

The American College

(Autonomous)

Madurai – 625 002



Since 1881

Academic and Administrative Audit Report

2018 – 2019



SINCE 1881

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.



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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
 - Physical Education
- Management Studies, Humanities and Social Sciences
 - Business Administration
 - Economics
 - Religion Philosophy and Sociology
 - Social Work
 - Psychology
- 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 a 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 58 programmes from UG to Ph.D. levels. The college has 308 well-qualified teaching faculty and 7544 students. The student-faculty ratio is 25:1.

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 155828 text books and reference books, journals, videos, access to e-resources, Library Management Software CDS/ISIS (UNESCO Freeware) and E-content resources. Archives have a collection of rare books (1405), manuscripts (1260), Infrastructure for sports includes a field for various games (Football, Cricket, Hockey, Handball, Volleyball, 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
Physical Education
3. **Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department:**
 - A. **STRENGTHS:**
 - Faculty members are highly qualified and hard working
 - Well-equipped Laboratories and spacious classrooms
 - Periodically updated library
 - Student-Centered learning process
 - PG Curriculum strengthen and boost the students to face CSIR, UGC-NET, SET and other competitive Examinations confidently.
 - Strengthening skill development of the students through Butterfly Garden, Apiculture, Medicinal Plants, Botanical Garden and Bird watching.
 - B. **WEAKNESSES:**
 - Lack of interest in pursuing higher studies due to their socio-economic condition
 - Availing Funded projects from UGC, DST etc.
 - Research at Multi-Disciplinary level



C. OPPORTUNITIES:

- Explore the presence of industrial areas in research and placements of students
- Higher participation of experts from relevant industries and market in teaching and learning process
- Most of the departments are recognized as Research Centers, that it enables the rural candidates to pursue their research activities
- Established Alumni Network for Academic Excellence

D. CHALLENGES:

- More focus on Industrial training for faculty and students.
- Developing Entrepreneurial skills among the students
- Academic progression of the heterogenous student community

4. Future Plans of the department:

- Procure funds for minor and major research projects through agencies like UGC, DST, DRDO etc.,
- Conduct of yearly International conference

5. Recommendations:

- Develop E-learning Environment
- Conduct more number of Vocational training programmes to reach the unreached society
- Emphasis Inter-disciplinary and Multi-disciplinary Research among faculty
- Explore for more collaborations and consultancy services

Signature of the External

(Name, Designation and Affiliation)

Dr. M. SUMATHI, M.Sc.,Ph.D.,
Head and Associate Professor
Department of Computer Science
Sri Meenakshi Government Arts College for Women (A)
Madurai-625 002



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
B. Com Professional Accounting
Economics
Religion Philosophy Sociology
Social Work
Psychology

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

A. STRENGTHS:

- Faculty members are highly qualified and hard working
- Well-equipped spacious classrooms
- periodically updated library
- Student-Centered learning process
- Industry based Curriculum

B. WEAKNESSES:

- Lack of interest in pursuing higher studies due to their socio-economic condition
- Availing Funded projects from UGC, ICSSR etc.
- Research at Multi-Disciplinary level

C. OPPORTUNITIES:

- There is ample scope for certificate courses to be started in the department so as to make it a better center of learning.
- Explore the presence of industrial areas in placements of students
- Higher participation of experts from industry and market in academic activities
- Established Alumni Network for Academic Excellence



D. CHALLENGES:

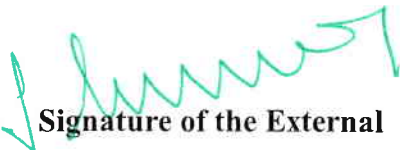
- More focus on Industrial training for faculty and students.
- Entrepreneurial Culture among the students
- Academic progression of the heterogenous student community

4. Future Plans of the department:

- Planning to conduct training classes on ERP, SAP etc. through Collaboration with the technical institutes.
- MOU with industries and relevant agencies for hands on training and research

5. Recommendations:

- Develop E-learning Environment
- Conduct more number of Vocational training programmes to reach the unreached society
- Introduce Internship embedded Orientation
- Emphasis Inter-disciplinary and Multi-disciplinary Research among faculty
- Explore for more collaborations and consultancy services



Signature of the External

(Name, Designation and Affiliation)

Dr. S. PUSHPARAJ
Associate Professor & Head
Department of Econometrics
School of Economics
Madurai Kamaraj University
Madurai- 625 025



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:

- Faculty members are highly qualified and hard working
- Well-equipped spacious classrooms
- periodically updated library
- Student-Centered learning process
- Periodical Curriculum update
- IELTS, TOFEL training programmes are offered

B. WEAKNESSES:

- Lack of interest in pursuing higher studies due to their socio-economic condition
- Availing Funded projects from UGC, ICSSR etc.
- Research at Multi-Disciplinary level

C. OPPORTUNITIES:

- There is ample scope for certificate courses to be started in the department so as to make it a better center of learning.
- Explore the presence of industrial areas in placements of students
- Higher participation of experts from industry and market in academic activities
- Established Alumni Network for Academic Excellence

D. CHALLENGES:

- More focus on Industrial training for faculty and students.
- Periodical Organization of technical events like Conferences, Seminars, workshops
- Academic progression of the heterogeneous student community



4. Future Plans of the department:

- Networking and Collaboration with local Industries, NGOs and Hospitals
- Render consultancy services
- Promote Social entrepreneurship.

5. Recommendations:

- Develop E-learning Environment
- Conduct more number of Vocational training programmes to reach the unreached society
- Introduce Internship embedded Orientation
- Emphasis Inter-disciplinary and Multi-disciplinary Research among faculty
- Explore for more collaborations and consultancy services

Signature of the External

(Name, Designation and Affiliation)

Dr.S.JENEFA

Professor, Head & Chairperson
Dept. of Journalism and Science Communication
School of Linguistics and Communication
Madurai Kamaraj University
Madurai - 625021.



THE AMERICAN COLLEGE, MADURAI
(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade "A" CGPA – 3.46 on a 4 - point scale

Academic and Administrative Audit (AAA) Committee Members
(2018-2019 & 2019-2020)

Name of the Stream	Name of the Member	Designation
Science	Dr. K.Sumathi	Associate Professor & Head Department of Computer Science, Sri Meenakshi Government Arts College for Women (A), Madurai - 625002
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.S.Jenefa	Professor, Head & Chairperson, Department of Journalism and Science Communication, School of Linguistics and Communication, Madurai Kamaraj University, Madurai - 625021

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