

**KONGUNADU ARTS AND SCIENCE COLLEGE**  
(Autonomous)  
Coimbatore -641 029

**External Academic Audit Details for the Academic Year 2020-2021**

<b>Year</b>	<b>Date of Audit</b>	<b>Name &amp; Address of the Expert</b>
<b>2020 -2021</b>	<b>11.01.2021</b>	<b>Dr.S.Gokul Krishnan,</b> Professor and Head, Department of Tamil, Bharathiar University, Coimbatore.
		<b>Dr.R.T.Rajendra Kumar,</b> Professor, Department of Nanoscience and Technology, Bharathiar University, Coimbatore.
		<b>Dr.V.Ramasubramaniam,</b> Professor, Department of Zoology, Division of Aquatic Biotechnology & Live feed culture, Bharathiar University, Coimbatore.
		<b>Dr. M. Punithavalli,</b> Professor, Department of Computer Applications, Bharathiar University, Coimbatore
		<b>Dr.T. Amudha,</b> Associate Professor, Department of Computer Application, Bharathiar University, Coimbatore.
		<b>Dr.P.Chellasamy,</b> Professor, Department of Commerce, Bharathiar University, Coimbatore.

# KONGUNADU ARTS AND SCIENCE COLLEGE

## (Autonomous) Academic Audit Form

Academic year: 20\_\_ - 20\_\_

Department DATA SHEET

Submission Date:

(All details should be given only for the Academic year i.e. 20\_\_ - 20\_\_)

### Part A: Profile of the Department

1. Name of the Department :

2. Year of establishment :

3. Programmes offered :

UG :

PG :

Research :

4. Number of staff members:

Sanctioned	Male	Female	Total
Existing			
Vacant			

5. Number of staff members who have PhD:

MPhil :

6. Number of Students

: I UG :

II UG:

III UG:

I PG :

II PG :

Research Scholars:

Programme	Full time	Part time
MPhil		
PhD		

7. Number of Recognized Guides

:

8. Projects Details :

	Major	Minor	Sanctioned Amount
On going			
Applied			

9. Publications:

International Level:

National Level:

State Level:

10. Number of Seminars/Conference Organized:

International Level :

National Level:

State Level:

**Academic Audit**

Name of the Department :

Name of the HoD :

Academic Audit for the Academic year :

Date of the previous Audit :

**Report of the Last Audit**

S.No.	Observations	Action taken
1.		
2.		
3.		
4.		
5.		

**Department Profile 20\_\_ - 20\_\_**

Programmes offered : UG: Major Allied No. of Hrs allotted /Week  
PG:

Courses in the semester :  
(Subjects) (Theory) :  
Practicals :

No. of staff members : Allotted: Exists: Vacancy:

No. of Students : I UG: II UG: III UG: Total:  
I PG: II PG: Total:

**Grand Total:**

**Research Scholars:**

	Full Time	Part Time	Total
MPhil			
PhD			
Total			

**Part I (20\_\_\_ - 20\_\_\_)**

**Academic Aspects:**

**Initiatives in the Academic area**

1. Change of the syllabus:      Yes/No  
(If yes, give No. of subjects)
  
2. Feed backs                      :      Yes/No  
If yes, high light important points  
(Please enclose the feedback forms)
  
3. Quality Measures              :
  
4. Any other                        :

**Teaching & Learning:**

1. Chart and Board Method              : Yes/No
2. Computer based teaching              : Yes/No
3. Seminar / Discussion method        : Yes/No
4. Student Participate method          : Yes/No
5. Any Innovative method of teaching introduced by the Department
- 
- 
- 

**Evaluation:**

Year	Success rate (%)
I Year	
II Year	
III Year	

**Evaluation Analysis Report: (only points)**

- 1.
- 2.
- 3.
- 4.
- 5.

**Decision taken for further improvement:**

- 1.
- 2.
- 3.
- 4.
- 5.

**How many days you take for publishing the Internal Examination marks:**

**Student Support**

1. Have you sent the progress report : Yes/No
2. Have you informed the details of attendance: Yes /No  
(If yes, what is the mode of operation – brief note is enough)

3. Remedial classes details:

Class	No. of Students	No. of Hrs Handled	Your observation
I UG			
II UG			
III UG			
I PG			
II PG			

4. Counseling details:
5. What is the contribution of the Department for Placement?

## Part II

## Research, Seminars/Conferences/Publications, Awards details

[illegible]

### **Part : III**

#### **TEACHING, LEARNING AND EVALUATION (GENERAL)**

- HOD has to collect a brief note on this from the individual staff.
  - The following questions have to be answered on the basis of the notes of the staff members by the HoD.
1. What is the mechanism to know whether the teacher completed the portion or not?
  2. What are the methods adopted in the teaching and learning process?
  3. Have you practice the “Student Centric” methodology in the class?
  4. Do the teachers maintain Log Book?
  5. Is there any unique method of teaching introduced by the department? If so please give the points.
  6. What is the methodology adopted in the practical classes?
  7. Is there assessment of results after each semester by the department?
  8. Highlight at least five points from the students feedback.
  9. How do you award the internal marks in the autonomous setup,?
  10. Do you have “On Line” test?
  11. How the PG Students are handled by the teachers? Give a brief role
  12. Whether the department conducts any evaluation comparing the marks given in the internal and end semester examinations?
  13. What are the methods of “Quality Check” in your Department?
  14. Do you have student meeting once a semester at least?

## Part : IV

1. List out your department contribution to the following
  - a. The college
  - b. The society
  - c. To the Higher Education
2. Have you followed three-tier feedback system?
3. What are the steps taken to give the additional knowledge to your department students?
4. Please say Yes or No for the following:
  - a. We know individual student through counselling :
  - b. We are maintaining the Bio-Data of the students and updating then and there :
  - c. We are giving special training to our students to face the interviews / discussion at the time of placement :
  - d. Parents response is not up to the expectation :
  - e. Our department student are having belongingness of the Department. :
  - f. We satisfied the expectations of our students :
  - g. We are having a good co-ordination in our department :
  - h. Good understanding with the Management :
  - i. We are sincerely updating the curriculum as per in the growth of the knowledge :
  - j. We are having 100% satisfactions with our work. :

**IQAC / Quality circle details: threats**

Recommendations from IQAC	Action taken

**Monitoring Mechanism:**

1. No. of Department meeting with date :
2. How you monitor the coverage of portion :
3. Is there any log book system :
4. Brief steps for Academic activities :
  - a. Planning
  - b. Execution

**High Light Co-curricular & Extra Curricular activities:**

**Please enclose the Academic Calendar for College & Development.**

**Part : V**

SWOT ANALYSIS of our Department during 20 - 20  
(Put the points only no description)

**Signature of the Members  
of the Staff**

**Signature of the HoD**

