



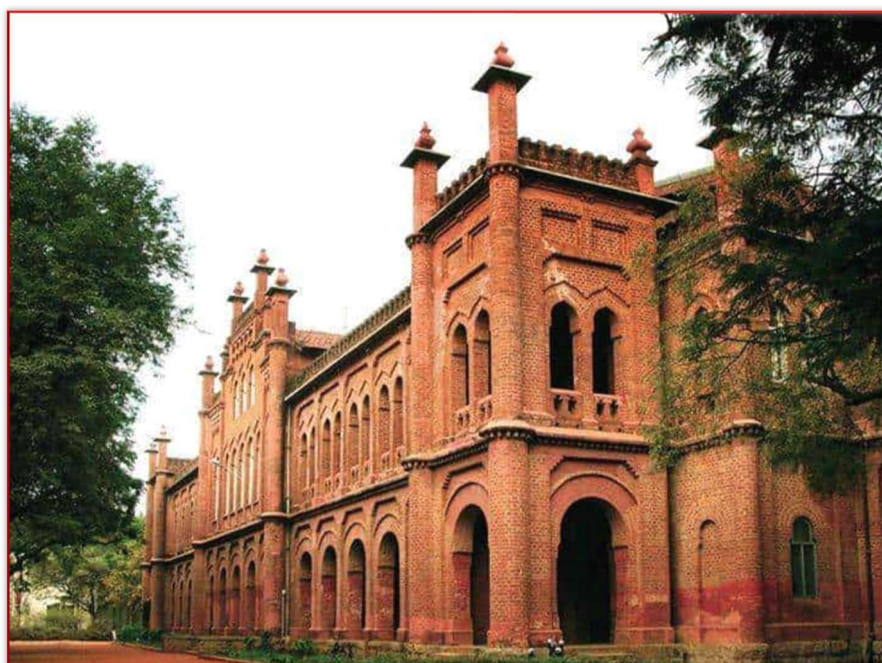
Since 1881

THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd Cycle) by NAAC with Grade “A+” CGPA – 3 .47 on a 4 - point scale

Academic and Administrative Audit

2021-2022



VISION

- To be a Christian higher educational institution of global standard and reputation.

MISSION

- To train students to be responsible global citizens
- To impart knowledge in every discipline
- To develop in students individual competencies to meaningfully relate with the emerging global space
- To develop vibrant campus sub-cultures of pluralism, Christian inclusiveness, and aesthetic self-expression
- To inculcate in students the highest ideals of service to the poor and the marginalized.

QUALITY POLICY

- To impart knowledge of global standards with inclusive Christian values for socio-economics uplift.

ABOUT THE COLLEGE

The American College, a higher educational institution, is known for its focus on academic excellence and social relevance. Its pioneering role in the development of college autonomy in India in 1979, its successful early implementation of Choice Based Credit System under autonomy and its completion of 140 years of service bear testimony to the position that the college currently enjoys.

With its extreme sensitivity to national policies and community needs, the college has grown from strength to strength. It is one of the first set of seven colleges to be made autonomous by the UGC in 1977-1978. Presently, the college offers thirty-two undergraduate programmes, twenty-one postgraduate programmes & nine M.Phil programmes in the main campus and eleven undergraduate programmes, one postgraduate programme, one M.Phil programme in the satellite campus. There are eight research centres offering Ph.D programmes in various disciplines and a Study Centre of Indian Literature in English and Translation (SCILET) that have received international attention. The College was re-accredited (3rd Cycle) by NAAC with Grade “A+” CGPA – 3.47 on a 4 point scale in 2022. Its alumni shine as luminaries internationally as scientists, intellectuals, administrators, corporate managers, statesmen, and leaders. The college has active Theatre groups, National Service Scheme, N.C.C. Army, Navy and Airwing, Service Learning Programme (SLP) and Green Management Programme (GMP) that offer students a wide range of opportunities to serve society. These activities add up to make the campus vibrant for developing one’s personality. The College, as part of its social commitment, established the UGC sponsored Community College offering skill-based courses from the academic year 2014-2015. American College offers eight B.Voc Programmes and four M.Voc Programmes. The college has tie-ups with many International, State, Central Institutes and private industries.

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 critical and scholastic thinking. The American College offers 74 programmes from UG to Ph.D. levels. The college has 402 well-qualified teaching faculty and 9183 students. The faculty-student ratio is 1:23.

All the classrooms, seminar halls and laboratories have ICT facilities. Science laboratories are equipped with state-of-the-art facilities. College has facilities for differently-abled students such as wheelchairs, battery car, ramps, and disabled-friendly toilets. The DPM Library (Daniel Poor Memorial Library) has 1,63,593 textbooks 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 2012 rare books, and 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 basketball court, volleyball court and four badminton courts.

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

Earn While Learn Scheme

The scheme enables the needy students to earn while learn about dignity of work and to achieve better work efficiency at a lesser cost. It also engages and involves students in Library, Office and other centers like canteen, hostel, laboratories etc. to spend their free time meaningfully in positive activities.

Lunch Assistance Programme

Providing free lunch for needy students is a fine initiative undertaken by the college management. Many economically backward students have been given an opportunity to voluntarily join this program to get lunch assistance during college days. This program is currently run by the financial support of our Alumni, Faculty of the American College and interested parents.

Programs offered by the College during 2021-2022

Main Campus

Aided

Self - Financed

Satellite Campus

UG & PG

Undergraduate

Postgraduate

Undergraduate

Postgraduate

B.A

English

B.Sc.

Mathematics

Physics

Biotechnology

Data Science

Computer Science

B.Com

Commerce

Computer

Application

B.B.A

Business

Administration

Maritime Logistics

M.B.A.

Business

Administration

B.A

Tamil

English

Economics (T)

Economics (E)

Religion,
Philosophy
& Sociology

B.Sc.

Mathematics

Physics

Chemistry

Botany

Zoology

B.Com

Commerce

M.A

Tamil

English

Economics

M.Sc.

Mathematics

Physics

Chemistry

Botany

Zoology

B.A

Hindi

French

English

Economics

B.Sc.

Mathematics

Physics

Chemistry

Biochemistry

Microbiology

Food Science &
Nutrition

Psychology

Computer Science

Information

Technology

Visual

Communication

Physical Education

B.B.A

Business

Administration

B.C.A.

Computer

Application

B.Com

Commerce

Computer

Application

Information

Technology

Professional

Accounting

M.A

English

Social Work

M.Sc.

Mathematics

Physics

Chemistry

Microbiology

Food Science &
Nutrition

Applied

Psychology

Visual

Communication

Data Science

M.C.A

Computer

Application

M.Com

Commerce

Main Campus

UG Aided Program -11

PG Aided Program - 08

UG Self Financed Program -15

PG Self Financed Program - 11

Satellite Campus

UG Self Financed Program -11

PG Self Financed Program – 01

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 setup and periodical auditing serve 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 the academic process in the institution. It is related to 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.

Academic and Administrative Audit enhances constant judgment, quality improvement and necessary nourishment, leading to best practices of the various academic programmes. It aims to document facts backed by empirical data which is a hallmark of excellence, and moreover a practice indispensable in academic programmes.

The audit aims to

- present a faculty-driven process for an unending progression.
- encourage integration across programs and disciplines.
- subject every department to external analysis.
- give self-evaluation based on quality standards.

The main objective of the audit is to update

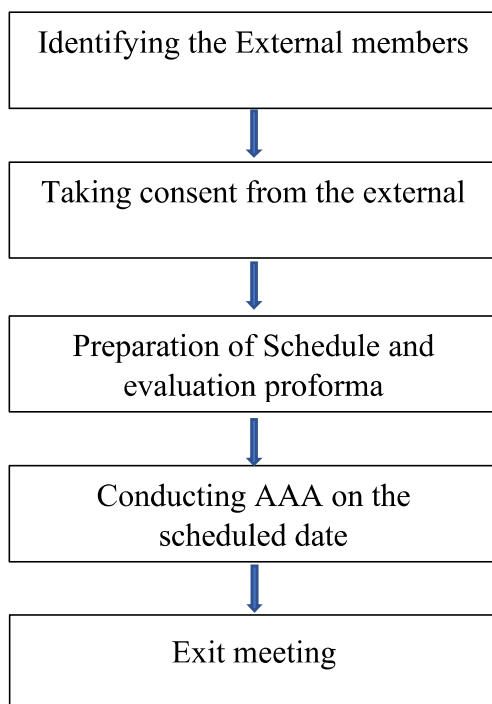
- Curriculum, teaching and learning.
- Examination and evaluation methods.
- Research, Innovation and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Unique healthy Practices

The audit process strictly adhered to a proforma structured by the IQAC for the evaluation based on

- i. Course content
- ii. Teaching-Learning Process
- iii. Results
- iv. Feedback system
- v. Research
- vi. Infrastructure
- vii. Department Administration, and
- viii. Other academic-oriented activities

Process Involved

The process involved for the AAA by the members is given below. The review process for the year 2021-2022 is carried out by external committee members.



As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2021-22 consisting of the following external members was constituted by the Principal.

S.No	Name of the External member	Department	College	Department Visited
1	Mr. T.Suthan	NIRF Director	Presidency College, Chennai.	Botany, Zoology, Microbiology, Biochemistry, Food Science, Biotechnology, MBA
2	Mr. R. Jaganathan	IQAC Coordinator	Ayya Nadar Janaki Ammal College, Sivakasi.	Mathematics, Physics, Chemistry
3	Dr. M. Helen Mary Jacqueline	Dean of Academic Affairs (Humanities)	Lady Doak College, Madurai.	Economics, B.Com, B.Com (CA), B.Com (IT), B.Com (PA), M.Com
4	Dr. Jockim	Dean of Arts	St. Xavier College, Palayamkottai.	Tamil, English, Hindi, French, Physical Education
5	Dr. B. Arunkumar	Associate Dean, IQAC	Bishop Heber College, Tiruchirappalli.	Psychology, Visual Communication, BBA, RPS, MSW
6	Mrs. S. Sathya	IQAC Director	SFR College, Sivakasi.	B.Sc. Computer Science, BCA, B.Sc. IT, B.Sc. Data Science, MCA, M.Sc. Data Science

AAA Committee

Chairman

Dr. M. Davamani Christober, Principal & Secretary

Members

Dr. K. Gnanasekar, Former IQAC Coordinator

Dr. D. Lourdu Immaculate, Dean for Academic Policies & Administration

Dr. J. Jebaraj, Additional Dean for Academic Policies & Administration

Mr. M. Rajesh, NIRF Deputy Director

Dr. K. Usha, NIRF Deputy Director

Academic and Administrative Audit schedule**03.11.2022**

Time	Activity	
9.30 am - 10.00 am	Welcome and briefing by Principal Venue: Principal Chamber	<ul style="list-style-type: none"> Welcome and briefing by Principal regarding the audit.
10.00 am to 12.30 pm	Visiting the department by External Members	<ul style="list-style-type: none"> Meeting with the faculty members and introduction. Visiting the facilities in the department: Classrooms labs and any other facility. Verification of the documents. Interaction with the faculty after the verification process. Department report preparation.
12.30 pm to 1.15 pm	Visiting central facilities - Library, NCC, NSS, SLP, PED, Amphitheatre	<ul style="list-style-type: none"> Interaction with the respective heads.
1.15 pm to 2.00 pm	Lunch	
2.30 pm to 3.30 pm	Visiting the departments in Satellite campus by the members	<ul style="list-style-type: none"> Meeting with the faculty members and introduction. Visiting the facilities in the department: Classrooms labs and any other facility. Verification of the documents. Interaction with the faculty after the verification process. Department report preparation.
4.00 pm to 5.00 pm	1. Report preparation	<ul style="list-style-type: none"> Report writing
	2. Exit meeting	<ul style="list-style-type: none"> Exit meeting with Principal and committee members.

Glimpses of AAA Committee visit

Main Campus

Meeting with Principal

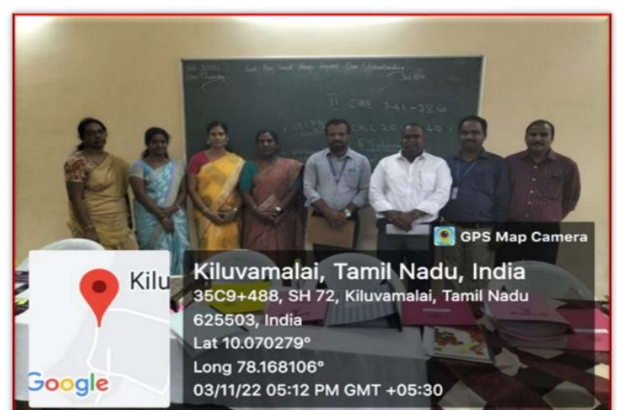
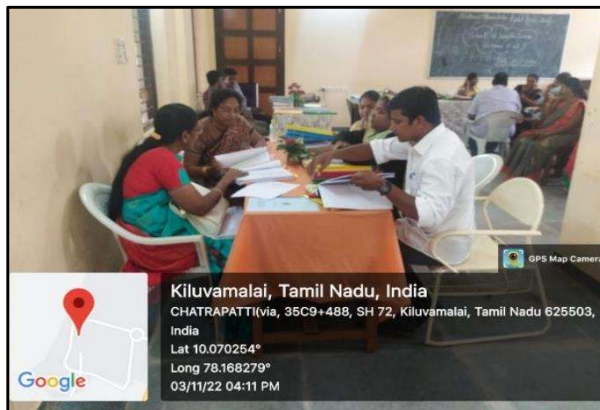


Department visits

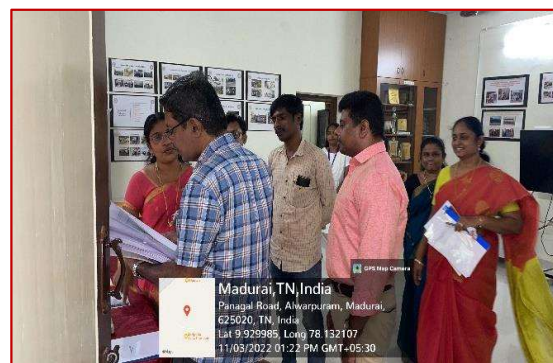




Satellite Campus



Visit to NCC, NSS, SLP and Library



Report of Academic and Administrative Audit

Academic and Administrative Audit was conducted on 03.11.2022. Since peer review is the spine of AAA, the external members on the basis of their credentials such as academic distinctions, experience and professionalism have been decided on as auditors for AAA. The audit was assisted by the O/o Dean for Academic Policies & Administration.

The audit started with prayer by Dr. J. Jebaraj, Additional Dean for Academic Policies & Administration. The AAA committee and audit members had a formal meeting with the Principal & Secretary Dr. M. Davamani Christoher who serves as the chairman of the committee. The chairman presented the overview of the college, developments and the achievements made during the assessment year. He also briefed the audit members about the objectives of the audit and the procedures involved.

The auditors visited the departments and inspected the infrastructural facilities consisting of classrooms, laboratories and interacted with the teaching staff to know the academic and administrative performance. All the related and necessary documents were presented. After completing all stages of inspection and interactions with departments, auditors documented their observations and grading for the respective departments.

The auditors further visited the central facilities such as NCC, NSS, PED, SLP Library and other general facilities. Eventually, the auditors prepared the consolidated observations and recommendations submitted to the chairman.

Dr. D. David Jebaraj, Dr. P.M. Anurama, IQAC Coordinators and Dr. K. Ravi, Convener Criterion II facilitated the external members during the audit.

Observations and Recommendations by External Members

Observations

- The campus is not only student-friendly, it is also environmentally friendly.
- A vibrant and rapidly growing campus in terms of infrastructure and other facilities.
- The high demand for courses offered by the college is reflected in the strength of its students.
- There are many faculty members with doctoral degrees.
- Competent faculty.
- Conducive learning environment.
- Fully digitalized library.
- Involvement of all students in Extension Activity is mandatory.
- All three wings Army, Navy and Airwing in NCC are highly appreciable.

Recommendations

- College has to take positive steps for documentation
- Mentor-Mentee System, Remedial Classes, Bridge Courses, and Feedback Analysis should be recorded properly.
- Internship should be mandatory at the undergraduate level itself.
- Provide seed money exclusively for Self-Financed
- Publications activity of the staff needs to be stepped up.
- Each faculty member be advised to publish at least one paper a year in a referred journal having an impact factor.
- Faculty members can be encouraged to take on Government projects (UGC/ICSSR/DBT)
- Evidence of scholarship benefited students should be recorded.
- Efforts may be made by the staff to start consultancy work in a small measure.
- Initiation of collaborative activities
- Alumni meetings and contributions should be recorded properly.
- Networking with nearby Government Schools for academic extension activities at the department level has been initiated.
- Photographs should be Geotagged.

Academic Administrative Audit 2021-22

External Audit Members

1. Mr. T.Sudhan,
Associate Professor of Zoology
Presidency College, Chennai

T. Sudhan
3/11/2022

2. Mr. R. Jaganathan
IQAC Coordinator,
Associate Professor
Ayya Nadar Janaki Ammal College
Sivakasi

R. Jaganathan
3/11/22

3. Mrs. S. Sathya
IQAC Director,
Associate Professor
Standard Fireworks Rajaratnam College for Women
Sivakasi

S. Sathya
3/11/22

4. Dr. Jockim
Dean of Arts,
St. Xavier's College,
Palayamkottai

J. Jockim
3/11/22

5. Dr. B. Arunkumar
Associate Dean, IQAC
Bishop Heber College,
Tiruchirappalli

B. Arunkumar
3/11/22

6. Dr. M. Helen Mary Jacqueline
Dean of Academic Affairs (Humanities)
Lady Doak College,
Madurai

M. Helen Mary Jacqueline
3/11/2022


Dr.D.LOURDU IMMACULATE
Dean for Policies & Administration
The American College
Madurai - 625002


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