.	Quality Action Plan for the AY and its outcomes			✓				Future plan to be maintained

Admission Quality						
7.	Demand Ratio and Student Statistics (ref AQAR)		✓			7:1 (Integrated) 1:1 (Regular)
8.	Records related to Admissions (Applications, selection procedure & List)	✓				Yes details available
Curricular Aspects						
9.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of AY)	✓				Yes, Details available
10.	Syllabus related to course on Employability, Entrepreneurship innovation & Skill Development.		✓			Syllabus updated with Skill based pgms (CTANSCHE Model Sgl)
11.	Display of Program/ Program specific/ Course outcomes in University Website				✓	Out-Come to be updated
12.	Records related to Value Added Courses	✓				Details available
Teaching, Learning and Evaluation						
13.	Academic Calender (2018-19)	✓				Yes
14.	Laboratory Manual	✓				Yes
15.	Records on availability and use of ICT tools in class rooms	✓				Yes
16.	Records related to Mentoring	✓				Yes
17.	Records on Field Projects/ Internships undertaken by students	✓				Yes
18.	Records related to structured feedback from Students on Teaching Process	✓				Yes
19.	Records related to structured feedback from teachers on students learning		✓			Yes
20.	Records related to structured Feedback from Parents on Teaching Learning Process				✓	To be improved Parents feed back not documented properly
21.	Records related to structured feedback from Alumni		✓			Yes but to be improved
22.	Records related to structured feedback from Employers				✓	N.A.
23.	Record on Feedback analysis, action taken and outcomes			✓		Yes, to be documented
24.	Student Satisfaction Survey on					

	the department	✓	✓				Done by University
25.	Detailed Staff Profile	✓					Yes
26.	Records related to Honours and Awards received from state/central government						Nil. (To be improved)
27.	Time Table	✓					Yes
28.	Attendance Register (student, Research Scholars & staff)	✓					Yes
29.	Records on P.G. Projects Review & Continuous Assessment	✓					Yes
30.	Details regarding Best Students/advanced/ Weak learners				✓		50% Remedial class data not updated.
31.	Records on Students Exam Results Statistics			✓			To be improved

Research, Innovation, Incubation and Extension

32.	Records related to Research Fellowships/ Award received from National / international level.	✓					Yes 2+1=3 fellowships
33.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows				✓		Nil (To be improved)
34.	Records related to conduct of seminar on IPR/ Industry Academia Innovative Practices	✓					Yes
35.	Records related to Awards for Innovation won by department		✓				Nil (Improved)
36.	Records related to Incubation centre and Start ups by dept.						Nil (N.A)
37.	Records on Ph.D awarded at Department	✓					Yes available
38.	Research Publications in the journals mentioned in UGC / CARE List by the department			✓			Yes Sci Journal data to be maintained.
39.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	✓					Yes
40.	Patents Published/ Awarded by Teachers during AY					✓	Nil (To be improved)
41.	Records on Commercialised Patents					✓	-
42.	Details regarding the Citation Index (excluding Self Citation) by the Teachers		✓				Yes
43.	H-Index of the Department for				✓		Yes to be calculated for the dept

	the AY						
44.	Details regarding the Teachers serving as resource person for the AY	✓					Yes
45.	Records related to Revenue generated through corporate training		✓				* (Tol improved)
46.	Records related to Revenue Generated through consultancy work.					✓	* Nil.
47.	Records related to Extensions/ Outreach programmes organized with industry collaboration.	✓					* FDP in collab with ICSI 1 FDP with IETAC
48.	Records on Awards received for Extension activities from Govt.					✓	* Nil
49.	Records on research, faculty/ students exchange collaborations					✓	* Nil
50.	Industry Linkage for internships, training, project work and resource sharing	✓					Documents to be maintained
51.	Functional MOUs signed with industry, National/ International Institutes signed in AY	✓					2 MOUs available
52.	Records on Budget allocation and Utilization (including maintenance)	✓					Yes
53.	Records on Research Advisory Committee for M.Phil (Minutes)		✓				* Minutes to be maintained
54.	Records on M.Phil. Thesis - External Evaluation - Documents	✓					Yes 100% ext.
55.	Records on M.Phil. Viva Voce by External Examiner	✓					Yes
56.	Availability of UGC CARE List (soft/ hard copy)	✓					Yes
57.	Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes			✓			Ongoing - 1 Others - Nil
58.	Departmental Projects like SAP/ FIST/ TEQIP, etc.					✓	Nil (Tol improved) *
Infrastructure and Learning Resources							
59.	Availability of MIS for departmental data management			✓			Nil

60.	Records on resources augmentation during AY (ref 4.1.2 of AQAR)		✓				available, Documents (To be improved)
61.	Records related to departmental library	✓					To be Automated
62.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.					✓	N.i/
63.	Records on Technology upgradation during AY	✓					1) Online Admission Yes
64.	Internet connectivity status, bandwidth details	✓					Yes
65.	Facility available at dept. for e-content development			✓			N.A.

Student Support and Progress

66.	Student Details and related statistics	✓					Yes
67.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)		✓				Yes (Remedial class details to be documented)
68.	Records on Competitive coaching and students benefitted	✓					NET, Set Coaching 6 students 2018-19 NET-1 5-SET
69.	Records related to redressal of students' grievances, sexual harassments and ragging		✓				Common Committee (Dept. relevant records may be maintained)
70.	Placement Records	✓					Available
71.	Students progression to Higher Education Records	✓					Available (Documents to be added)
72.	Records on students qualifying in state/ national/ international level examinations	✓					NET/SLET Available
73.	Records related to students; achievement in Sports & Cultural Activities	✓					Yes - V. Good
74.	Records on Alumni meetings/ activities	✓					V. Good.
75.	Records related to the Value training e.g. induction programme				✓		N.i/ (No pgs. conducted)
76.	Records on departmental students association and their participation in committees	✓					Yes Available

Governance, Leadership and Management						
77.	Minutes of the Staff Meeting	✓				Yes
78.	Availability of Maintenance Policies and Procedures		✓			to be documented
79.	Records related to financial assistance to teachers for attending conference/workshops		✓			University to be decided
80.	Compliance to the UGC Guidelines, SCAA, Statutes	✓				Yes
81.	Availability of Circular Folder	✓				Yes Good.
82.	Upkeeping of Stock Register	✓				Yes
83.	Records related to teachers professional development (refresher, orientation)	✓				Yes (Maintained)
Institutional Values and Best Practices						
84.	Records related to Best Practices of Department	✓				6 Program Conducted
85.	Road map of the Department & Strategic Plan		✓			Yes * (Next 5 year & long term plans to be maintained)

Note: The auditors can provide their constructive suggestions for the quality enhancement in an elaborate manner as appendix mentioning the serial numbers.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

In most of the items the department got sufficient data hence to be appreciated. However there must be improvements required in the following criteria.

- (1) Item 20: Feed back from parents on Teaching Learning to be done and documents are to be maintained.
- (2) Item 31 (Result statistics shall be done & documents are to be kept).
- (3) Item 53 Research Advisory Committee Meeting minutes must be documented.
- (4) Steps must be taken by the dept to get qualified for applying to SAP/FIST etc
- (5) An Action plan for next 2-3 years shall be maintained
- (6) Program & Course outcome (Syllabus) to be updated in the Curriculum Content
- (7) Staff members may be encouraged to apply for travel grant to attend Seminars/Conferences (79)

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

The Department has maintained all possible documents on files. Many files are complete. Few files contain partial data, one or two files with no relevant data

The details are given ^{in the} suggestions, ^{Section} The department is very strong in Student-related activities, Faculty developments, placement & training, Infrastructure.

Following Areas needed to be improved.

- (1) Industry - Institute - Group, (2) Consultancy, (3) R & D projects and patents

Devin-1
Signature of the Co-2 Auditor

Name: LENIN S

Designation: Asst. Professor,
Dept. of Education, MSU.

Date:

X.S.X-1
7/11/2019

Signature of the Auditor

Name: Dr. R.S. Rajesh

Designation: Professor, Dept CS

Date: