

**SRI AKILANDESWARI WOMEN'S COLLEGE
WANDIWASH**

(Re -Accredited with A Grade By NAAC)



*(Recognised under Section 2 (f) & 12 (B) of UGC Act.)
(Permanent Affiliation Granted by Thiruvalluvar University)*

Tindivanam Highway, Wandiwash - 604 408.

ACADEMIC & ADMINISTRATIVE AUDIT AAA



Academic Year: 2021 -2022

Organized by

Internal Quality Assurance Cell

IQAC

SRI AKILANDESWARI WOMEN'S COLLEGE

WANDIWASH – 604 408

ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)

(2021 – 2022)

AGENDA

- 1. To finalize the date for Academic and Administrative Audit for the academic year 2021 -2022 and to prepare the schedule accordingly.**
- 2. To finalize the External expert for the above said audit.**
- 3. Any other matter pertaining to smooth conduction of Academic and Administrative Audit.**

SRI AKILANDESWARI WOMEN'S COLLEGE
WANDIWASH – 604 408

MINUTES OF MEETING

ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)

(2021 – 2022)

MEMBERS PRESENT

- | | |
|---------------------------|--|
| Dr.J.Srinivasan | - External Expert |
| Dr. D. Suganya | - External Expert |
| Dr.S.Rukmani | - Principal & Chairperson – IQAC |
| Ms.Suguna.K | - Coordinator –IQAC |
| Dr.K.Jagathy | - Internal Audit Member |
| Mr. S. Selvakumar | - Internal Audit Member |
| Mrs. M. Gnanamalar | - Head, Department of Tamil |
| Dr.K.Padmalochara | - Head, Department of Biochemistry |
| Mrs.A.Shoba | - Head, Department of Chemistry |
| Ms. B. Preethi | - Head, Department of Commerce |
| Mrs.K.Varalakshmi | - Head, Department of Commerce (CA) |
| Mrs.S.Sujatha | - Head, Department of Computer Science |
| Ms.E.Kalaivani | - Head, Department of Mathematics |
| Mr.P.Nithyakumar | - Head, Department of English |

SRI AKILANDESWARI WOMEN'S COLLEGE

WANDIWASH – 604 408

ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)

(2021– 2022)

MINUTES OF MEETING

The college IQAC has arranged One Day Academic & Administrative Audit for the year 2021-2022 on 04.03.2023. Dr. J. Srinivasan, Associate Professor of Commerce, Rajeswari Vedhachalam Government Arts College, Chengalpattu and Former Academic Council Member, Thiruvalluvar University, Vellore and Dr. D.Suganya, Asst. Professor of English, Pachaiyappa's College for Women, Kancheepuram have acted as External Expert to analyse and appraise the academic activities and club activities. Ln. Thiru. M. Ramanan Secretary & Member syndicate, Thiruvalluvar University, Vellore was also present throughout the Academic & Administrative Audit programme. During the exit meeting report was submitted to Ln. Thiru. B. Munirathinam Chairman & Founder by the External expert and Dr. S. Rukmani Principal and Chairperson of IQAC. Dr. J. Srinivasan highlighted the strength of each and every department and club and suggested certain innovative measures for further enhancement of the academic quality of the institution.

SRI AKILANDESWARI WOMEN'S COLLEGE

WANDIWASH – 604 408

ACADEMIC & ADMINISTRATIVE AUDIT (A.A.A) – 2021 -2022

- Dr. J. Srinivasan* - *External Expert*
Dr. D. Suganya - *External Expert*
Dr.S.Rukmani - *Principal & Chairperson – IQAC*
Ms.K.Suguna - *Coordinator -IQAC*
Dr.K.Jagathy - *Internal Audit Member*
Mr. S. Selvakumar - *Internal Audit Member*

Minute to Minute Programme -04.03.2022

9.00 am	Welcome Meet in Principal's Cabin with IQAC Members.
9.15 – 09.30 am	<i>IQAC</i>
9.31 – 9.50 am	<i>Department of English</i>
9.51 – 10.20 am	<i>Department of Tamil, NSS , RRC</i>
10.21 – 10.40 am	<i>Department of Commerce & Citizen Consumer Club</i>
10.41 – 10.55 am	<i>Department of Commerce (CA)</i>
11.00 – 11.15 am	<i>Department of Computer Applications & Leo</i>
11.16– 11.30 am	<i>Department of Biochemistry & Anti-Ragging & Grievance Cell</i>
11.31 – 11.40 am	<i>Tea Break</i>
11.41– 12.00 pm	<i>Department of Chemistry & Spoken Tutorial & Eco</i>
12.01 – 12.15 pm	<i>Department of Computer Science & YRC</i>
12.16 – 12.30 pm	<i>Department of Mathematics</i>
12.31 – 12.50 pm	<i>Department of Microbiology, Placement & OSA , ICT</i>
12.51 – 1.20 pm	<i>Department of Physics & NPTEL</i>
01.26– 01.45 pm	<i>Lunch</i>
01.46 – 02.00 pm	<i>Physical Education</i>
02.01– 02.15 pm	<i>Administrative Office</i>
02.16 - 02.30 pm	<i>Library & Women Development Cell</i>
02.31 –03.00 pm	<i>Health & Nutrition Center, Medical Center</i>
03.01 –03.20 pm	<i>Parent Teacher Association</i>
03.21 – 03.40 pm	<i>Research Committee</i>
03.41 – 4.00 pm	<i>Tea Break</i>
04.11 – 04.30 pm	<i>IIC</i>
04.30 pm	<i>Exit Meeting</i>

INTERNAL QUALITY ASSURANCE CELL

STRENGTHS:

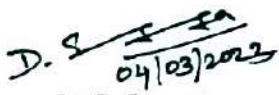
1. Introduction of G-Suite Online Platform for both students and staff for regular virtual classes and assignments is an innovative thought to combat the pandemic situation.
2. IGNOU Learner Support Centre (LSC-25228) was established by ODL mode for the welfare of the society.
3. State level webinars such as "Stress management and financial awareness" were organized to combat the situation.
4. Mega on campus placement drive was planned and more than 475 final year students were trained.
5. Campus Green Audit was performed according to NAAC guidelines.
6. International Women's Day-2022 was celebrated with funding from Viswa Yuvak Kendra.
7. Knowledge sharing forum was organized periodically to provide a platform for the teaching fraternity to share their innovative thoughts for the welfare of the institution and society.
8. International Museum Day-2022 was organized to express the "Power of Museum" to the students.

SUGGESTIONS:


1. Physical exercises to the students can be encouraged.
2. More number of students can be persuaded to pursue higher studies.
3. Incubation center at the college premises can be initiated.


Dr. J. Srinivasan

External Audit Head


Dr. D. Suganya

External Audit Head


Dr. S. Rukmani

Principal


Ms. Suguna-K


IQAC Coordinator

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DEPARTMENT OF ENGLISH

STRENGTH:

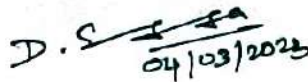
1. National Webinar on Recent Trends in English language teaching, Webinar on Critical Thinking and Webinar on Developing online repository of Start-ups were organized to create interest among the students is excellent.
2. Every month two departmental activities were conducted to motivate the students to develop their communication skills and literacy appreciation is commendable.
3. E-Resources, question banks and study materials were properly prepared by the staff members for the students.
4. Online NET/SET coaching classes conducted to PG students and staff members.

SUGGESTIONS:

1. UG Students can be motivated to join in Swayam Online courses.
2. PG Students can be encouraged to publish paper in peer reviewed journals.
3. All final year PG Students should be motivated to appear for NET/SET Examination.


Dr. J. Srinivasan

External Audit Head


04/03/2023

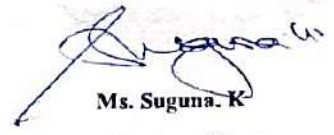
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Dr. S. Rukmani

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DEPARTMENT OF TAMIL

STRENGTH:

1. Staff members have attended more number of webinars.
2. Many department activities conducted through online to create techno friendly atmosphere.

SUGGESTIONS:

1. Staff members are to be motivated to pursue Ph.D.
2. Online certificate courses to be conducted.



Dr. J. Srinivasan

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Dr. D. Suganya

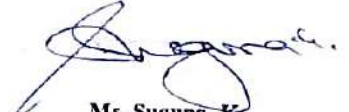
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DEPARTMENT OF COMMERCE

STRENGTHS:

1. Teaching methodology is enhanced with the help of Moodle platform.
2. International webinars and E-Quizzes were conducted.
3. One MOU signed by the department.
4. Awareness about the uses of library books and magazines increased.
5. Departmental activities are commendable.

SUGGESTIONS:

1. Commerce lab may be introduced.
2. Faculty members are to be encouraged to pursue Ph.D.
3. Major/Minor projects should be initiated by both faculty and students.
4. Steps are taken to increase the PG admission.



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External Audit Head




Dr. D. Suganya

External Audit Head



Dr. S. Rukmani

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DEPARTMENT OF COMPUTER APPLICATIONS

STRENGTHS:

1. National Seminar and International programmer's day were conducted effectively
2. NET/SET Coaching classes for the staffs are conducted regularly and effectively.
3. Students are to be motivated to utilize library after lunch.
4. Staff members have attended more number of Webinars, FDP, Seminars etc.
5. MOU's signed by the department add additional strength.
6. Students were participated in various inter collegiate competitions like swimming, dancing etc.
7. Extension activity conducted for school students based on IOT are extraordinary.

SUGGESTIONS:

1. Placement and career counseling for the students can be enriched.
2. Intercollegiate Activities can be enhanced.
3. Students are to motivated to pursue Ph.D.


Dr. J. Srinivasan

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Dr. D. Suganya

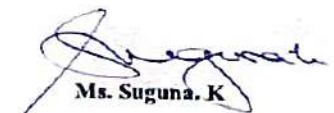
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DEPARTMENT OF BIO-CHEMISTRY

STRENGTH

1. Academic excellence with the prediction of university rank holders, gold medals and good results.
2. Paper Publications by the Ph.D Scholar in SCI Journals are commendable.
3. Number of motivational webinars were conducted, MOU's were signed and students were motivated to take internship programme through Industrial Visit.
4. Active participation of the faculty members in FDP's and students in martial art.

SUGGESTIONS

1. Faculty members are to be motivated to pursue Ph.D.
2. Major & Minor projects should be initiated by both staff and students.
3. More number of publications by both faculty and PG students were to be motivated.
4. Steps are to be taken to increase the PG & Ph.D admission.


Dr. J. Srinivasan

External Audit Head


04/03/2023

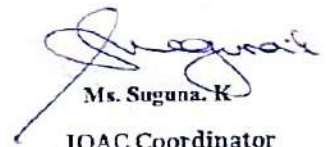
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DEPARTMENT OF CHEMISTRY

STRENGTH

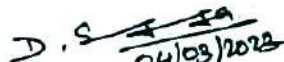
1. MOU's with industries are effective.
2. Regular participation of students in Summer Internship Programme of Madras University is appreciable.
3. Conduct of orientation class, bridge course and arranging for regular Govt. school students visits to chemistry laboratory are highly commendable.
4. Organizing webinar and workshops is an innovative mode.
5. Inorder to motivate the skills of the students Industrial Visit and field visit were chosen accordingly.
6. More number of faculties attended the ICT teaching methodology related FDP is a good initiative.
7. Conduct the department activities and documentations are fair commendable.

SUGGESTIONS

1. Encourage faculty to take up funded projects.
2. Introduction of Research projects at UG level.
3. Department library book and publications should be increased.
4. Placement and career counselling for the students in the related field can be enriched.
5. More number of students may be motivated to join online certificate courses to acquire practical skills.


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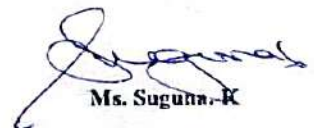
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DEPARTMENT OF COMPUTER SCIENCE

STRENGTH

1. Staff members participation in various FDP's, seminars and ICT online FDP in effective manner.
2. Students are to be motivated to join post graduate courses.
3. MOU's were signed by the department to add additional strength.
4. Conducting departmental event by external resource person plays a significant role in the development of the department.
5. Students are to be motivated to utilize department library for their subject references.
6. Students actively participated in different club activities and competition add the additional strength.
7. Department activity and documentation was commendable.

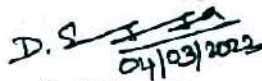
SUGGESTIONS

1. Staff members are encouraged to clear NET/SET Exams.
2. Students are motivated to do more number of real time projects.
3. Steps taken to increase PG admission.


Dr. J. Srinivasan

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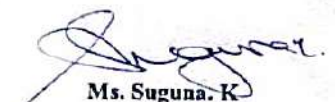

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DEPARTMENT OF MATHEMATICS

STRENGTH

1. Academic excellence with good Results.
2. Departmental activities are good.
3. Documentation is Good.
4. Study materials and E-Books are maintained in the department.
5. Seminar conducted in the department.
6. Students were placed in TCS continuously.
7. Students are motivated to join PG course.

SUGGESTIONS

1. MOU with reputed institutions & industries should have been encouraged.
2. Faculties have to enroll for Ph.D or to clear NET/SET to become qualified.
3. More number of Publications both by faculty and PG students are essential.




Dr. J. Srinivasan
External Audit Head


04/03/2022

Dr. D. Suganya
External Audit Head



Dr. S. Rukmani
Principal



Ms. Suguna. K
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DEPARTMENT OF MICROBIOLOGY

STRENGTH

1. Production of university gold medal and good results is the strength of the department.
2. Two MOU's signed by the department add the additional strength.
3. Qualified staff with good number of publication in scopus, index is commendable.
4. Students were actively participated in different club activities add additional strength in co-curricular activities for the department.
5. Conducted Seminars, Workshops, Webinars in offline add additional firmness to the department.
6. Industrial visit arranged to the students for the field visit support add additional courage to the department.
7. Documentation is excellent.

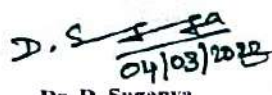
SUGGESTIONS

1. Major/Minor projects should be processed.
2. Steps to be taken to increase the PG and Ph.D Admission.



Dr. J. Srinivasan

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External Audit Head



Dr. S. Rukmani

Principal

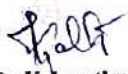


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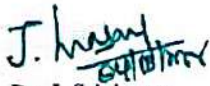
DEPARTMENT OF PHYSICS

STRENGTH

1. Sanction of fund for PG project from TNSET is highly appreciate.
2. Involvement of students in International Internship in asteroid company is exemplary.
3. Adaption and utilization of online platform for teaching learning is effective.
4. Orientation , Bridge Course conducted on usage of Online tools were good.
5. Conduction of Department Activities through Online mode is appreciable.
6. Award of Ist rank in PG Physics shows the academic quality.
7. Virtual Practical classes are Fair.
8. Conduction of international webinar is an innovative idea.

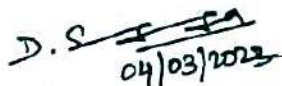
SUGGESTIONS

1. Student should be motivated to pursue research.
2. Publication should be increased.
3. Suitable strategy should be derived to teach in new normal situations.



Dr. J. Srinivasan

External Audit Head


04/03/2022

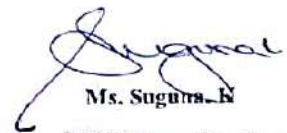
Dr. D. Suganya

External Audit Head



Dr. S. Rukmani

Principal



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Mr. S. Selvakumar

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DEPARTMENT OF PHYSICAL EDUCATION

STRENGTH

1. Students participation in state level competition such as in swimming is appreciable.
2. Students representing the college at state level volley ball competition is commendable.

SUGGESTIONS

1. Number of sports events can be encouraged.



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ADMINISTRATIVE OFFICE

STRENGTH

1. Introduction and implementation of blended mode (both in Online and Offline) admission is highly appreciated.
2. Center Sector Scholarship is applied and nearly 148 students were benefited.
3. Conduction of Awareness Webinar on Scholarship was appreciated.
4. Maintenance of staff and student records are excellent.
5. Complete office automation is good.

SUGGESTIONS

1. Details regarding those who availed for Uzhavar Scholarship can be maintained.




Dr. J. Srinivasan

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Dr. D. Suganya

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Dr. S. Rukmani

Principal

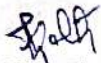


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LIBRARY

STRENGTH

1. Good number of Books and Volumes maintained.
2. Accessibility to E-Resources and registering in National Digital Library Of India Club is commendable.
3. Conduct of orientation for 1st year students and monthly activities under National Digital Library of India Club is excellent.

SUGGESTIONS

1. Students and staff can be motivated to publish papers in reputed UGC – CARE Journals.



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WOMEN DEVELOPMENT CELL

STRENGTH

1. In the Women Development Cell good number of Entrepreneurship activities were organized.
2. Conduct of 3 days hands on training regarding women entrepreneurship was commendable.

SUGGESTIONS

1. To conduct more programme regarding Women Development Cell.
2. To guide and improve more women entrepreneurship activities.


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NATIONAL SERVICE SCHEME

STRENGTH

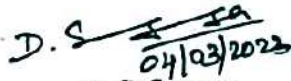
1. Regular activities pertaining to awareness on International Yoga Day, National Doctor's Day, World Population Day, World Nature Conservation Day, Flag Day, National Women Child Day, National Voters Day was conducted.
2. Boshan Abiyan Webinar & Constitution Day webinar was conducted.
3. Pledge taken regarding Samuga neethi naal, Matha Nallinakkam
4. Conduct of "Ore Bharatham, Unnatha Bharatham" – Doordarshan program was commendable.
5. Special camp also conducted Thenkarai & Perumbakkam village was highly appreciated by the society.

SUGGESTIONS

1. Public awareness programme to be increased.


04/03/2022

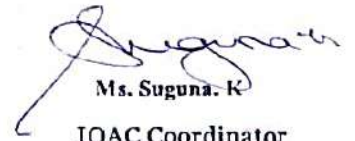
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RED RIBBON CLUB

STRENGTH

1. Regular activities are conducted as per the district RRC Coordinators instructions.
2. Team strength of RRC members is appreciable.

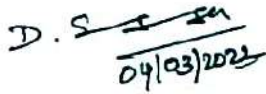
SUGGESTIONS

1. Feedback with signature of students should be obtained and maintained for future reference.



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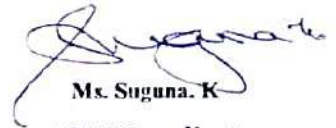
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YOUTH RED CROSS

STRENGTH

1. Blood donation camps are conducted in our college and most of the students have donated blood
2. Extension programme conducted by YRC is commendable.
3. Staff members have attended more number of activities.
4. Documentation is good.

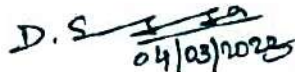
SUGGESTION

1. Awareness program can be conducted at the interest of the society.



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ECO CLUB

STRENGTH

1. The ECO-CLUB had conducted many Environment related webinars to mark the environmental days
2. The activities are appreciable.
3. The inculcation of students in the webinars really benefit them.


SUGGESTION

1. Self Employment Training Programs related to ECO friendly Activities could be included for Financial generation and sustainability.



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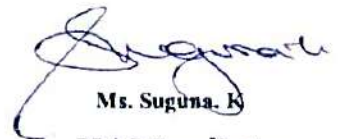
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L.E.O CLUB

STRENGTH

1. Fund raised by LEO are distributed to needy students for their examination.
2. Various awareness programmes were conducted such as cancer, water utilization.
3. Extension Programme conducted by LEO is appreciable.
4. Dental awareness for primary school Childrens was commendable.
5. Leo has been transforming students through inspiring service programs and projects that will hopefully mold them into becoming future leaders.

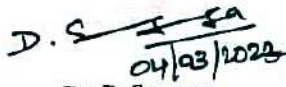
SUGGESTIONS

1. Environmental awareness at primary schools and nearer villages
2. Students are motivated to attend various events that promote the spirit of social responsibility.



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HEALTH & NUTRITION CLUB

STRENGTH

1. Fireless cooking competition is conducted to create awareness about the importance of safe healthy cooking.
2. More number of health awareness programs conducted by the club is good.

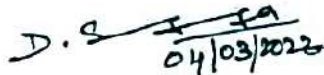
SUGGESTION

1. Awareness about the junk food to be conducted
2. Awareness programs to be conducted about fitness and exercise.



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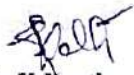


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MEDICAL CENTER

STRENGTH

1. Monitoring the Temperature for all students and staff is appreciable.
2. Distribution of Nila Vembu Kudeneer to all students is good.
3. SOP issued by the government is followed properly.
4. Pulse-oximeter were purchased and utilized properly.

SUGGESTION

1. Awareness should be created on increasing self immunity naturally by intaking healthy food.



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PARENT TEACHERS ASSOCIATION

STRENGTH

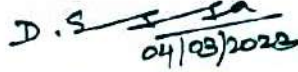
1. Each semester parents suggestion are collected through feedback form prior to university examination.

SUGGESTIONS

1. Conducting some awareness program related to students placement.
2. Find the students interest activities through parents.
3. Educate the parent to help the students to write the job oriented exams.
4. Educate the parents to give permission to attend the job oriented programs conducted by our college.


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04/08/2028

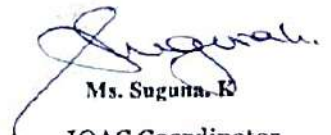
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PLACEMENT & CARRIER GUIDANCE CELL

STRENGTH

1. Good Placement in reputed companies.
2. MOU's with Professional bodies increased.
3. Many Training programs are conducted effectively.
4. Motivating the Students through Old Student Association is appreciable.
5. Documentation of records is good.

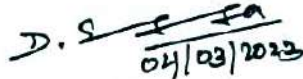
SUGGESTIONS

1. Steps to be taken to interns & part time Job.



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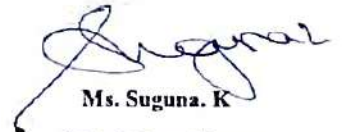
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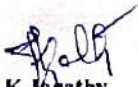


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GRIEVENCE & REDRESAL CELL

STRENGTHH


1. Monitoring the grievances through available mode is appreciable.

SUGGESTIONS

1. Compilation of data can be enhanced.



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CITIZEN CONSUMER CLUB

STRENGTH:

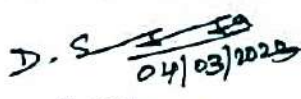
1. Good number of activities conducted.
2. Observing National Consumer Day and World Consumer Day was appreciable.
3. Students were motivated to get awards.

SUGGESTIONS:

1. Survey on Consumer Awareness in Thiruvannamalai District - selected Villages can be initiated.



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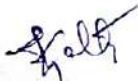
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OLD STUDENT ASSOCIATION

STRENGTH:

1. Many motivational seminars conducted by inviting special meritorial Alumni is appreciable.
2. Documentation of records is good.

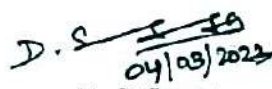
SUGGESTIONS:

1. To conduct Alumni Meet in Physical mode.



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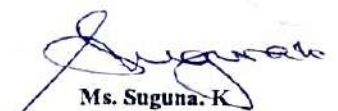
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Dr. S. Rukmani

Principal



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SPOKEN TUTORIAL

STRENGTH:

1. During post pandemic students learning spoken tutorial program at any time and in any languages of their choice is commendable.
2. Making the students learn various free and open source software all by themselves is highly appreciable.

SUGGESTIONS:

1. More number of departments oriented courses should be selected.
2. Regular monitoring the learning process of students should be enriched.



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NPTEL

STRENGTH:

1. In spite of the post pandemic situation , the efforts of the NPTEL Coordinator and mentor making the students attend the free online motivational webinars is really appreciable.

SUGGESTIONS:

1. Some steps can be derived to bring more number of enrollment.



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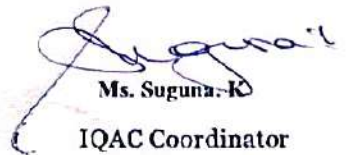
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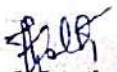


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ICT ACADEMY CELL

STRENGTH:

1. This cell's function is more vibrant
2. MOU with Cisco, Celonies & Ui Path are appreciable.
3. Students have participated in many activities like Learn-a-thon, Skill-a-thon & Youth talk India.
4. Faculty participated in more number of FDP was commendable.
2. Documentation of records is good.

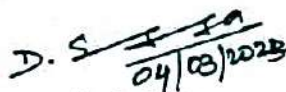
SUGGESTIONS:

1. Steps to be taken for placement through ICT Academy.
2. To host Faculty Development Programme.



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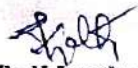


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RESEARCH COMMITTEE

STRENGTH:

1. Details of Research publications and registers maintained well.
2. Staff & Students were motivated to participate in various research related webinars.

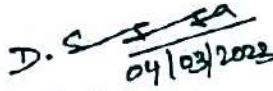
SUGGESTIONS:

1. Research Scholar should be monitored regularly regarding their paper publications and the queries they face from the publications editorial board.



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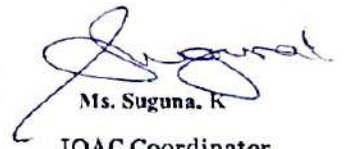
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ANTI-RAGGING COMMITTEE

STRENGTH:

1. Display of Anti-ragging slogans in front of the college campus is appreciable.
2. Activities are good and documented well.
3. Students affidavit maintained well.

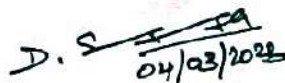
SUGGESTIONS:

1. More number of competitions can be encouraged.



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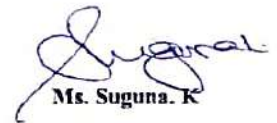
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INSTITUTION'S INNOVATION COUNCIL (IIC)

STRENGTH :

1. National Level IIC'S Self driven activities are appreciable.
2. More number of participation in MIC activities are extraordinary.
3. Selection of IIC Calendar activities are also commendable.
4. Participation in ARIIA(Atal Ranking of Institution's in Innovation Achievements) is appreciable.

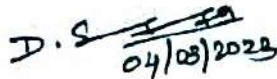
SUGGESTIONS :

1. Needs more number of Innovative projects.
2. Establish start up in institution.
3. Encourage students for doing Patent related activities.



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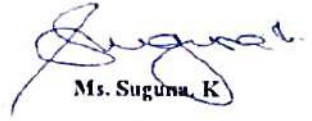
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