



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS & SCIENCE FOR WOMEN
(Autonomous)
(Affiliated to Bharathidasan University, Tiruchirappalli)
(Nationally Re-Accredited with 'A' Grade by NAAC)
PERAMBALUR - 621 212.**



**ACADEMIC AND ADMINISTRATIVE
AUDIT REPORT**

2022-2023



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ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

A quick advisory note about AAA

The National Assessment and Accreditation Council (NAAC) has developed guidelines and tools for enhancing the quality of Higher Education Institutions (HEIs) at different levels and for ensuring their sustainability. To continuously strive for excellence, HEIs can establish an Internal Quality Assurance Cell (IQAC) and undergo an External Quality Assurance process. A well-structured system of internal and external review is necessary for monitoring and evaluating institutional processes. The NAAC requires accredited HEIs to conduct Academic and Administrative Audits (AAA) on a continuous basis. This advisory note is intended for all accredited HEIs that voluntarily seek to undertake AAA.

Preface

The Academic Audit is a peer review process that includes a self-study and an external review by peer members from outside the institution, similar to more conventional program reviews. However, unlike traditional program evaluation approaches, this process places a greater emphasis on self-reflection and self-improvement rather than compliance with predetermined standards. The main objective of an academic audit is to provide departments or programs with an opportunity to evaluate their "educational quality processes," which are the key faculty activities required to produce, ensure, and continuously improve the quality of teaching and learning. Through the audit process, faculty are encouraged to reflect on their approaches to educational decision-making, how they organize their work, how they use the available resources, and how they work together to provide quality education that benefits both the discipline and student learning.

About AAA Audit

The Academic and Administrative Audit (AAA) is crucial for achieving excellence in Higher Education. These concepts are interdependent, as a strong administrative background is necessary to support a quality-oriented academic environment. Effective administration helps to create an environment that promotes teaching and learning, research, innovation, and service to the community. Administrative audit ensures that the institution's policies, procedures, and practices are aligned with its mission and goals, and that the administrative support provided is adequate to meet the academic objectives. The academic audit focuses on evaluating the quality of the educational programs, teaching and learning methods, and research and innovation activities. The combination of academic and administrative audits helps to identify areas for improvement and enhance the overall quality of Higher Education Institutions (HEIs).

Academic Audit: The Academic Audit is a systematic and scientific method for assessing the quality of academic processes in Higher Education Institutions (HEIs). Its main objective is to ensure quality assurance and improvement in academic activities.

Administrative Audit: The Administrative Audit evaluates the efficiency and effectiveness of administrative procedures, including policies, strategies, and functions of various administrative departments.

The main objective of the audit is to update

- To assess the strengths and weaknesses of departments and administrative units
- To suggest methods for improvement,
- To identify bottlenecks in the existing administrative mechanisms,
- To recognize opportunities for academic, administrative, and examination reforms,
- To evaluate the optimal utilization of financial and other resources.
- Additionally, the audit aims to suggest methods for continuous improvement of quality in line with the criteria and reports by the National Assessment and Accreditation Council (NAAC) and other bodies as follows:
 - Curricular aspects.
 - Teaching and learning process.
 - Examination and evaluation methods.
 - Research, Innovation and Extension
 - Infrastructure and Learning Resources
 - Student Support and Progression
 - Unique best Practices
 - Distinctive practices of the college

During the audit process, a proforma structured by the Internal Quality Assurance Cell (IQAC) is strictly adhered to for evaluation. The proforma covers nine key areas related to academic and administrative processes in HEIs. These areas include:

1. Course content - evaluation of the relevance and quality of the course content offered by the institution.
2. Teaching-Learning Process - assessment of the teaching methodologies used by faculty members, including the use of technology and innovation in teaching.
3. Results - analysis of the academic performance of students in the institution.
4. Feedback system - review of the feedback mechanism used by the institution to obtain feedback from students and other stakeholders.
5. Research - evaluation of the research activities and publications by faculty members and students.
6. Infrastructure - assessment of the adequacy and quality of physical infrastructure, including classrooms, laboratories, and library facilities.
7. Department Administration - review of the administrative processes and procedures in place in each department.

8. Other academic-oriented activities - assessment of extracurricular and co-curricular activities offered by the institution to enhance the overall development of students.
9. Part-V activities - evaluation of the institution's efforts towards social responsibility, community engagement, and environmental sustainability.

By conducting the audit process based on these nine key areas, the institution can identify its strengths and weaknesses in academic and administrative processes and take corrective actions to enhance the overall quality of education and services provided to students and stakeholders.

COMMITTEE MEMBERS

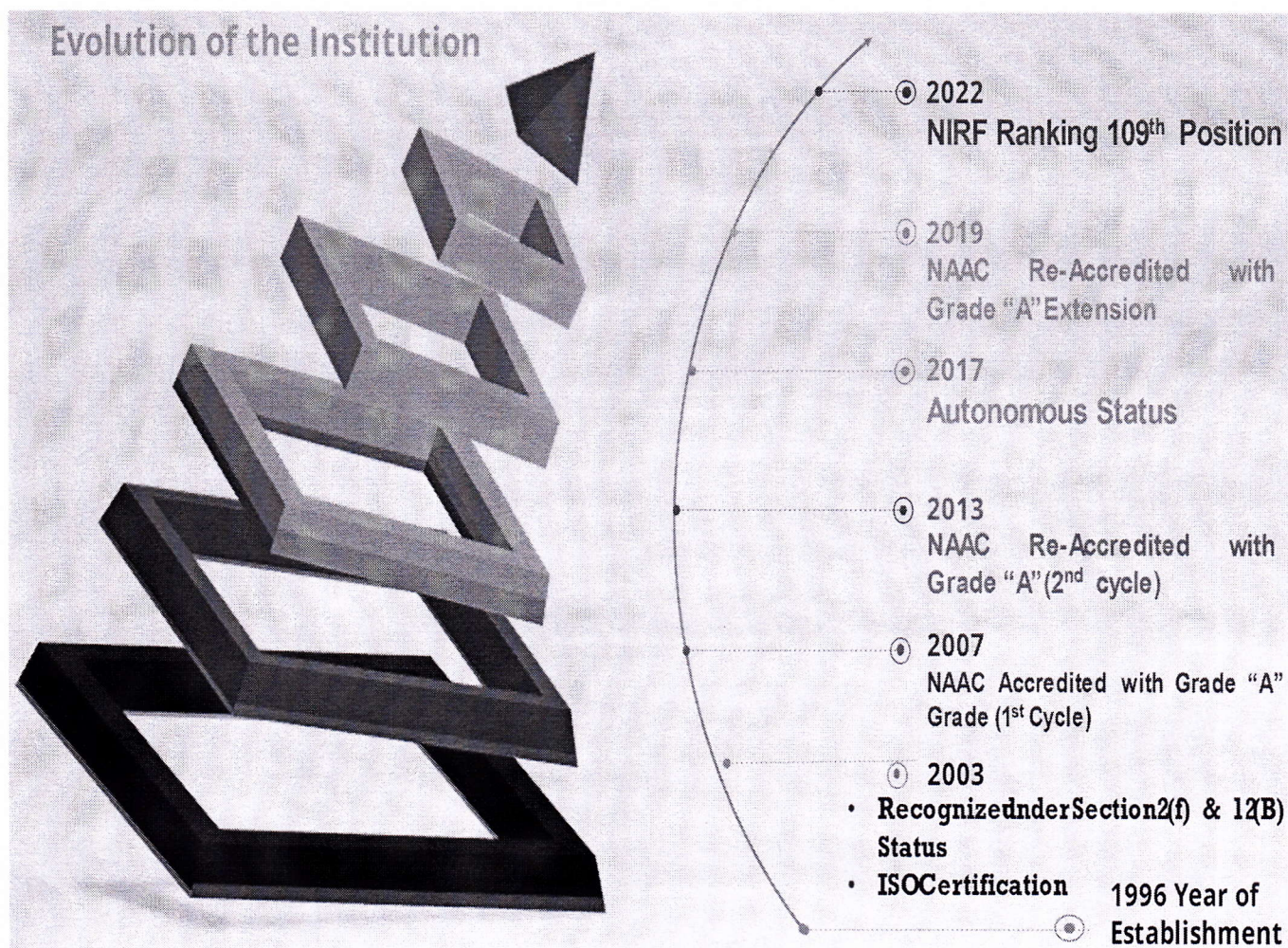
1. Dr. S.Senthilkumar,
Associate Professor in Botany,
National College,
Trichy.
2. Prof.R.Rajendran,
Former Principal,
PSG College of Arts & Science,
Coimbatore.
3. Dr. Elangovan M.E., Ph.D.
Principal,
Dhanalakshmi Srinivasan Engineering College (Autonomous),
Perambalur.
4. Mr.B.Thamodharan
Technical Specialist,
Continental Automotive Components (India) Pvt., Ltd.,
Bengaluru.

PREAMBLE OF THE COLLEGE

The Dhanalakshmi Srinivasan College of Arts and Science for Women (A) is an esteemed higher education institution established in 1996 by Honorable Chancellor Ayya Sri A. Srinivasan. The college is the first and foremost higher education institution under the jurisdiction of Preambular District., with the objective of providing accessible and comprehensive higher education and research opportunities in emerging fields. The institution is committed to promoting excellence and societal development, with a particular focus on economically and educationally disadvantaged young women, who aspire to succeed in various domains of life and serve humanity.

Honors and Achievements

- ❖ The college is recognized under the 2(f) and 12B Act of UGC 1956.
- ❖ The college received an 'A' grade accreditation from NAAC in March 2007 with a CGPA of 3.40. It was reaccredited by NAAC (second cycle) with 'A' grade in 2013.
- ❖ The college was reaccredited by NAAC (Extension) with 'A' grade in 2019 with a CGPA of 3.44, and the accreditation is extended till December 2023.
- ❖ The college has been granted Autonomous status by the UGC from the academic year 2017 onwards. It is the first self-financing women's college affiliated with Bharathidasan University to receive autonomous status from the UGC for a period of 10 years.
- ❖ The Knowledge Review magazine listed "Dhanalakshmi Srinivasan College of Arts & Science for Women" as one of "The 10 Most Inspiring Institutes for Commerce & Arts in 2018" for providing the best education.
- ❖ The college was ranked 109th Position in the NIRF 2022 Ranking.



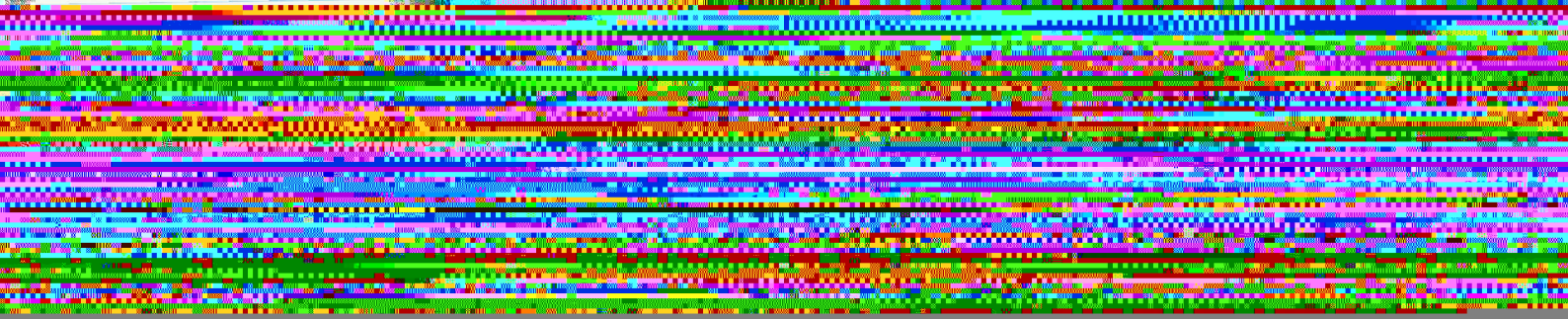
PRINCIPAL

The college conducts regular Academic and Administrative Audits (AAA) through its Internal Quality Assurance Cell (IQAC) to ensure continuous improvement and maintain academic excellence. The AAA is a systematic process that evaluates the current system and identifies the strengths and weaknesses of the departments and administrative units. It also provides recommendations for improving the academic, administrative, and examination systems, based on standards set by NAAC and other agencies. In 18th and 19th of May 2023, the AAA Committee met at the Principal's office and discussed the milestones achieved during the 2022-2023 academic year. The Committee then conducted inspections of the teaching departments, support services, administrative sections, and infrastructure facilities. They also met with the teaching staff, students, and non-teaching staff to gather their feedback. After completing the inspection, the Committee prepared the AAA Report, which included their

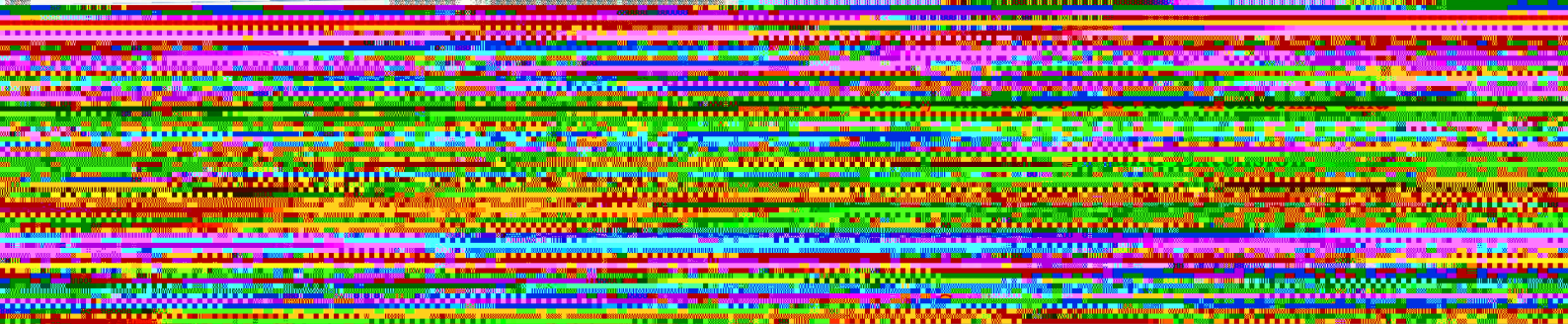
findings and suggestions for improvement. The college is committed to maintaining its high standards of academic excellence and using the AAA process to achieve this goal.

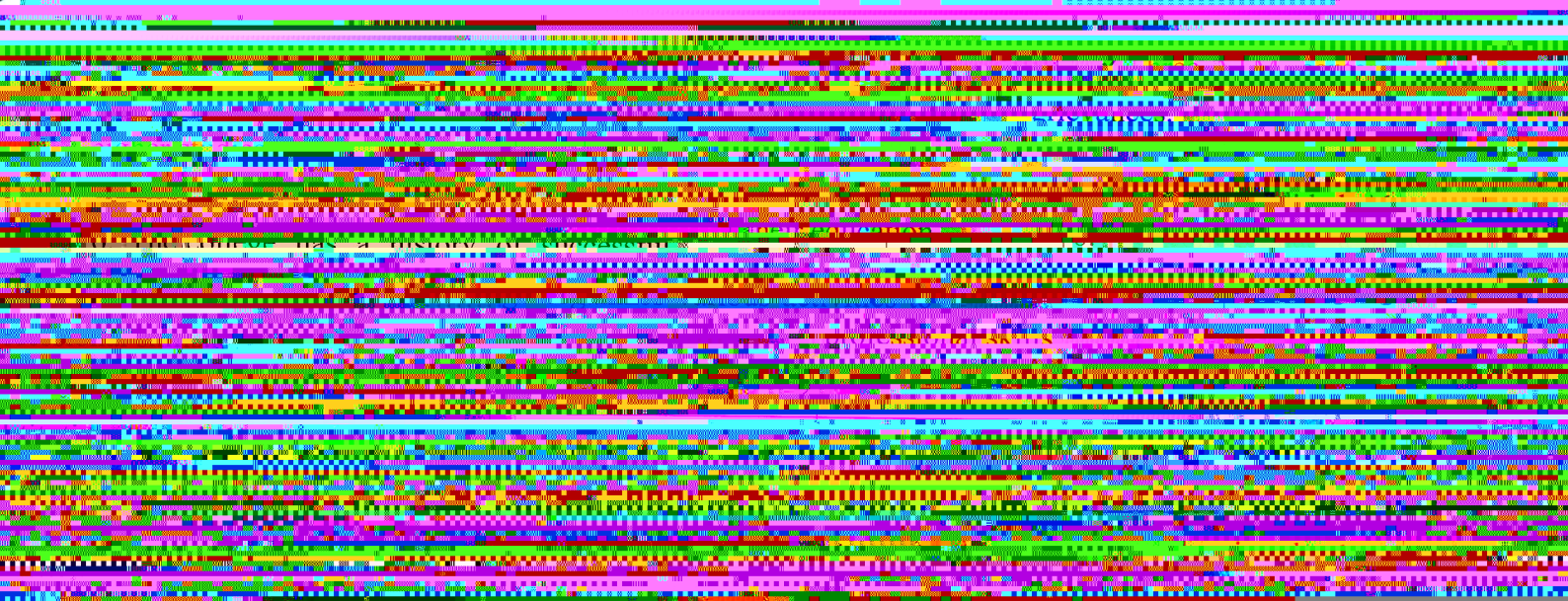
IQAC COORDINATOR

The college's administrative division is well-structured and follows a systematic approach in executing daily tasks. Equipped with appropriate furnishings and high-speed internet connectivity, the administrative office facilitates communication among staff through emails, phone calls, and WhatsApp messages. The college website provides regular updates about college activities to all stakeholders. Basic training is provided to both administrative and technical staff and each member is aware of their



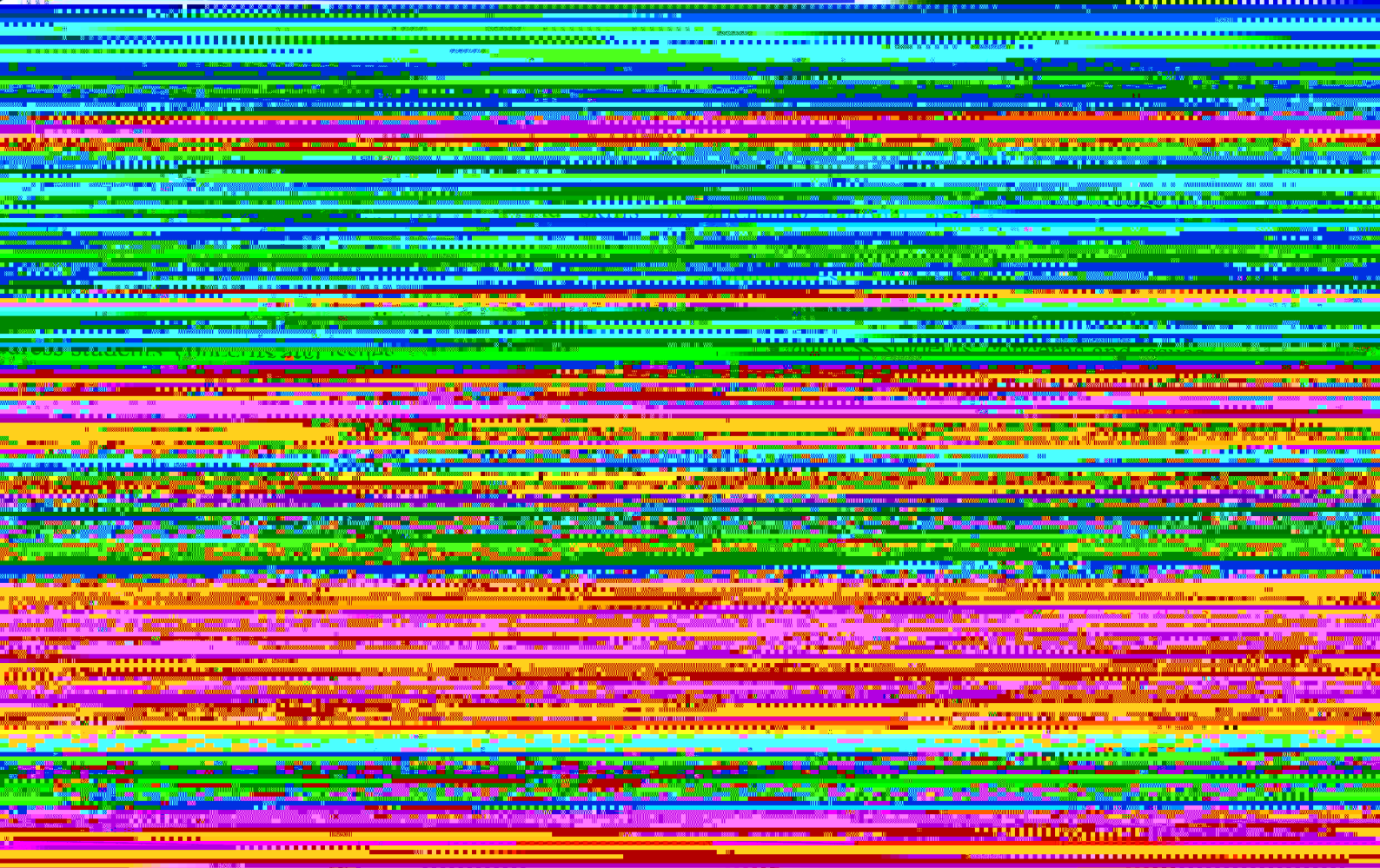












<p>Excellence (CE).</p> <p>✓ The college is deeply committed to fostering career opportunities in a wide range of fields, including sports, cultural activities, and leadership. It prioritizes the creation of special opportunities specifically tailored to students hailing from economically disadvantaged and rural areas. These initiatives are designed to empower and enhance the capabilities of students from such backgrounds.</p>	<p>awareness of these competitive exams.</p> <p>✓ To enhance students' communication skills in light of the fact that the college is located in a rural area.</p> <p>✓ Emphasizing the use of ICT in teaching and learning is crucial due to various factors that contribute to the quality of content, student attitudes, technical support, and the cost associated with implementing ICT in education. More linkages with industry for research training and placements</p>
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SCORES FOR AAA

Criteria	Key Indicators (KIs)	Max.marks	Marks Awarded
1. Curricular Aspects	1.1 *(U)CurriculumDesign andDevelopment	50	49
	1.1. *(A)CurricularPlanning andImplementation	NA	-
	1.2 AcademicFlexibility	40	40
	1.3 CurriculumEnrichment	40	38
	1.4 FeedbackSystem	20	20
	Total	150	147
2. Teaching-Learning and Evaluation	2.1 StudentEnrolmentand Profile	20	20
	2.2 CateringtoStudent Diversity	30	30
	2.3 Teaching-Learning Process	50	49
	2.4 Teacher Profile and Quality	60	60
	2.5 EvaluationProcessand Reforms	40	40
	2.6 StudentPerformance andLearningOutcomes	50	50
	2.7 Student satisfaction Survey	50	50
	Total	300	299
3. Research, Innovations and Extension	3.1 PromotionofResearch and Facilities	20	16
	3.2 ResourceMobilization for Research	10	08
	3.3 Innovation Ecosystem	20	17
	3.4 ResearchPublications andAwards	20	17
	3.5 Consultancy	10	07
	3.6 ExtensionActivities	50	50
	3.7 Collaboration	20	18
	Total	150	133

4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	30
	4.2 Library as a Learning Resource	20	20
	4.3 IT Infrastructure	30	27
	4.4 Maintenance of Campus Infrastructure	20	20
	Total	100	97
5. Student Support and Progression	5.1 Student Support	30	30
	5.2 Student Progression	30	30
	5.3 Student Participation and Activities	30	28
	5.4 Alumni Engagement	10	08
	Total	100	96
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	10
	6.2 Strategy Development and Deployment	10	10
	6.3 Faculty Empowerment Strategies	30	29
	6.4 Financial Management and Resource Mobilization	20	20
	6.5 Internal Quality Assurance System	30	30
	Total	100	99
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	50
	7.2 Best Practices	30	30
	7.3 Institutional Distinctiveness	20	20
	Total	100	100
	TOTAL SCORE	1000 *	971

ACTION TAKEN / IMPLEMENTATION AFTER AAA AUDIT OF THE YEAR 2022-23:

1. College has organized greater number of teaching and non-teaching training programs which support the professional development of teaching and non-teaching faculty members
2. A substantial increase in the publication of research articles and books by the faculty members can be observed in Web of Science, Scopus, and UGC-listed journals.
3. As an initiative to incubation center, Central Instrumentation Centre has been established to

create entrepreneurial culture, fosters innovation and creativity, supports start-up ventures.

4. The college's involvement in multidisciplinary research creates an intellectual environment and positions the college at the forefront of tackling the most pressing challenges of our time.
5. Academy and Industry linkages for research and education has been enhanced to foster the practical relevance of education, collaboration and knowledge sharing.
6. Larger number of students enrolled in online courses conducting by MOOC, Swayam, and NPTEL expands their knowledge, provides flexibility in learning, develops specialized skills, supplements classroom education.
7. The college is marching towards the successful implementation of few of the policies outlined in the National Education Policy (NEP).

Date and Signature of Audit Committee Chairman:

Dr. S. SENTHIL KUMAR, M.Sc., M.Phil., Ph.D., ALS.
Principal Investigator
SERB, UGC, TNSCST, MoES, DST-WTI, DST-WMT Funded Projects
Research Advisor in Botany and Biotechnology
Geobiotechnology Laboratory
Assistant Professor
PG and Research Department of Botany
National College (Autonomous)
Tiruchirappalli-620004.

Date and Signature of Head of the Institution:

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

Date and Signature of IQAC Coordinator:

IQAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
(Autonomous)
Perambalur - 621 212

RECOMMENDATIONS AND SUGGESTIONS:

1. Insisted to comply with the mandates of the National Education Policy (NEP) at the nearest feasibility based on multidisciplinary and transdisciplinary research
2. Measures shall be taken to digitalize Work Diary of teachers
3. Quality exposure of teachers is very much appreciated
4. Promotion of a greater number of research collaboration and student exchange programme is recommended
5. The faculty shall be provided with a participation certificate to acknowledge their contribution to administrative activities.
6. Motivate faculty to undertake a greater number of funded projects from government and non-government organization.
7. Recommended to plan for international universities visits to gain valuable academic experiences among faculty and students.
8. Suggested to take the appropriate actions on student exchange and study abroad programmes to create international opportunities.
9. The department shall focus on encouraging more undergraduate students to pursue higher degree programs, including postgraduate studies and other advanced degree programs.
10. The departments can act as a nodal center to promote education and skills across the state and nation.
11. The department shall establish partnerships with higher learning institutions and offer specialized training programs to prepare students for national-level tests such as NET and GATE.
12. Faculty members are encouraged to increase the number of articles in Web of Science/ Scopus and UGC Care listed journals.
13. All the departments are motivated to aim at establishing both national and international collaborations, and undertake a greater number of consultancies.
14. More number of students shall be encouraged to enroll in courses offered through MOOCs, Swayam, and NPTEL.

CONCLUDING REMARKS:

Running a college in a rural setting with a primary focus on delivering holistic education to female students is a challenging endeavor. Presently, the college offers a wide array of programs encompassing 16 undergraduate, 13 postgraduate, 6 M.Phil., and 3 Ph.D. programs. A significant proportion of these programs are at the forefront of their respective fields, tailored to meet the evolving societal demands.

Although the National Assessment and Accreditation Council (NAAC) has not prescribed explicit criteria for the Academic and Administrative Audit (AAA), we have utilized the NAAC criteria outlined in the Revised Accreditation Framework (RAF) for this academic auditing process. After conducting a rigorous evaluation, we have concluded that the college has achieved commendable performance in all areas. However, there are certain areas identified in the general observations where the college can further improve its performance.

The campus is currently fostering an outstanding academic environment. The existing achievements, such as a progressive NAAC score, NIRF ranking, and the status of being an Autonomous College for a decade, can be leveraged to propel the college towards attaining the prestigious designation of an Institute of Eminence in the coming years.