

ACTION TAKEN REPORT
For
ACADEMIC AND ADMINISTRATIVE AUDIT 2020

Introduction

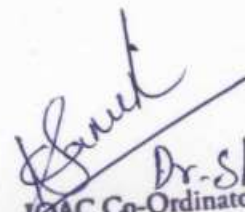
The IQAC Department arranged for a Academic and Administrative Audit of the all program departments on **November 23, 2019** with the objective of providing inputs in view of the upcoming NAAC PEER TEAM visit of the 4th Cycle of Accreditation. The external audit panel member was **Dr. Sakuntala Samuelson, Principal, Surana College, Bengaluru, Dr G. Uma, IQAC Coordinator and Internal Auditor, PSG College of Arts and Science, Coimbatore, Dr Mini K Abraham, HOD & Associate Professor, Surana College, Bengaluru.**

The valuable suggestions given by the external auditors were scrutinized, studied and the necessary actions were initiated, the details of which is given below.

Sl.No	Recommendations	Action Taken
1.	Vision, Mission Statement to be displayed in all departments	The suggestion was well taken and the same was incorporated in the departmental presentation, brochures and all reading materials.
2.	The competitive exams details to be documented	The competitive exams undertaken by the PG students were available in the PG departments. Additionally the details of such exams were collected by the NIRF team members annually during the month of November each year.
3	Faculty members to be encouraged towards knowledge enhancement by appearing in NPTEL/Swayam courses and development of E content material.	Awareness of Swayam platforms and its benefits was created through emails by the Vice principal Shift II and they are encouraged to create E-Content.
4.	Language Lab documents compulsory	The suggestion was well received and the English Department were asked to garner all records of the Language lab into one single file for records and documentation purpose.
5.	For the Kannada Department –Barahah nudi could be maintained	This suggestion was already in progress as the same was installed in the library.
6.	Maintain competency mapping matrix in PG Department	This suggestion was discussed and deliberated. The HOD arranged for the same immediately for all the final year PG students.
7.	Incubation center documentation to be maintained	The incubation center in-charge was instructed to maintain necessary documentations incubatee wise.

Conclusion:

Some of the suggestions were already practiced in the most of the departments. Suitable actions were taken from the suggestion given and necessary actions were implemented.



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ST. JOSEPHS COLLEGE OF COMMERCE

ACADEMIC AUDIT OF DEPARTMENTS

CONSOLIDATED REPORT

The Academic Audit was conducted on Nov23 2019. The experts Dr. Sakuntala Samuelson, Dr G. Uma and Dr Mini K Abraham suggested the following recommendations:

GENERAL SUGGESTIONS:

- VISION MISSION statement to be displayed in all departments
- Departments to be aware of files maintained by the Committees. (Centralised consolidated of records should be desciminated to all the respective departments) .therefore secretarial help for IQAC department should be explored.
- CO/PO and its attainment to be available for 1 batch
- Library usage information to be filed
- Competitive exams details to be documented
- Faculty members to be encouraged towards knowledge enhancement by appearing in NPTEL/Swayam courses and development of E Content material
- To introduce more smart classes/virtual class facilities for participative learning environment
- *Obseivance/Redressal Box ~~to~~ to be placed at strategic points.*

COMMERCE DEPARTMENT

- To take print out of documents attested by HOD

ENGLISH DEPARTMENT

- Bridge course and remedial classes files may be separately maintained. The remedial classes may be language skill enhancement program for the slow learners
- Language Lab compulsory
- Educational Field trips may be organized
- Improvement in CIA to be implemented every year- CIA task file has several suggestions. They need to be organized and reported year wise.
- Toefl training can be initiated
- The open elective Gender and leadership can be integrated with the equal opportunity cell

HINDI DEPARTMENT

- Faculty members can write E Content for Swayam
- Hindi computer typing course can be included as add on course
- Remedial students documents to be maintained
- Advanced learners to be encouraged and documented

KANNADA DEPARTMENT

- Computer typing (Baraha nudi)
- Department library can consist of several books

PG COMMERCE DEPARTMENT

- Department profile to be refined
- Maintain competency mapping matrix (Course allocation) to be maintained in the department

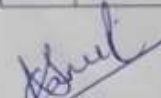
RESEARCH DEPARTMENT

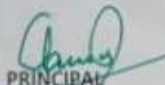
- Incubation center documentation
- Faculty can be encouraged to be resource persons for Swayam

MANAGEMENT DEPARTMENT

- Department meeting minutes is partially completed (till July 2018)
- Meeting minutes should have attendees' signatures
- Each course is having more number of reference books (12 to 15) suggested to have 2-3 textbooks and 2-3 reference books
- The department is following one of the best practices – newsletters and incubation center in entrepreneurial development

Sl.No	NAMES	DESIGNATION AND ADDRESS	SIGNATURE
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2	Dr G. Uma	IQAC Coordinator/ internal Auditor PSG College of Arts and Science Coimbatore 9865957333	G. Uma 23/11/19
3	Dr. Mini K Abraham	Associate Prof and HOD Surana College Bangalore -04 9945948487	Mini K 23/11/19


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