



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI - 627 012



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2021-22)

Department Audited: CNST, Rajakamanchi Date: 13/4/2023

Programmes Offered M.Sc. Marine Sci (2nd), M.Sc. Marine Bio Tech
M.Sc. Microbiology, P.D.

1st Auditor's Name & Designation: Dr. V. Sabarinathan

2nd Auditor's Name & Designation: Dr. K. Rajamannar

Sl. No.	Name of the File	Availability Yes/No	Rating (if availability is 'yes') (4 - Very Good and 0 - Very Poor)					Remarks
			4	3	2	1	0	
	Brief history of the Department	Yes/No						Print out from University Website
	Vision and Mission of the Department	Yes/No						
	Details of the programmes offered	Yes/No						
1.	Academic Calendar (2021-22) for the Department	Yes/No		✓				
2.	System for Quality Assurance	Yes/No		✓				YES, But not maintain proper staff meeting records.
3.	Previous Academic Audit Reports & its compliance	Yes/No		✓				Partially compliance
4.	Stock Audit Reports (Internal/ External) & its compliance	Yes/No		✓				Done, only internal audits.
5.	Records related to any special status conferred by the central/ state government	Yes/No						- NA -
6.	Minutes of the Staff Meeting held in AY	Yes/No	✓					YES, Improve filing process
	Total		4	12				

16

33

			4	3	2	1	0	
7.	Records related to Departmental contribution to the University's growth	✓ Yes/No		✓				not all the details faculty details
8.	Quality Action Plan for the AY and its outcomes	✓ Yes/No					✓	- NO -
9.	Availability of MIS for departmental data management	✓ Yes/No						not available - no entries from faculty depts.
10.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes)	✓ Yes/No				✓		Minor changes.
11.	Syllabus related to course on Employability, Entrepreneurship & Skill Development	✓ Yes/No		✓				-
12.	Records related to Value Added Courses	✓ Yes/No		✓				-
13.	Records on Field Projects/ Internships undertaken by students	✓ Yes/No	✓					
14.	Records related to structured feedback from Students on Teaching Process	✓ Yes/No						- no details -
15.	Records related to structured feedback from teachers on students learning	✓ Yes/No						- no details -
16.	Records related to structured Feedback from Parents on Teaching Learning Process	✓ Yes/No						- No details -
17.	Records related to structured feedback from Alumni	✓ Yes/No					✓	- NO details -
18.	Records related to structured feedback from Employers.	✓ Yes/No					✓	- no details -
19.	Record on Feedback analysis, action taken and outcomes	✓ Yes/No					✓	- no details -
20.	Demand Ratio and Student Statistics (ref AQAR)	✓ Yes/No		✓				
21.	Records on availability and use of ICT tools in class rooms	✓ Yes/No	✓					
	Total		8	12		1	0	

			4	3	2	1	0	
22.	Records related to Mentoring	✓ Yes/No			✓			
23.	Records related to Honours and Awards received from state/central government	✓ Yes/No			✓			
24.	Availability/ Display of Program/ Program specific/ Course outcomes in University Website/ file.	✓ Yes/No	✓					
25.	Outcome mapping assessment plan and evaluation records	✓ Yes/No			✓			Need to prepare mapping assessments
26.	Records on curricula that meets Local, Regional, Global need.	✓ Yes/No	✓					
27.	Record related to student centred teaching materials such as experiential learning, participative learning, etc.	✓ Yes/No			✓			
28.	Records on Students Exam Results Statistics	✓ Yes/No				✓		not available
29.	Student Satisfaction Survey on the department	✓ Yes/No				✓		
30.	Records related to Research Fellowships/ Awards received by teachers at National / international level.	✓ Yes/No		✓				
31.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	✓ Yes/No				✓		one fellow
32.	Records on Sponsored Research Projects obtained in the AY	✓ Yes/No						
33.	Records related to conduct of seminars on IPR/ Industry Academia/Innovative Practices	✓ Yes/No				✓		- NO -
34.	Records related to Awards received for Innovation/ Extension activities by the department/Government agencies.	✓ Yes/No				✓		
	Total		8	3	8	3	-	

			4	3	2	1	0	
35.	Records related to Incubation centre and Start ups by dept.	✓ Yes/No		✓				
36.	Records on Ph.D Guidance / Awardees in the Department	✓ Yes/No		✓				
37.	Research Publications in the journals mentioned in UGC / CARE List by the department	✓ Yes/No	✓					
38.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	✓ Yes/No		✓				1) one Book chapter 2) one for meetings
39.	Patents/ IPR Published/ Awarded to Teachers during the AY	✓ Yes/No					✓	no - published
40.	Records on Commercialised Patents	✓ Yes/No					✓	no -
41.	Details regarding the Citation Index (excluding Self Citation) by the Teachers	✓ Yes/No	✓					
42.	H-Index of the Department for the AY	✓ Yes/No	✓					
43.	Details regarding the Teachers serving as resource person during the AY	✓ Yes/No			✓			only one during AY
44.	Records related to Revenue generated through corporate training	✓ Yes/No					✓	
45.	Records related to Revenue generated through consultancy work.	✓ Yes/No		✓				
46.	Records related to Extensions/ Outreach programmes organized with industry collaboration.	✓ Yes/No				✓		one program
47.	Records on research, faculty/ students exchange collaborations	✓ Yes/No				✓		no -
48.	Industry Linkage for internships, training, project work and resource sharing	✓ Yes/No	✓					
49.	Functional MOUs signed with industry/National/International Institutes during the AY	✓ Yes/No	✓					
	Total		20	12	6	1	0	

(39)



			4	3	2	1	0	
50.	Records on Budget allocation and Utilization (including maintenance)	✓ Yes/No	✓					
51.	Records on resources augmentation during AY (ref 4.1.4 of AQAR)	✓ Yes/No			✓			
52.	Records related to departmental library (books, accession register, usage, etc)	✓ Yes/No	✓					
53.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc. (4 Quadrants approach)	✓ Yes/No					✓	
54.	Records on Technology upgradation during AY	✓ Yes/No					✓	
55.	Internet connectivity status, bandwidth details	✓ Yes/No	✓					
56.	Facility available at dept. for e-content development	✓ Yes/No			✓			
57.	Availability of Maintenance Policies and Procedures	✓ Yes/No				✓		
58.	Student Details and related statistics	✓ Yes/No	✓					
59.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)	✓ Yes/No					✓	
60.	Records on Competitive coaching and students benefitted	✓ Yes/No					✓	
61.	Records related to redressal of students' grievances, sexual harassments and ragging	✓ Yes/No	✓					
62.	Placement Records	✓ Yes/No		✓				
63.	Records on Students progression to Higher Education	✓ Yes/No			✓			
	Total		20	3	6	1		

(30)

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(37)

			4	3	2	1	0	
64.	Records on students qualifying in state/ national/ international level examinations	Yes/No ✓					✓	
65.	Records related to students' achievement in Sports & Cultural Activities	Yes/No ✓			✓			MCU Sports activities
66.	Records on departmental students association and their participation in committees	Yes/No ✓		✓				
67.	Records on Alumni meetings/ activities	Yes/No ✓					✓	not Conducting
68.	Records related to financial assistance to teachers for attending conference/ workshops	Yes/No ✓			✓			Dr. Krishaven -
69.	Records related to teachers professional development (refresher, orientation)	Yes/No ✓					✓	- NTL -
70.	Records related to departmental accreditation if any (e.g. NBA)	Yes/No ✓	✓				✓	- NA -
71.	Records related to Best Practices of Department	Yes/No ✓			✓			
72.	Records related to the Value training e.g. induction programme	Yes/No ✓					✓	not available
73.	Road map of the Department & Strategic Plan	Yes/No ✓		✓				need to upgrade
74.	Compliance to the UGC Guidelines, SCAA, Statutes	Yes/No						- NA -
75.	Records related to Admissions (Applications, selection procedure & List) as per TN GO.	Yes/No ✓	✓					
76.	Availability of Policies, Procedures, Circulars and notifications, regulations, Govt. orders, etc.	Yes/No ✓	✓					
77.	Academic Time Table	Yes/No ✓	✓					
78.	Up keeping of Stock Registers	Yes/No ✓	✓					
	Total		6	6	6	-	-	

			4	3	2	1	0	
79.	Attendance Register (Student, Research Scholars & Staff)	✓ Yes/No	✓					
80.	Records on P.G. Projects Review & Continuous Assessment	✓ Yes/No		✓				not maintaining properly
81.	Availability of UGC CARE List (soft/ hard copy)	✓ Yes/No	✓					
82.	Funded Projects (submitted/ completed/ ongoing), Thrust Areas progress, and outcomes	✓ Yes/No	✓					
83.	Departmental Projects like SAP/ FIST/ TEQIP, etc.	✓ Yes/No					✓	
84.	Details regarding Best Students/ advanced/ Weak learners Thrust Areas progress, and outcomes	✓ Yes/No					✓	
85.	Detailed Staff Profile	✓ Yes/No	✓					
86.	Laboratory Manual and Books Published By The Department	✓ Yes/No			✓			
87.	Records related to insubordination, non cooperation by the faculty member in providing official details	✓ Yes/No	✓					not
88.	Cleanliness of the department and its surroundings	✓ Yes/No	✓					
	Total		24	3	2	0	0	(29)
	Grand Total Score (Sl. No. 1 - 88)		184	4	332			Percentage: 54 %

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

Auditors' Suggestion for further improvement:

1. Need to improve the maintenance of the files
2. Dept should conduct more skill based courses, events, and related activities.

3. Dept should get 16 feedback from Audits, alumni & Parents in related to curriculum developments and submit ATR.

Overall Remarks by the Auditors:

1. Dept ~~maintain~~ the
- 2) The emss has publish good number in 622 journals.
- 3) Initiation of startup & Incubation Centre
- 4) As the faculty should submit 16 ATR related documents for Internal Audit purpose.
- 5) Maintaining the files need to improve.

Signature of the Auditor 1

Name: Dr. V. Subramanian
Designation: Head (i/c) RES

Date: 13/4/2023

Signature of the Auditor 2

Name: Dr. K. RAJAMANICKAM
Designation: AP/Commerce

Date: 13-04-2023