



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI - 627 012



ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2019 -'20)

Department Audited: Communication Date: 10/11/2020

Programmes Offered: M.A. (J.M.C.), M.Sc. Integrated (II & III yr)
M.Phil (Com), Ph.D. (Comm)

1st Auditor's Name & Designation: Dr. P. Ravichandran, Director CPTD

2nd Auditor's Name & Designation: Dr. V. Sankar Raj, Liaison officer, IAC

Sl. No.	Name of the File	Availability	Rating (if availability is 'yes') (5 - Very Good and 1 - Very Poor)					Remarks
			5	4	3	2	1	
	Brief history of the Department	Yes/No	✓					Yes Available in the Brochure
	Vision and Mission of the Department	Yes/No						
	Details of the programme offered	Yes/No						
1.	Academic Calender (2019-'20)	Yes/No		4				Univ. Calender Dept. Calender required
2.	System for Quality Assurance	Yes/No		4				Suggested to keep AQR
3.	Previous Academic Audit Reports & its compliance	Yes/No	5					yes
4.	Stock Audit Reports (Internal/ External) & its compliance	Yes/No		4				Internal Auditing is to be done
5.	Records related to any special status conferred by the central/ state government)	Yes/No						NIL
6.	Minutes of the Staff Meeting held in AY	Yes/No	5					yes Agenda/minutes to be noted
7.	Records related to Departmental contribution to the University's growth	Yes/No	5					yes

1.	Quality Index Plan for the AQAR and Assurance	Yes/No	4					Revised map yes
2.	Availability of AQAR for departmental management	Yes/No	4					yes
3.	Review on Syllabus Revision & Curriculum of regulations in Hand (Approved/Not approved)	Yes/No	5					yes
4.	Syllabus related to course on Employability, Entrepreneurship & Skill Development	Yes/No	5					yes
5.	Records related to Value Added Courses	Yes/No	4					Evidences are required
6.	Records on Field Projects/ Internships undertaken by students	Yes/No	4					yes
7.	Records related to structured feedback from Students on Teaching Process	Yes/No	3					no structured feed back
8.	Records related to structured feedback from teachers on students learning	Yes/No				1		To be created
9.	Records related to structured Feedback from Parents on Teaching Learning Process	Yes/No	3					yes not structured
10.	Records related to structured feedback from Alumni	Yes/No	3					not yes structured
11.	Records related to structured feedback from Employers	Yes/No						not available
12.	Record on Feedback analysis, action taken and outcomes	Yes/No						not available
13.	Demand Ratio and Student Statistics (ref AQAR)	Yes/No	5					yes
14.	Records on availability and use of ICT tools in class rooms	Yes/No	5					yes
15.	Records related to Mentoring	Yes/No	4					yes Mentor activities
16.	Records related to Honours and Awards received from state/central government	Yes/No						Not available
17.	Display of Program/ Program specific/ Course outcomes in University Website	Yes/No	5					yes
18.	Records on Students Exam Results Statistics	Yes/No	5					yes
19.	Student Satisfaction Survey on the department	Yes/No	3					to be created based on feedback

27.	Records related to Research Fellowships/ Award received by teachers from National / international level.	Yes/No	4					Yes
28.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	Yes/No	5					Yes
29.	Records on Sponsored Research Projects obtained in AY	Yes/No	4					Yes
30.	Records related to conduct of seminar on IPR/ Industry Academia Innovative Practices	Yes/No						Not available
31.	Records related to Awards for Innovation won by department	Yes/No						NA
32.	Records related to Incubation centre and Start ups by dept.	Yes/No						NA
33.	Records on Ph.D awarded at Department	Yes/No	5					Yes
34.	Research Publications in the journals mentioned in UGC / CARE List by the department	Yes/No	5					Yes
35.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	Yes/No		3				Previous years - Yes this year - Nil
36.	Patents Published/ Awarded by Teachers during AY	Yes/No						NA
37.	Records on Commercialised Patents	Yes/No						NA
38.	Details regarding the Citation Index (excluding Self Citation) by the Teachers	Yes/No				2		To be updated
39.	H-Index of the Department for the AY	Yes/No				2		To be updated
40.	Details regarding the Teachers serving as resource person for the AY	Yes/No	4					Yes
41.	Records related to Revenue generated through corporate training	Yes/No						NO
42.	Records related to Revenue Generated through consultancy work.	Yes/No	4					Revenue must be generated
43.	Records related to Extensions/ Outreach programmes organized with industry collaboration.	Yes/No						NO

44.	Records on Awards received for Extension activities from Govt.	Yes/No							NO
45.	Records on research, faculty/ students exchange collaborations	Yes/No		4					One exchange
46.	Industry Linkage for internships, training, project work and resource sharing	Yes/No				2			Written document is required
47.	Functional MOUs signed with industry, National/ International Institutes signed in AY	Yes/No	5						three MOUs yes
48.	Records on Budget allocation and Utilization (including maintenance)	Yes/No	5						yes
49.	Records on resources augmentation during AY (ref 4.1.2 of AQAR)	Yes/No	5						yes
50.	Records related to departmental library (books, accession register, usage, etc) <u>Stock - NIL</u>	Yes/No		4					Stock Reg. is required
51.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.	Yes/No							To be developed
52.	Records on Technology upgradation during AY	Yes/No		4					yes
53.	Internet connectivity status, bandwidth details	Yes/No	5						yes
54.	Facility available at dept. for e-content development	Yes/No	5						yes
55.	Availability of Maintenance Policies and Procedures	Yes/No	5						yes
56.	Student Details and related statistics	Yes/No		4					All details are to be recorded & documented
57.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)	Yes/No							NO
58.	Records on Competitive coaching and students benefitted	Yes/No							NO
59.	Records related to redressal of students' grievances, sexual harassments and ragging	Yes/No	5						Records available
60.	Placement Records	Yes/No	5						yes
61.	Students progression to Higher Education Records	Yes/No		4					yes

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62.	Records on students qualifying in state/ national/ international level examinations	Yes/No	5						yes
63.	Records related to students' achievement in Sports & Cultural Activities	Yes/No	5						yes
64.	Records on departmental students association and their participation in committees	Yes/No				2			old association To be renewed
65.	Records on Alumni meetings/ activities	Yes/No			3				To be updated.
66.	Records related to financial assistance to teachers for attending conference/ workshops	Yes/No							NO
67.	Records related to teachers professional development (refresher, orientation)	Yes/No							NIL
68.	Records related to departmental accreditation if any (e.g. NBA)	Yes/No							Not applicable
69.	Records related to Best Practices of Department	Yes/No	5						yes
70.	Records related to the Value training e.g. induction programme	Yes/No		4					yes
71.	Road map of the Department & Strategic Plan	Yes/No		4					To be expanded
72.	Compliance to the UGC Guidelines, SCAA, Statutes	Yes/No	5						yes
73.	Records on Research Advisory Committee for M.Phil (Minutes)	Yes/No		4					No external
74.	Records on M.Phil. Thesis - External Evaluation - Documents	Yes/No		4					No external
75.	Records on M.Phil. Thesis - Plagiarism Check	Yes/No							NO
76.	Records on M.Phil. Viva Voce by External Examiner	Yes/No		4					with internal examiner
77.	Records related to Admissions (Applications, selection procedure & List)	Yes/No	5						yes
78.	Availability of Policies, Procedures, Circulars and notifications, regulations, Govt. orders, etc.	Yes/No	5						yes
79.	Academic Time Table	Yes/No	-	4					classification Required To be improved
80.	Upkeeping of Stock Register	Yes/No		4					To be updated with GRR

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81.	Attendance Register (student , Research Scholars & staff)	Yes/No	5					To be updated periodically
82.	Records on P.G. Projects Review & Continuous Assessment	Yes/No		4				yes
83.	Availability of UGC CARE List (soft/ hard copy)	Yes/No		4				List
84.	Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes	Yes/No	5					yes
85.	Departmental Projects like SAP/ FIST/ TEQIP, etc.	Yes/No		4				completed
86.	Details regarding Best Students/ advanced/ Weak learners Thrust Areas progress, and outcomes	Yes/No						NO
87.	Detailed Staff Profile	Yes/No	5					yes
88.	Laboratory Manual and Books Published By The Department	Yes/No		4				Yes
89.	Records related to insubordination, non cooperation by the faculty member in providing official details	Yes/No	5					Yes
90.	Cleanliness of the department and its surroundings	Yes/No		5				Yes
Total Score			292	425				292/425

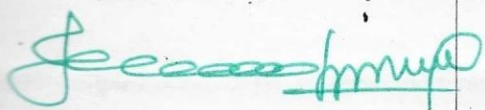
Note: The auditors can provide their constructive suggestions for the quality enhancement in an elaborate manner as appendix mentioning the serial numbers.

Auditors' Suggestion for further improvement:

- * First three sections and its related details shall be documented in a file.
- * All files, folders and stock registers shall be numbered, classified and Indexed.
- * The department has excellent media facility which shall be made used for revenue generation and it can also be shared with other departments for e-content development.
- * Department should aim for extension activities.
- * Faculty should be allocated with certain departmental responsibilities.

Overall Remarks by the Auditors:-

- * steps should be taken to increase student strength
- * stock auditing should be done annually for library, furniture, Equipments and Infrastructure.
- * Efforts should be taken to conduct remedial classes, coaching classes and records shall be created.



Signature of the Auditor

Name: P. RAVICHANDRAN

Designation: Director
CPTDIOT

Date: 10/11/2020



Signature of the Auditor

Name: V. SANKAR RAJ

Designation: ASSISTANT PROFESSOR

Date: 10.11.2020.

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