

The American College

(Autonomous)

Madurai – 625 002



Since 1881

Academic and Administrative Audit Report

2019 – 2020



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
 - Physical Education
- Management Studies, Humanities and Social Sciences
 - Business Administration
 - Commerce
 - 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 60 programmes from UG to Ph.D. levels. The college has 333 well-qualified teaching faculty and 8695 students. The student-faculty ratio is 26:1.

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 160472 text books and reference books, journals, videos, access to e-resources, Library Management Software CDS/ISIS (UNESCO Freeware) URKUND plagiarism software 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, Basketball, Badminton, Kabaddi, etc.), gymnasium and an indoor stadium accommodating a Table Tennis, a Chess, a Basketball court, a Volleyball court and 4 Badminton courts.

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:

- A highly motivated team of well qualified and subject specialized faculty
- Well-equipped, spacious, Smart Classrooms and laboratories.
- Well maintained and periodically updated library
- Curriculum is based at par with research institutions.
- Availability of computer lab in the departments apart from regular class hours to help students enhance subject-knowledge.
- PG Curriculum is the strength and it is boosting the students to crack exams like CSIR, UGC-NET, SET and other competitive Examinations.
- Student-Centered learning process with special emphasis on project work
- A spontaneous reunion of the alumni during department events creates, among the freshmen-batch every year, the awareness of the rich legacy established by their seniors.
- Proactive teaching methodologies inculcating higher order thinking skills.
- Nourishing the environmental knowledge 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 Inter/Multi-Disciplinary level



C. OPPORTUNITIES:

- Organization of technical events like Conferences, Seminars, workshops
- Explore the presence of industrial areas in research and placements of students
- Higher participation of experts from industry and market in teaching and learning process
- Online access to information and development of e-content on various courses
- Strong network of Alumni for curriculum framing

D. CHALLENGES:

- Interest of faculty and students in Research activities through publications and patent rights
- Placement of students in their respective disciplines
- Engaging the students in fulltime skill development, due to their part time jobs
- Bridging the heterogeneous academic background of the students
- Providing equally good education to the students coming from different academic and social backgrounds.

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
- Certificate programmes like Value Added Courses to enhance the skill development of students
- Starting Department wise e- Journal
- MOU with industries and relevant agencies for hands on training and research
- Minor consultancy projects with financial assistance from industry



5. Recommendations:

- Introducing more Value Added Courses.
- Emphasizing Multi-Disciplinary Research among faculty and students
- Sensitize and encourage IPR
- Strengthen more consultancy services
- Creation of Ecosystem for Innovations and Incubation centers
- Introduce Internship embedded curriculum.

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:

- A highly motivated team of well qualified and subject specialized faculty
- Well-equipped, spacious, Smart Classrooms.
- Well maintained and periodically updated library
- Student-Centered learning process with special emphasis on project work
- Commerce lab with high end systems with software such as SAP, SPSS, Tally etc.
- Interaction with industry Professionals.
- Framed Course curriculum meets towards corporate's requirements.
- A spontaneous reunion of the alumni during department events creates, among the freshmen-batch every year, the awareness of the rich legacy established by their seniors.
- Proactive teaching methodologies inculcating higher order thinking skills.

B. WEAKNESSES:

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



C. OPPORTUNITIES:

- Organization of technical events like Conferences, Seminars, workshops
- Explore the presence of industrial areas in research and placements of students
- Higher participation of experts from industry and market in teaching and learning process
- Online access to information and development of e-content on various courses.
- Strong network of Alumni for curriculum framing

D. CHALLENGES:

- Emphasize the interest of faculty and students in Research activities through publications and patent rights
- Making Rural background students to corporate ready in a very short time
- Engaging the students in fulltime skill development, due to their part time jobs
- Entrepreneurial Culture among the students
- Providing equally good education to the students coming from different academic and social backgrounds.

4. Future Plans of the department:

- Conduct of Entrepreneurship Development Program and skill development programs for the enrichment of our students
- Conduct of training classes on ERP, SAP etc. through Collaboration with the technical institutes
- Organize Certificate programmes like Value Added Courses to enhance the skill development of students
- Starting department wise e- Journal
- MOU with industries and relevant agencies for hands on training and research
- Minor consultancy projects with financial assistance from industry



SINCE 1861

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

5. Recommendations:

- Introduce more Value Added Courses.
- Emphasize Multi-Disciplinary Research among faculty and students
- Sensitize and encourage IPR
- Strengthen more consultancy services
- Creation of Ecosystem for Innovations and Incubation Centers
- Introduce Internship embedded curriculum.


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:

- A highly motivated team of well qualified and subject specialized faculty
- Well-equipped, spacious, Smart Classrooms.
- Well maintained and periodically updated library
- A spontaneous reunion of the alumni during department events creates, among the freshmen-batch every year, the awareness of the rich legacy established by their seniors.
- Proactive teaching methodologies inculcating higher order thinking skills.
- Periodically revised, learner-centred curriculum to improve communicative skills, sharpen critical abilities, enrich aesthetic sensibilities and inculcate human values
- PG Curriculum is the strength and it is boosting the students to make them ready to face confidently UGC-NET, SET and other competitive Examinations.
- Book Club nurtures creativity, and critical thinking skills

B. WEAKNESSES:

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

C. OPPORTUNITIES:

- Organization of technical events like Conferences, Seminars, workshops
- Explore the presence of industrial areas in research and placements of students
- Higher participation of experts from industry and market in teaching and learning process
- Online access to information and development of e-content on various courses.
- Strong network of Alumni for curriculum framing



D. CHALLENGES:

- Emphasize the interest of faculty and students in Research activities through publications and patent rights
- Provision for skill-oriented training.
- Placement of students in their respective disciplines
- Engaging the students in fulltime skill development, due to their part time jobs
- Sustaining social and ethical values through literature in a student community which is increasingly numbed by materialism and multiple tasking skills.
- Providing equally good education to the students coming from different academic and social backgrounds.

4. Future Plans of the department:

- Procure funds for minor and major research projects through Government and non-Government agencies.
- Conduct of yearly International conference
- Certificate programmes like Value Added Courses to enhance the skill development of students
- Starting department wise e- Journal
- MOU with industries and relevant agencies for hands on training and research
- Minor consultancy projects with financial assistance from industry

5. Recommendations:

- Introduce more Value Added Courses.
- Emphasis Multi-Disciplinary Research among faculty and students
- Sensitize and encourage IPR
- Strengthen more consultancy services
- Creation of Ecosystem for Innovations and Incubation centers
- Introduce Internship embedded curriculum.

Dr. S. JENEFA
Signature of the External
Professor, Head & Chairperson
Dept. of Journalism, Mass Media & Communication (Affiliation)
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

