



## CRITERION 6

SSR CYCLE IV

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

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### 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**

**2021 - 2022**

**External Academic and Administrative Audit****2021-2022**

**A.P.C. Mahalaxmi College for Women, Thoothukudi**  
**(Reaccredited by NAAC with B+ grade)**  
**Thoothukudi - 628002.**

**Internal Quality Assurance Cell**

**External Academic Audit 2021-2022**

**Department Presentation Observations**

The overall observations of the departments / Institution based on the presentation made by the departments.

**Top 5 Departments**

1. Department of English
2. Department of Commerce (Aided)
3. Department of Mathematics (Aided)
4. Department of Chemistry
5. Department of Computer Science

**SWOC ANALYSIS****Strength**

- ✓ Experienced Faculty Members in all departments
- ✓ Good percentage of Admission in all departments
- ✓ Addon courses in Departments
- ✓ Pass percentage is above 90% in almost all the departments
- ✓ Many of the faculty members are involved in Curriculum Designing, Question Paper Setting
- ✓ Many of the Faculty are with Ph. D Qualification.
- ✓ Publications in UGC Care, Scopus Journals
- ✓ Extension Activities are done by the departments
- ✓ Good Number of Faculty participation in Refresher / FDP Programs
- ✓ Capacity Building programs are conducted
- ✓ Coaching classes / Competitive exams are available for students
- ✓ Achievements of faculty and students is well documented

**Weakness**

- ✓ Systematic documentation to be implemented in IQAC
- ✓ Number of functional MoU's is less / not reported properly
- ✓ Activities related to MoU's is less
- ✓ Limited No. of Programs in IPR / Entrepreneur Development, Research Methodology and Skill Development
- ✓ Collaborative Activities seems to be less and
- ✓ Documentation needs to be checked for MoU and related activities
- ✓ Club Activities is limited / Mandatory Committees / Clubs activities to be initiated
- ✓ Alumni contribution to department / Institution is limited
- ✓ Scholarships need to be channelized and documented properly
- ✓ Students going for Internship / Projects / Field Visits to be improved and to be made mandatory
- ✓ No. of students undertaking Addon Course to be improved
- ✓ Book / Chapter Publication is limited
- ✓ Research Funding / Projects is limited
- ✓ Placement Percentage & Higher Education (Not mentioned)

**Opportunities**

- ✓ Increase No of Addon Courses and No. of Students enrolled
- ✓ Implementation of statutory clubs / cells / Committees
- ✓ Outreach programs and extension activities

- ✓ Scope for improvement in publications
- ✓ Research Funding / Student Projects – Government and Management Funded Projects
- ✓ Alumni Association Meetings / Chapters
- ✓ Achievements in Cultural and Sports activities

**Threats**

- ✓ Research Facilities and Funding is limited
- ✓ Staff Welfare measures is limited
- ✓ Institutional Scholarship
- ✓ Policy Documents for Infrastructure / Maintenance / Audits
- ✓ Best Practices that are practiced in the Institution.

**Department wise strengths and Suggestions for improvement****1. Tamil****Strengths of the Department**

- ✓ Good Number of Faculty members with opportunities given to alumni
- ✓ Addon Courses conducted for I Year
- ✓ Representation in Board of Studies
- ✓ University Rank holders
- ✓ 100% Results
- ✓ Faculty Participation in Orientation / Refresher Course is evident
- ✓ Staff involvement in college activities is good
- ✓ Good Number of Ph. D's awarded in the department
- ✓ Innovative teaching practice is good
- ✓ FDP Participation is Good

**Suggestions where improvement is needed**

- ✓ % of teachers published book needs to be improved
- ✓ Number of Programs (Guest Lectures & Seminars) organized needs to be improved
- ✓ Number of Publication comparing to Number of Faculty is less and to be improved
- ✓ Number of events to be increased
- ✓ Number of Addon programs should be extended to all the students.
- ✓ Overall output of research seems to be not matching to the number of faculty in the department.
- ✓ Number of field projects & Internship to be done by all the students (at least 60%)

**2. Department of English (Aided)****Strengths of the Department**

- ✓ A good coordination and structured planning is visible in department activities.
- ✓ Contribution towards curriculum design is excellent.
- ✓ The % of faculty involved in curriculum design and development is Good.
- ✓ Add on, Certificate and NET & SET Coaching is offered by the department is positive sign of well-functioning of the department.
- ✓ All the faculty have adapted innovative teaching methods in curriculum.
- ✓ Best Practices are available for Fast and Slow learners is good and formal.
- ✓ Good number of Students are participated in projects and involved in publications.
- ✓ A very good number of guest lectures are organized by the department.
- ✓ Faculty participation in programs is good and appreciated.
- ✓ Awards received from agency by students and faculty is good.
- ✓ 100% pass percentage is appreciated. Check the consistency of the pass %.
- ✓ % of faculty involved in e-content development is good.
- ✓ The department has University Rank holders.
- ✓ Submission of project proposals is appreciated.
- ✓ A good number of faculty is involved / associated with academic forums and journals.
- ✓ Student achievements in sports and cultural activities is good and appreciated.
- ✓ Faculty participation in Refresher / FDP is good and appreciated.
- ✓ Department involvement in community service is appreciated and good.

**Suggestions where improvement is needed**

- ✓ The number of courses & number of students enrolled in addon courses is not clear. It is suggested to offer at least three courses in a semester (to all three years students).
- ✓ Awards received from the same agency; period is not specified. Awards from multiple agencies will be an added advantage at the time of NAAC. Avoid awards from same agencies.
- ✓ Number of publications is less comparing to number of faculty and needs to be improved.
- ✓ Number of Book publications needs to be improved.
- ✓ Average Citation index is very less.
- ✓ Number of MoUs needs to be improved.
- ✓ % of placement to be improved.

**3. History****Strengths of the Department**

- ✓ Faculty members in BoS is evident.
- ✓ Innovative teaching methods is adapted by the department.
- ✓ Addon programs is offered.
- ✓ A good number of faculty has participated in International & National events.
- ✓ Awards and recognitions are minimal and noted.
- ✓ Participation of faculty & Students in online courses is appreciated.
- ✓ A very good pass percentage is recorded (100%)
- ✓ Department has signed MoU and appreciated.
- ✓ Awards and recognition by faculty is appreciated.
- ✓ Usage of library resources is good.
- ✓ Student's achievements in sports are excellent and appreciated.
- ✓ Faculty participation in FDP's is good.
- ✓ Variety of programs are organized in the department.

**Suggestions where improvement is needed**

- ✓ Number of Addon programs should be extended to all the students.
- ✓ % of faculty participation in Curriculum development and design to be increased.
- ✓ % of faculty receiving awards needs to be improved.
- ✓ Number of journal & book publications needs to be improved a lot.
- ✓ Number of publications seems to be very less.
- ✓ % of awards and recognitions to be improved.
- ✓ % of students appearing in competitive examination needs to be promoted.
- ✓ Contribution by alumni needs to be improved.
- ✓ All the faculty members are encouraged to participate in the FDP's.



**4. Department of Commerce (Aided)****Strengths of the Department**

- ✓ Guest faculty included in the department is appreciated.
- ✓ A good number of students have participated in add-on programs.
- ✓ Students undertaking projects is evident and appreciated.
- ✓ Innovative teaching methods are adapted in the department.
- ✓ Faculty participated in the seminars and conferences.
- ✓ A good pass percentage of students is recorded (98.3%).
- ✓ Faculty participation in e-content development is appreciated.
- ✓ The department has organized programs related to research is appreciated and all the departments should be encouraged such events.
- ✓ Submission of project proposals to funding agencies is appreciated.
- ✓ Faculty recognition received is appreciated.
- ✓ Library usage is appreciated.
- ✓ The department has contributed in Capacity Building programs for students.
- ✓ Guidance for Competitive Examinations and Career Counselling is good.
- ✓ Student's achievements in sports are excellent and appreciated.
- ✓ A good number of faculty has attended FDP's.
- ✓ Organizing community development programs is appreciated.

**Suggestions where improvement is needed**

- ✓ The % of faculty involved in curriculum design and development is Good.
- ✓ Number of Students undertaking projects to be improved (At least 60%).
- ✓ % of faculty participating in FDP's and Online courses needs to be improved.
- ✓ Number of student project is less and needs to be improved.
- ✓ % of publication by faculty is a serious concern and needs to be improved.
- ✓ The department signing MoU with Holy Cross college is appreciated.
- ✓ Faculty participation in online courses and development of e-content needs to be improved.
- ✓ The overall research of the department needs to be improved.

**5. Department of Chemistry****Strengths of the Department**

- ✓ Faculty involvement in QP setting is appreciated.
- ✓ A good number of Guest Lectures are organized by the department.
- ✓ Innovative teaching methods are adapted in the department.
- ✓ A very good number of faculty participation in the events.
- ✓ Number students and teachers enrolled in online courses is good
- ✓ A good number of University Rank Holders in the department.
- ✓ Student Magazine is evident.
- ✓ National and International event is organized by the department.
- ✓ A good number of publications in proceedings.
- ✓ A good number of faculty members are in editorial board and has memberships.
- ✓ Student internship by many numbers of students is in place.
- ✓ Proposals are submitted to funding agencies.
- ✓ Good library usage by faculty and students.

**Suggestions where improvement is needed**

- ✓ Number of faculty involved in curriculum design and development needs to be improved.
- ✓ Need to improve number of publications in UGC Care and Scopus indexed journals.
- ✓ Awards and recognitions need to be improved.
- ✓ Faculty participation in online courses and development of e-content needs to be improved.
- ✓ The overall research of the department needs to be improved.

**6. Department of Mathematics****Strengths of the Department**

- ✓ Department has well experienced teaching faculty
- ✓ Faculty members are involved in QP setting & Evaluation process
- ✓ A good number of guest lecture is organized by the department.
- ✓ Innovative teaching methods are adapted in the department.
- ✓ A very good number of faculty participation in the National & Int, National events.
- ✓ Awards and recognitions received by good number of faculty.
- ✓ Number students and teachers enrolled in online courses is good.
- ✓ 100% pass percentage is good.
- ✓ A good number of University Rank Holders in the department.
- ✓ E-content development by faculty is appreciated.
- ✓ Student paper presentation and publication is good.
- ✓ Excellent publication by faculty members.
- ✓ A good number of faculty members are in editorial board and has memberships.
- ✓ Excellent participation in sports and cultural activities by students.
- ✓ Student participation in competitive examination is good.
- ✓ A very good usage of library resources by faculty and students.

**Suggestions where improvement is needed**

- ✓ Number of Addon programs organized by the department needs to be improved.
- ✓ Number of programs organized by the department needs to be improved.
- ✓ More number of projects need to be applied to different funding agencies.
- ✓ Number of MoU signed needs to be improved.
- ✓ Number of Book publications needs to be improved.
- ✓ The department can contribute more in terms of research to the institution if properly motivated and encouraged.
- ✓ Faculty & Student participation in community activities may be initiated.

**7. Department of Zoology****Strengths of the Department**

- ✓ Faculty members are involved in QP setting & Evaluation process.
- ✓ The department offers Addon courses
- ✓ Guest lecture programs are organized by the department.
- ✓ Innovative teaching Methods are obtained in the department.
- ✓ Research Publication is good and needs to be encouraged further for the best.
- ✓ Awards and recognitions by faculty is evident.
- ✓ 100% pass percentage is appreciated.
- ✓ E-Content developed by faculty is good.
- ✓ Faculty attended training / workshops is good.
- ✓ Research publication by faculty is good.
- ✓ A good number of faculty members are in editorial board and has memberships.
- ✓ Capacity building and Skill Development programs are organized by the department.
- ✓ A very good percentage of students are placed in the department.

**Suggestions where improvement is needed**

- ✓ Faculty participation in events need to be improved.
- ✓ Research Publication needs to be improved.
- ✓ Research Proposals to funding agencies should be initiated and encouraged.
- ✓ Number of students undertaking projects needs to be improved.
- ✓ Number of MoU's need to be improved.
- ✓ Awards and recognitions need to be improved.
- ✓ Student achievements in sports need more attention.
- ✓ Participation of faculty in Refresher & FDP to be encouraged for more.

**8. PG and Research Department of Commerce****Strengths of the Department**

- ✓ A good number of Faculty members are involved in QP setting & Evaluation process and Curriculum design and development.
- ✓ In plant training is good initiative by the department and may be extended to all the students as well as faculty.
- ✓ A number of guest lectures is organized by the department.
- ✓ Innovative teaching Methods are obtained in the department.
- ✓ A very good number of faculty participation in National and international events.
- ✓ A minimal number of awards and recognitions by faculty and students.
- ✓ A good number of enrolments in online courses is seen.
- ✓ A very good pass percentage of students (100%)
- ✓ Research publication in proceedings is good.
- ✓ A good number of faculty members are in editorial board and has memberships.
- ✓ Good usage of library usage is recorded.
- ✓ Department has contributed for capacity building and Skill development.
- ✓ A good number of faculty has participated in FDP

**Suggestions where improvement is needed**

- ✓ Number of faculty & Students awards to be increased.
- ✓ Number of students completing online courses to be improved and ensured.
- ✓ E-Content development by teachers needs to be improved.
- ✓ Need to improve publications in UGC Care List & Scopus indexed journals.
- ✓ Research projects by individual faculty to be improved and encouraged.
- ✓ Awards and recognitions by faculty needs improvement.
- ✓ The number of students participated in competitive examinations is nil and need to be improved by the department.
- ✓ Student Achievements in Sports & Cultural Activities needs to be improved.

**9. Department of Computer Science (Unaided)****Strengths of the Department**

- ✓ A good number of experienced faculty in the department.
- ✓ A good number of Faculty members are involved in QP setting & Evaluation process and Curriculum design and development.
- ✓ The enrolment of students in Addon course is very Good.
- ✓ A good number of students have completed online courses (udemy)
- ✓ Majority of the teachers have participated in Faculty Enrichment programs.
- ✓ Feedback mechanism is formal and well recorded.
- ✓ Various teaching & learning methods are incorporated in the T&L process.
- ✓ A very good pass percentage is observed (100%)
- ✓ A good number of faculty publication is observed in the department.
- ✓ A patent publication is seen only in the department of Computer Science and appreciated.
- ✓ A positive note in the faculty participation in editorial board and international committees.
- ✓ International Collaborative activity is appreciated. Well document the collaborative research with evidences like publications and MoU's.
- ✓ Linkage with industries is initiated and recorded.
- ✓ MoU with Government Agency is appreciated.
- ✓ Good usage of library is noted.

**Suggestions where improvement is needed**

- ✓ Number of students participating internship needs to be improved.
- ✓ University Rank Holders is just one and may be students are encouraged to get more ranks.
- ✓ Faculty participation in International and National Level events needs to be improved.
- ✓ The number of programs organized by the department needs to be improved.
- ✓ Faculty awards is to be improved.

**10. Department of Physics (Unaided)****Strengths of the Department**

- ✓ A good number of faculty involved in BoS and Curriculum Design and Development.
- ✓ A good pass percentage is seen (100%)
- ✓ Sponsored program is organized by the department and appreciated.
- ✓ Capacity building and Skill Development courses are conducted by the department and appreciated.

**Suggestions where improvement is needed**

- ✓ Addon programs need to be improved and introduced to all the students
- ✓ The number of Guest Lectures organized need to be improved.
- ✓ Teaching methodologies adopted is not innovative and tools to be specified.
- ✓ Number of participations in events need to be improved.
- ✓ Number of events organized needs to be improved.
- ✓ Student participation in programs need to be improved.
- ✓ Research publication by faculty in UGC Care and Scopus indexed is need to be improved. All the faculty members are encouraged to publish research articles.
- ✓ More formal Career Guidance and Competitive exam preparation to be followed.
- ✓ Project and Internship by students to be encouraged.
- ✓ Overall research contribution is in alarming rate and essential measures to be taken to improve the current status of the department.

**11. Department of Mathematics (Unaided)****Strengths of the Department**

- ✓ A good number of Guest lectures is organized by the department.
- ✓ A good number of faculty have participated in events.
- ✓ A number of awards and recognitions received by the faculty members.
- ✓ A very good pass percentage is observed in the department (100%)
- ✓ Memberships by faculty is appreciated.

**Suggestions where improvement is needed**

- ✓ Contribution in Curriculum Design and Development need to be improved.
- ✓ Innovative methods in teaching to be improved and training to the faculty members is required.
- ✓ More number of faculty should be encouraged to receive awards and recognitions.
- ✓ The completion of enrolment in online courses needs to be monitored and encouraged.
- ✓ Number of programs organized by the department needs to be improved.
- ✓ Project proposals to be improved and all the faculty members are encouraged to submit project proposals.
- ✓ Student participation in projects, presentations and Internships needs to be improved.
- ✓ Faculty should be motivated to publish in UGC Care listed and Scopus Indexed Journals.
- ✓ Awards and recognitions need to be improved.
- ✓ MoUs need to be developed and follow-up activities to be planned and recorded.

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## **AAA FOLLOWUP ACTIONS**



## A.P.C. MAHALAXMI COLLEGE FOR WOMEN

Thoothukudi- 628 002, Tamil Nadu.

2021 - 2022

| Recommendations  | Action Taken   |
|--|--|
| Systematic Documentation for IQAC  | Developed a standardized template for recording all IQAC meetings, decisions, and actions. Scheduled quarterly reviews of the documentation process to ensure compliance and identify areas for improvement. |
| To increase the publication among faculty  | The number of Book Chapters were increased   |
| To introduce more PG Courses   | The Department of Computer Science introduced the M.Sc. Computer Science Programme.  |
| Increase Number of Functional MoUs   | The number of collaborative activities such as MoUs and Conferences increased during the year.   |
| Increase Programmes in IPR/Entrepreneurship Development, Research Methodology, and Skill Development | 34 programmes were organized   |
| Upgradation of PG departments to Research Centres.   | The Commerce, Chemistry and English departments were upgraded to Research Centres.   |



*[Handwritten Signature]*

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