



## 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**

**2022 - 2023**

**2022 -2023****EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT  
2022-2023****22.03.2023 & 23.03.2023****GENERAL OBSERVATIONS:**

- 1. Curriculum Design:** The Institution offers a diverse range of academic programmes tailored to meet the needs of students and align with industry requirements. The curriculum design emphasizes interdisciplinary learning, practical application of concepts, and skill development.
- 2. Teaching Methodologies:** Faculty members employ a variety of teaching methodologies, including lectures, seminars, workshops, group discussions, and experiential learning activities. The use of technology enhanced teaching methods is also observed, promoting interactive and engaging learning experiences. Assessment practices are aligned with learning objectives and focus on evaluating students' comprehension, critical thinking, and problem-solving skills. The college emphasizes continuous assessment through assignments, quizzes, presentations, and examinations. The pass percentage of students is excellent.
- 3. Research Activities:** The Institution promotes a research culture among faculty members and students through research projects, publications, and participation in conferences. Efforts are made to integrate research into the curriculum and facilitate interdisciplinary research collaborations.
- 4. Infrastructure:** Average footfalls of students in library is adequate. Facilities for sports are satisfactory. Fans and lights are sufficient in number. Optimal use of solar energy is observed.
- 5. Student Support Services:** The Institution provides comprehensive student support services, including academic counselling, career guidance, placement cells, grievance redressal cells, mentorship programmes, remedial classes and welfare measures are in place to assist students. The college provides institutional scholarships to needy students. Students are benefited by scholarships and freeship. Efforts are made to create a conducive learning environment that fosters holistic development. Initiating professional coaching classes for exams like NET, JRF, Civil Service, GATE, etc., in

all programmes is feasible. The campus is alive with energy, fueled by a plethora of cultural activities, where many students enthusiastically engage in extracurricular pursuits and emerge victorious, claiming numerous prizes.

**6. Faculty Development Initiatives:** The Institution encourages faculty members to engage in continuous professional development through workshops, conferences, seminars, and faculty exchange programmes.

**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 electricity has been implemented. Sufficient information is provided to students and staff concerning important observances, national obligations, human rights, and values.

**9. Overall Impression:** Overall, A.P.C. Mahalaxmi College for Women demonstrates a commitment to academic excellence and continuous improvement. The Institution emphasis on curriculum innovation, effective teaching practices, student support services, faculty development, and research activities contributes to a vibrant academic environment conducive to student success and holistic development.

**IQAC**

- ✦ The IQAC has been operational since August 12, 2004, and remains actively engaged.
- ✦ Comprising external experts, it ensures comprehensive oversight.
- ✦ Regular academic audits are conducted as part of its ongoing initiatives.

**ADMINISTRATIVE OFFICE:**

- ✦ File record keeping may be improved.
- ✦ Effective utilization of manpower and uniform distribution of work may be insisted.
- ✦ More training shall be given to improve the IT skills of the administrative staff.
- ✦ Implement periodic surveillance audits to maintain updated records.
- ✦ Enhance campus infrastructure with spatial rearrangement and installation of sectional informative boards.
- ✦ Establish a comprehensive digital enquiry facility within the college office.
- ✦ Maintain open channels of communication among office staff to ensure everyone is informed about tasks, deadlines, and updates.

- ✦ Encourage collaboration and teamwork among office staff to distribute workload efficiently and support each other in completing tasks effectively.
- ✦ Clearly define roles, responsibilities, and expectations for office staff.
- ✦ Solicit feedback from office staff about their experiences and challenges to identify areas for improvement and implement necessary changes for future assessments.
- ✦ IQAC shall provide uniform formats for activities and documentation.

#### **CRITERION WISE SUGGESTIONS FOR IMPROVEMENT:**

##### **Curricular Aspects:**

- ✦ Initiate additional programmes, particularly, in alignment with the National Education Policy (NEP) and stakeholder demands.
- ✦ All the departments should maintain specific documentation regarding curriculum implementation, including details on Remedial classes, Bridge courses and Industrial visits.
- ✦ The number of internships available for undergraduate students should be increased.
- ✦ Categorize the relevance of cross-cutting issues separately with specific mentions for clarity.
- ✦ Conduct and finalize feedback mechanisms with clear directives from the Internal Quality Assurance Cell (IQAC).
- ✦ Establish a monitoring mechanism to assess the quality of supportive courses offered by departments.

##### **Teaching Learning and Evaluation:**

- ✦ All faculty members should undergo systematic and planned training covering both academic and extra-academic requirements.
- ✦ Emphasis should be placed on the professional skill development of both teaching and non-teaching faculty, with monitoring to ensure a higher level of expertise across the campus.
- ✦ All departments may be encouraged to adopt a more student-centric approach in their operations.
- ✦ The digital learning content created by teachers deserves recognition and appreciation.
- ✦ Faculty may be encouraged to prepare e-content modules for online courses.
- ✦ It is imperative that all teachers complete their Ph.D. within a designated timeframe.

- ✦ 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.
- ✦ Strengthening the tutorial system, particularly at the undergraduate level, will enhance the learning process.
- ✦ Implementation of continuous evaluation and formative assessment is necessary to monitor the learning process.
- ✦ Measures must be taken to improve the overall results of the institution.
- ✦ Additional training in Outcome-Based Education (OBE) should be provided for all teachers. Outcome evaluation and analysis should be conducted meticulously, possibly through the formation of a monitoring committee.

#### **Research**

- ✦ Publications targets have to be fixed for all the faculty members according to their level.
- ✦ All faculty members shall submit at least 2 projects per year.
- ✦ Faculties are encouraged to pursue additional minor and major research projects, seeking funding from organizations such as UGC and ICSSR, among others.
- ✦ The College shall encourage its staff to engage interdisciplinary and interdepartmental research activities and resource sharing.
- ✦ The College shall collaborate with other agencies, institutions, research bodies for sharing research facilities and undertaking collaborative research.
- ✦ Linkages, MoUs, collaborations with institution of national and international level need to be strengthened.
- ✦ The level of faculty engagement in research activities appears to be lacking, as indicated by the low number of publications, total citations, h-index of the institution, and the limited funds/grants received by faculty members from various funding agencies.

#### **Infrastructure**

- ✦ Website to be updated and more dynamic.
- ✦ Promotion of e-book usage among students and faculty members is essential.
- ✦ All old and rare books should be digitized.
- ✦ The number of e journals may be increased.

#### **Student Support and Progression**

- ✦ Placement Cell needs to be strengthened.

- ✦ Alumni contribution is very low.

**Institutional Values and Best Practices:**

- ✦ Waste management system needs to be formalized.

**DEPARTMENT WISE AUDIT**

**P.G. AND RESEARCH DEPARTMENT OF CHEMISTRY**

- ✦ The institution offers UG, PG, and Ph.D. programmes with a commendable pass percentage and students consistently achieving ranks.
- ✦ Academic performance is consistently excellent.
- ✦ Consistently producing University Rank Holders.
- ✦ Six faculty members hold Ph.D. degrees, while two are pursuing their Ph.D.
- ✦ Four research scholars have currently registered for Ph.D.
- ✦ A certificate programme in 'Water Quality Monitoring Techniques' is being offered.
- ✦ Outcome-Based Education (OBE) has been successfully implemented and is being practiced.
- ✦ Internal evaluations are conducted effectively, with remedial classes provided as needed.
- ✦ Efforts are underway to encourage participation in MOOCs, SWAYAM, or other online courses.
- ✦ The department is recommended to establish alumni networks and pursue MoUs, collaborations, and linkages.
- ✦ Faculty members have contributed significantly to research publications.
- ✦ The department is encouraged to adopt and showcase best practices.

**DEPARTMENT OF PHYSICS**

- ✦ One faculty member holds a Ph.D., while another is currently pursuing one.
- ✦ Internship opportunities and industrial visits could be arranged.
- ✦ Increasing student enrollment is recommended.
- ✦ The department offers two certificate courses.
- ✦ Both teachers and students are encouraged to participate in MOOC courses.
- ✦ Steps should be taken to boost the quantity of research publications.
- ✦ Efforts are needed to enhance the placement opportunities and facilitate progression to higher studies.
- ✦ Establishing MoUs and fostering linkages with other institutions is recommended.
- ✦ The participation of teachers in FDPs should be enhanced.

**P.G. AND RESEARCH DEPARTMENT OF ENGLISH**

- ✚ The faculty profile is commendable.
- ✚ Efforts should be made to improve the overall academic results.
- ✚ The number of students and teachers attending MOOCs should be increased.
- ✚ 4 Research guides and 16 scholars have registered.
- ✚ Additionally, the institution is encouraged to pursue MoUs, collaborations, linkages, extension, and outreach programmes.
- ✚ Student participation in extracurricular and co-curricular activities is commendable, with one student successfully clearing the NET examination.
- ✚ The participation of FDPs is good.
- ✚ Efforts are needed to increase the number of invited lectures.

#### **P.G. AND RESEARCH DEPARTMENT OF TAMIL**

- ✚ Regular fieldwork activities are conducted, and numerous guest lectures have been organized.
- ✚ 15 faculty members are holding a Ph.D., and there is a strong academic profile.
- ✚ The sanctioned student admission strength is full.
- ✚ Consistently producing University Rank Holders.
- ✚ Currently, six faculty members serve as research guides, with 20 scholars registered under them.
- ✚ The rate of book publication is commendable.
- ✚ There are nine research supervisors available.
- ✚ One faculty member attended a paper presentation in Malaysia.
- ✚ Organizing extension and outreach programmes may be increased.
- ✚ Four students have successfully cleared the NET exam.
- ✚ However, enhancements are needed in placement opportunities and research publications.
- ✚ FDP participation among faculty is commendable.

#### **P.G. AND RESEARCH DEPARTMENT OF MATHEMATICS**

- ✚ Efforts are needed to increase the pass percentage.
- ✚ The teacher's profile is impressive.
- ✚ Steps should be taken to fill student admissions.
- ✚ The faculty's publication record is very good.
- ✚ There are six research supervisors available.



- ✚ Community service extends to nearby schools and is commendable.
- ✚ Placement opportunities need to be strengthened.
- ✚ FDP participation is excellent.
- ✚ Documentation is highly appreciated.

#### **P.G. AND RESEARCH DEPARTMENT OF COMMERCE**

- ✚ The institution offers 3 Undergraduate Programmes, 1 Postgraduate Programme, and Ph.D. opportunities.
- ✚ Efforts are needed to improve the teachers' profile.
- ✚ Guest lectures and workshops are regularly organized.
- ✚ Steps should be taken to improve the pass percentage.
- ✚ There are 5 research guides with 19 scholars registered under them.
- ✚ Enhancements are required in publications.
- ✚ Measures should be taken to strengthen placement and higher education opportunities.
- ✚ Students actively participate in both co-curricular and extracurricular activities.
- ✚ Community service initiatives should be organized.
- ✚ Proper maintenance of documentation is necessary.
- ✚ FDP participation needs to be increased.

#### **DEPARTMENT OF ZOOLOGY**

- ✚ Faculty profiles are commendable, with all members holding Ph.D. degrees.
- ✚ Steps are needed to increase the pass percentage.
- ✚ Guest lectures are regularly organized.
- ✚ Publications from the faculty are of high quality.
- ✚ Efforts should be made to enhance the research culture among students.
- ✚ Participation in both co-curricular and extracurricular activities should be increased.
- ✚ Community service initiatives should be encouraged.
- ✚ FDP participation among faculty is commendable.
- ✚ Placement and opportunities for higher education should be improved.

#### **DEPARTMENT OF COMMERCE**

- ✚ The faculty profile is commendable.
- ✚ The institution maintains full sanctioned strength.
- ✚ Achieves a good pass percentage.
- ✚ Organizes internships and field visits.
- ✚ Hosts a variety of programmes.

- ✚ Efforts are needed to increase publications.
- ✚ Faculty book publications are commendable.
- ✚ The department library is well-maintained.
- ✚ Co-curricular and extracurricular participation is high.
- ✚ Enhancements are required for placement and opportunities for higher education.
- ✚ FDP participation needs to be increased.
- ✚ Documentation practices are excellent.

#### **DEPARTMENT OF HISTORY**

- ✚ Two faculty members have completed their Ph.D.
- ✚ Efforts are needed to strengthen the faculty profile.
- ✚ Programmes related to the subject have been organized.
- ✚ Steps should be taken to increase student admissions.
- ✚ Improvements are necessary to enhance the pass percentage.
- ✚ Publications are currently weak and need improvement.
- ✚ ICT utilization is to be increased.
- ✚ Placement opportunities need to be strengthened.
- ✚ FDP participation is currently low in number.

#### **DEPARTMENT OF COMPUTER SCIENCE**

- ✚ Three faculty members hold Ph.D. degrees.
- ✚ Students' profiles are commendable.
- ✚ Internship opportunities are provided.
- ✚ Numerous programs are organized.
- ✚ Publication rate is good.
- ✚ Inspire and encourage students to actively engage in research
- ✚ Many students receive private scholarships.
- ✚ Infrastructure is well-maintained.
- ✚ Lab facilities are of high quality.
- ✚ Documentation practices are commendable.

#### **RECOMMENDATIONS:**

- ✚ Students to be motivated to undergo courses offered under MOOC, SWAYAM, NPTEL

- ✦ Enhance the integration of technology in teaching and learning processes.
- ✦ Strengthen industry-academia collaborations to enhance practical exposure for students.
- ✦ Expand research infrastructure and funding opportunities to support faculty research initiatives.
- ✦ Steps may be taken for students to develop effective communication skills.
- ✦ The faculty self-appraisal system requires enhancement to ensure effectiveness.
- ✦ Encouraging quality exposure opportunities for teachers is highly recommended.
- ✦ Promotion of research collaboration and faculty exchange programmes is encouraged.
- ✦ IQAC should develop standardized formats for activity reports, documentation, etc., to streamline processes.

**Academic and Administrative Audit Committee:**

1. Dr. A. Ramasubbiah  
IQAC Coordinator  
Head and Associate Professor of English  
Mannar Thirumalai Naicker College  
Madurai
2. Dr. D. Vimala  
IQAC Member  
Assistant Professor of English  
Mannar Thirumalai Naicker College  
Madurai

*[Handwritten signature in green ink]*  
IQAC & NAAC  
Mannar Thirumalai Naicker College  
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Principal  
A.P.C. Mahalaxmi College for Women  
Thoothukudi

## **AAA FOLLOWUP ACTIONS**



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

Thoothukudi- 628 002, Tamil Nadu.

2022-2023

Recommendations	Action Taken
Increase the number of Internship/Projects/Field Visit Opportunities	7 field visits were conducted and 64 internships were completed
To promote innovative student centric teaching-learning.	Promoted innovative student-centric teaching-learning methodologies across all programmes.
To facilitate competitive coaching classes for students	MoUs were signed between Suresh IAS Academy and A.P.C. Mahalaxmi College for Women, which facilitated competitive coaching classes such as TNPSC and Banking.
To conduct Green Audit / Energy Audit	Conducted Green Audits and Energy Audits.



*B. Anitha*

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