

The American College

(Autonomous)

Madurai – 625 002



Since 1881

Academic and Administrative Audit Report

2015 – 2016



Academic and Administrative Audit (AAA)

Academic and Administrative Audit (AAA), endures as an essential element for maintaining the standard of excellence in Higher Education. A strong administrative set up and periodical auditing serves as a foundation for a quality oriented academic system.

Academic Audit: Academic audit is understood as a scientific periodic and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

Administrative Audit: It is considered as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.



Guidelines for the Academic and Administrative Audit Committee

IQAC of the college finalizes the external members for Academic and Administrative Audit.

The Academic and Administrative Audit will be conducted in three streams

- Science
 - Physical Science
 - Biological Sciences
 - Computer Science
 - Visual Communication
- Management Studies, Humanities and Social Sciences
 - Business Administration
 - Commerce
 - Economics
 - Religion Philosophy and Sociology
 - Social Work
- Language and Literature
 - Tamil
 - English
 - Hindi
 - French

The report will have the following components:

- Strengths
- Weakness
- Opportunities
- Challenges
- Future Plans
- Recommendations



Overall Report of Academic and Administrative Audit Committee

Academic Audit was conducted to review the mechanisms of the college for monitoring and strengthening the academic quality and standards. Three External experts from various disciplines reviewed the departments and suggested their views. The commendable work of the management and faculty is highly appreciated by the external members. Head of the departments, coordinators and Staff were requested to implement the suggestions of the experts in their departments. This academic exercise was an immense help and fruitful endeavour to frame the best curriculum, teaching, learning and evaluation methodologies.

Observation

The mission and vision of the College are achieved through good governance, able leadership and effective management. The curriculum of all programmes has been designed to provide a holistic education. The curricula include academic knowledge, fundamental skills, personality development, social and ethical values. Programme outcomes, programme specific outcomes and course outcomes have been framed to satisfy the national and global needs. They are aimed at equipping the students with a critical and creative thinking. The American College offers 48 programmes from UG to Ph.D. levels. The college has 242 well-qualified teaching faculty and 5602 students. The student-faculty ratio is 23:1.

All the classrooms, seminar halls and laboratories have ICT facilities. Science laboratories are equipped with state-of-the-art facilities. College has facilities for the differently-abled students such as wheel chairs, battery car, ramps, and disabled-friendly toilets. The DPM Library (Daniel Poor Memorial Library) has 151701 text books and reference books, journals, videos, access to e-resources, Library Management Software CDS/ISIS (UNESCO Freeware). Archives have a collection of rare books (1405), manuscripts (1260), Infrastructure for sports includes a field for various games (Football, Cricket, Hockey, Handball, Volleyball, Basketball, Badminton, Kabaddi, etc.) and gymnasium.

The college promotes various extra-curricular activities through organized service units, which helps students to get trained in Leadership Skills and imbibe their social responsibility. It is mandatory for the first and second-year undergraduate students to register for Part V programme (Extension) in the curriculum.



SWOC Analysis and Recommendations

1. **Name of the Stream** : Science
2. **List of Disciplines** : Mathematics, Physics, Chemistry
Botany, Zoology, Biochemistry, Microbiology,
Food Science and Nutrition
Computer Science, Computer Applications,
Information Technology
Visual Communication
3. **Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:**
 - A. **STRENGTHS:**
 - Experienced and dedicated teaching faculty with good retention ratio
 - Sufficient number of classrooms
 - State of Art Lab facilities.
 - Eco friendly campus.
 - Interaction with industry Professionals.
 - Student-Centered learning
 - More focus on Butterfly Garden, Apiculture, Medicinal Plants, Botanical Garden and Birdwatching to increase the skill development of the students.
 - B. **WEAKNESSES:**
 - Moderate Placement ratio.
 - Receiving projects from UGC, DBT, DST etc.
 - Lack of adaptation between research activity and teaching process
 - C. **OPPORTUNITIES:**
 - Periodical conduct of Conferences, Seminars and workshops
 - Higher participation of experts from industries in curriculum building
 - Enriched Alumni Network for curriculum development and Placement of students



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D. CHALLENGES:

- Industry-Academic Interaction.
- Encouraging students for competitive examinations and higher studies
- Bridging the heterogeneous academic background of the students.

4. Future Plans of the department:

- Collaborative programmes with Institutions in terms of in-plant training, research and internship
- Start-up a Journal with ISBN
- Involvement of faculty in Consultancy services

5. Recommendations:

- Promotion of Action Research
- Introducing more Inter-disciplinary and Multi-disciplinary Research courses
- Creation of Ecosystem for innovation and Entrepreneurship
- Faculty to be involved in Consultancy services to the neighborhood industries and communities.
- Enriching the existing facilities to start-up a E-content preparation Center, software development and Testing Center

Signature of the External
(Name, Designation and Affiliation)

Dr. K.NEYVASAGAM, M.Sc., M.Phil., Ph.D.,
Associate Professor,
Department of Physics,
The Madura College, Madurai - 625 011.

Dr. K.NEYVASAGAM, M.Sc., M.Phil., Ph.D.,
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1. **Name of the Stream** : Management Studies, Humanities and Social Sciences
2. **List of Disciplines** : Business Administration (BBA & MBA)
B.Com, M.Com
B. Com with Computer Applications,
B. Com with Information Technology
Economics
Religion Philosophy Sociology
Social Work

3. **Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:**

A. STRENGTHS:

- Experienced and dedicated teaching faculty with good retention ratio
- Sufficient number of classrooms.
- Eco friendly campus.
- Interaction with industry Professionals.
- Student-Centered learning

B. WEAKNESSES:

- Moderate Placement ratio.
- Receiving projects from UGC, ICSSR etc.,
- Lack of adaptation between research activity and teaching process

C. OPPORTUNITIES:

- Periodical conduct of Conferences, Seminars and workshops
- Higher participation of experts from industry and market in curriculum building
- Enriched Alumni Network for curriculum development and Placement of students

D. CHALLENGES:

- Industry-Institute Interaction.
- Encouraging students for competitive examinations and higher studies.
- Bridging the heterogeneous academic background of the students.



4. Future Plans of the department:

- Start an In-house Research Journal.
- Collaborations with ICWA Chapters
- Elevating into a Research Department in Future

5. Recommendations:

- Promotion of Action Research
- Introducing more Inter-disciplinary and Multi-disciplinary Research courses
- Creation of Ecosystem for innovation and Entrepreneurship
- Faculty to be involved in Consultancy services to the neighborhood industries and communities.
- Enriching the existing facilities to start-up a E-content preparation Center,

Signature of the External

(Name, Designation and Affiliation)

Dr. S. PUSHPARAJ
Associate Professor & Head
Department of Econometrics
School of Economics
Madurai Kamaraj University
Madurai- 625 021



1. **Name of the Stream** : Language and Literature
2. **List of Disciplines** : Tamil, English, Hindi, French
3. **Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:**

A. STRENGTHS:

- Qualified, experienced and dedicated teaching faculty with good retention ratio
- Sufficient number of classrooms.
- Eco friendly campus.
- Interaction with industry Professionals.
- Student-Centered learning
- The expertise of the faculty in language, literature, criticism, media and soft-skill development and the rich legacy of such literary and aesthetic activities such as theatrical productions and workshops are the forte of the department.

B. WEAKNESSES:

- Moderate Placement ratio.
- Receiving projects from UGC, ICSSR etc.,
- Lack of adaptation between research activity and teaching process

C. OPPORTUNITIES:

- Periodical conduct of Conferences, Seminars and workshops
- Higher participation of experts from industry and market in curriculum building
- Enriched Alumni Network for curriculum development and Placement of students

D. CHALLENGES:

- Strengthen Industry-Academic Interaction.
- Encouraging students for competitive examinations and higher studies.
- Bridging the heterogeneous academic background of the students



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4. Future Plans of the department:

- Start an In-house Research Journal.
- Collaborations with appropriate professional bodies and government institutions

5. Recommendations:

- Promotion of Action Research
- Introducing more Inter-disciplinary and Multi-disciplinary Research courses.
- Creation of Ecosystem for innovation and Entrepreneurship
- Faculty to be involved in Consultancy services to the neighborhood industries and communities.
- Enriching the existing facilities to start-up a E-content preparation Center

Signature of the External

(Name, Designation and Affiliation)

Dr.D.M.AMALA, M.A., M.Phil., Ph.D.,
Associate Professor & Head,
Guideship Number : 1747
PG & Research Dept. of English,
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Academic and Administrative Audit (AAA) Committee Members
(2015-2016 to 2017-2018)

| Name of the Stream | Name of the Member | Designation |
|--|--------------------|--|
| Science | Dr. K.Neyvasagam | Associate Professor, Department of Physics, The Madura College, Madurai - 625011 |
| Management Studies Humanities and Social Sciences | Dr. S.Pushparaj | Associate Professor & Head, Department of Econometrics, School of Economics, Madurai Kamaraj University, Madurai - 625021 |
| Language and Literature | Dr. D.M.Amala | Associate Professor & Head, PG & Research Department of English, Sri Meenakshi Government Arts College for Women (A), Madurai - 625002 |

Conclusion:

I thank all the committee members for their effort. Recommendations and observations given by the Academic and Administrative Audit (AAA) committee is considered for the enhancement of the institution.




Dr. M. DAVAMANI CHRISTOBER
Principal & Secretary
The American College
Madurai - 625 002