



CRITERION 6

SSR CYCLE IV

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5. Internal Quality Assurance System

6.5.2: Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and Implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

2019 – 2020 & 2020 - 2021

2019 -2020 & 2020 - 2021

A.P.C.MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
REPORT OF THE EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
2019-2021

GENERAL OBSERVATIONS:

- 1. Curriculum Design:** The academic programmes offered by the College fulfill the prerequisites for the students to encounter the requirements of the Society/ Industries. The curriculum of the academic programmes, accordingly integrate desired inputs to ensure employability, entrepreneurship and skill development. The curriculum of each programme is designed with core courses, elective courses and non-major elective courses. The curriculum addresses the human values, environmental conservation and professional ethics. Educational Field visit, Industrial visit, Experiments has been made integral part of the curriculum.
- 2. Teaching Methodologies:** Teaching methodologies, including chalk and talk, assignments, role play power point presentations, YouTube videos are practiced by the faculties. ICT based teaching methods using Microsoft teams, Zoom meet, Google classroom and Kahoot promote cooperative and participative learning experiences. Assessment practices like Short quizzes, Student interviews, Mind maps, Flow charts and Collection of objects improves the learning skill of the students. Above 85% of results observed in all the Departments.
- 3. Research Activities:** The institution collaborates with Industries and Universities for establishing Research and Development programs. The institution supports faculty training and support programs, research centers, recognition of research production, encouragement of faculty collaboration, balanced teaching and research responsibilities. The institution encourages the students by giving research scholarships, awards for the innovative ideas and incentives for the faculty who published research article in Scopus indexed journals.
- 4. Infrastructure:** Each Department of the Institute is of adequate size and has enough lighting, air ventilation and good ambience. The institution has sufficient number of well-furnished, well ventilated, spacious classrooms and laboratories for conducting theory and practical classes. The institution is highly equipped for sports, games and cultural activities. The library is fully automated with leading library management software MAHALIB which gives a user-friendly interface for searching resources in the library. Solar energy is utilized for V.P. Ulagammal Block.

- 5. Student Support Services:**The college provides student support services such as academic counselling, tutoring, mentorship, and career planning assistance. The college provides endowment scholarships to the students with single parents. The campus offers yoga classes, in-house sports and personal counselling variety of disabilities including physical, psychological, and learning disabilities. The student union is made up of students to protect the rights of students. The college cultural committee encourages the students to participate various inter and intra collegiate cultural activities. The college offers professional coaching classes for Bank exam, SET, JRF, Civil Service, etc., in all programmes is sufficient.
- 6. Faculty Development Initiatives:** The Institution provides fund and seed money to faculty members for professional development. It includes preparatory training in the form of workshops, seminars and webinars on the relevant pedagogical approaches necessary to effectively teach their content expertise. The college encourages the faculties to complete mandatory training programs, Participation in mentoring programs as a mentor or mentee, participation as a chair of a study section, peer review activities and writing and administering grants.
- 7. Governance Leadership and Management**
The governance of the institution reflects the vision and mission. There is a practice of decentralization and participative management. Perspective plan of the institution is prepared and deployed. The implementation of the e-governance is satisfactory. Sufficient welfare measures are provided to the staff.
- 8. Institutional Values and Best Practices:**Solar Panel is installed. Larvivorous fish culture for Mosquito control, Vermicompost unit for waste disposal, Maintenance for Lawn for O₂ and CO₂ balance are the sole validity of the Institute. Necessary information is given to the students about equality and human rights inside and beyond the classroom.
- 9. Overall Impression:** A.P.C. Mahalaxmi College for Women expresses an assurance to academic excellence and proliferative progression. The Institution devotes on innovative curriculum, skillful teaching practices, student amenities, strong work ethic, and research activities contributes to an brilliant academic atmosphere beneficial to student success and uplift.
- 10. IQAC**
- The IQAC has been operational since 12th August, 2004, and remains actively engaged.
 - IQAC comprises internal and external governing bodies to record all the progressive steps undertaken by the institution.
 - Regular academic audits are conducted by a peer review process including a self-study and a site visit by peers from outside the institution.

ADMINISTRATIVE OFFICE:

- Digital record management may be implemented for easy retrieval of documents.
- Plan and priority of work may be assigned.
- Skill enhancing training shall be given to implement and work with administrative software.
- Updated records shall be given to a responsible person for easy and immediate accessibility.
- Maintenance of Campus infrastructure should be monitored.
- Transparent duty allotment list shall be given to collect the documents from the right member.
- SWOT analysis may be done in the office.

CRITERION WISE SUGGESTIONS FOR IMPROVEMENT:**Curricular Aspects:**

- Initiate add on courses, certificate courses, with respect to the need of the local companies and industries.
- Department wise specific documentation regarding curriculum implementation, including details on teaching methods adopted during zero hour classes, Industrial visits, Educational trips and Case studies is to be done.
- MoU based activities for undergraduate students should be increased.
- Review of courses is necessary to analyse the quality and outcome.

Teaching Learning and Evaluation:

- Technology should be used to increase access to academic and extra academic learning opportunities for faculties.
- All faculties may provide targeted support to the unique needs of each student.
- Faculties have appreciable ideas in utilizing digital platforms, tools, systems, online videos, digital tools and devices.
- All faculties are outstanding educators with full-fledged qualities.
- Encouraging national and international exposure for teachers is highly recommended.
- The adoption of a blended teaching approach, integrating technology, should be promoted to meet current educational needs.
- Learning process of the students should be strengthened by visual and auditory methods by using ICT tools.
- Continuous assessment and formative assessment is necessary to monitor the learning process.
- Efforts are to be taken for cent percent results in all the courses.
- Future skills and industry trends should be identified to develop competent skills among the students.

Research

- Each faculty should submit two research publications per year without any concession.
- Faculties shall concentrate on writing research projects to receive funds.
- The College shall collaborate with industries and try to get CSR grant. They shall reciprocate the industries to help their Research and Development.
- The faculties should have more Linkages, MoUs, collaborations with institutions of excellence.
- Publications, total citations, h-index of the institution shall be improved.
- The college shall encourage the faculty to get IPR for their research.

Infrastructure

- Complete information about the college should be updated in the website.
- The collection of 10 Braille books and books donated by the retirees and well-wishers is appreciable.
- Utilization of e-books, e-journals, e-thesis, photos and videos of events shall be increased.

Student Support and Progression

- Importance should be given to Career guidance and Placement.
- Alumnae visit, meet, funds should be enhanced.

Institutional Values and Best Practices:

- E-waste management, solid waste management should be improved.
- Activities of the Eco Club are substantial.
- Recyclable waste is regularly cleared by those who are in the recycling business.

DEPARTMENT WISE AUDIT**PG AND RESEARCH DEPARTMENT OF CHEMISTRY**

- The institution offers UG and PG programme with a creditable pass percentage.
- Academic performance is steadily excellent.
- Three faculty members hold Ph.D. degrees, while two are pursuing their Ph.D.
- All of them are question paper setters and Answer script evaluators in various colleges.
- Internal evaluations are conducted effectively, with remedial classes provided as and when needed.
- The enrollments in MOOCs, SWAYAM and other online courses, are appreciable.
- Efforts to produce Department magazine is good.
- Publications of Books and Book chapters are upright. Research publications in journals should be increased.
- Effort is needed to expose the students to chemical industries and employment opportunities in such industries.

DEPARTMENT OF PHYSICS

- Faculty profile enrichment is necessary.
- Admission improvement is needed
- Outcome of certificate courses should be documented.
- Participation in MOOC, SWAYAM, NPTEL courses should be encouraged.
- Research publication should be boosted.
- MoUs, linkages and collaboration with other institutions/industries to be augmented to provide placement for students.
- Steps should be taken for Internship and students project.

PG AND RESEARCH DEPARTMENT OF ENGLISH

- Faculty profile is highly commendable.
- Pursuing MoUs, collaborations, linkages and activities should be increased.
- Pass percentage and University rank should be increased
- E contents and YouTube videos prepared by the faculties are commendable.
- Research publications, citation index and RG score should be improved.
- Efforts taken for Community Service

PG AND RESEARCH DEPARTMENT OF TAMIL

- Producing pass percentage of BA Tamil students should be improved.
- University Rank Holders is appreciable.
- Research activities in the Department are sufficient.
- There are nine research supervisors available.
- Recognizable awards are received by the faculties.
- Faculty expertize with other institutions is good.
- Financial support offered to students by faculty is appreciable.
- Financial assistance by the alumni strengthens the Department; activities with alumni should be increased.
- MoU based activity and publication should be augmented.

PG AND RESEARCH DEPARTMENT OF MATHAMETICS

- Each faculty has their own research specificity.
- Outcome of Add on/certificate programmes offered by the department should be enhanced.
- Admission enhancing activity shall be initiated.
- Research publication, citation and RG score record is very good.
- Research supervisors have sufficient scholars and they have produced sufficient Ph.Ds.
- Placement opportunities need to be strengthened.

- ICT tool usage is righteous in their Department.
- Students enrolled in online courses should be encouraged to complete the course.

PG AND RESEARCH DEPARTMENT OF COMMERCE

- The institution offers 3 undergraduate programmes, 1 postgraduate programme, and Ph.D. opportunities in the Commerce Department.
- Fund received from ICSSR is appreciable.
- Publication in reputed journals should be increased to get best citation and RG score.
- Student Teacher exchange programme is good.
- Running a tailoring unit to earn while they learn programme is great.
- Collaboration with Trade units for student internship should be established.
- Student training by the industrialists to get opportunities in the neighboring industries is necessary.

DEPARTMENT OF ZOOLOGY

- Faculty profiles and specific research areas are commendable.
- Actions should be taken to increase the pass percentage.
- Publications are good and students' research activity should be enhanced.
- Regular visits to Central Silk Board, Apiary Unit and CMFRI to enrich student's knowledge.
- Community service by the student is appreciable
- Maintenance of Herbal Garden and Vermicompost unit are the strength of the Department.
- Effort to be taken to conduct Certificate course to get opportunity in the nearby industry.

DEPARTMENT OF COMMERCE

- Qualified faculty number in the department should be increased.
- Maintenance of full sanctioned strength is good.
- Regular internships and field visits enhance student's knowledge.
- Faculty book publications are commendable, effort to be taken for research article publication in reputed journals.
- Contribution to disabled student, green campus and community are appreciable.
- Number of out gone students placed and Number of out gone students doing Higher Education are commendable.

DEPARTMENT OF HISTORY

- Three faculty members have completed their Ph.D.
- Effort is necessary to enhance the pass percentage and reduce students drop out.
- Research publications in UGC, Web of Science and Scopus indexed journals need improvement and faculties should be strong in their specific research areas
- University rank holders are in appreciable numbers.

- Job opportunities need to be strengthened.
- FDP participation is currently low in number.
- In addition to financial support, academic contribution by alumnae should be strengthened.

DEPARTMENT OF COMPUTER SCIENCE


- Faculties can take effort to qualify Ph.D.
- Benefit of the certificate course shall be monitored for alternate suggestions if positive results in opportunity not obtained.
- Internship opportunities provided for the students are feasible.
- Research Publication rate is significant.
- Training to ICT tools usage for faculties shall be given.
- Efforts should be taken to receive funds for research projects.
- Functional linkages and linkages based activities are good.
- Students placement should be increased.
- Alumni contribution is commendable.
- YouTube channel created by the students to upload e-learning materials is commendable.

RECOMMENDATIONS:

- Faculties should motivate the students to complete courses offered under MOOC, SWAYAM, NPTEL
- More MoU should be created with nearby industries to provide industrial training, internship and placement.
- Faculties should strengthen their research activities in their respective field.
- Students should be encouraged to improve their communication skills from their fluent peer mates.
- Self-appraisal system should identify the intellectual faculty to expose their skills and they should be utilized to increase college perception.
- Efforts to be taken to get CSR fund and Projects from the local industries and research collaboration.
- Standardized format should be maintained by the IQAC to get Coordination between IQAC, teaching and non-teaching/support staff, students and stakeholders.

Academic and Administrative Audit Committee:

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FOLLOWUP ACTIONS



A.P.C. MAHALAXMI COLLEGE FOR WOMEN

Thoothukudi- 628 002, Tamil Nadu.

2019 - 2020

Recommendations given by the Mock Peer Team and Action Taken

Recommendations	Action Taken
Vision and Mission of the institution and the departments may be displayed	The Vision and Mission statements of the institution and the Departments were displayed in various places in the campus
Departments may link curriculum with industry	Departments have initiated collaborations with industry partners to align curriculum with industry requirements, ensuring the relevance and applicability of academic programmes.
The number of community services may be increased	Efforts have been made to increase the number and scope of community service activities undertaken by students and faculty, fostering greater social responsibility and community engagement.
Research may be strengthened in the departments	Departments have taken initiatives to enhance research activities by providing research grants, organizing research workshops, and encouraging faculty to publish in reputed journals.
Funds may be sought from external agencies for projects	Proposals for research projects and academic initiatives have been submitted to various external agencies to secure funding for projects aimed at academic and infrastructural development.



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