Academic Audit

(Panel Members Observation Report)

**2015 – 2016**

17th& 18th December 2015



**Department of Commerce (CA)**

Sacred Heart College (Autonomous)

Tirupattur, Vellore Dt., Tamil Nadu

(Affiliated to Thiruvalluvar University)

Accredited by NAAC (3rd cycle) with ‘a’ Grade [3.43]

**Academic Audit Report 2015-2016**

**Department of Commerce Computer Application**

1. **Introduction**

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| --- | --- |
| Chair Person | **Mr. P. Saravanan**HOD, Dept of Commerce – CASacred Heart College (Autonomous), Tirupattur |
| Subject Expert – 1 | **Prof. S. Sreedaran**Associate Professor, Dept of CommerceMuthurangam Govt. Art College (Autonomous)Vellore – Tamilnadu |
| Subject Expert – 2 | **Dr. A. Pandu**Asst Prof., Dept of CommerceCommunity CollegePondicherry UniversityLawspet – Puducherry |
| Industrial – Expert | **Mr. B. Maria Thomas**Asst. Manager – SalesWorld Gate Express Lines International Pvt. LtdRamathapuram, Coimbatore - Tamilnadu |
| Members | **Mr. A. Jacob**Asst Prof., Dept of Commerce – CASacred Heart College (Autonomous), Tirupattur**Ms. T. Jenova Mary**Asst Prof., Dept of Commerce – CASacred Heart College (Autonomous), Tirupattur**Ms. J. Nisha Mary**Asst Prof., Dept of Commerce – CASacred Heart College (Autonomous), Tirupattur |
| Date of Audit | 17/12/2015 & 18/12/2015 |
| Academic Years for Which Academic Audit Conducted | 2013-2014 to 2015-2016 |
| Proceeding of the Audit | The process of academic Audit of Department of Commerce Computer Application was systematically planned and Scheduled with chair person* Department Presentation
* Verification of Documents
* Interactions with Students
* Interactions with Faculty
* Interactions with Class Leaders&CQC Leaders
* Visit to Library and Browsing center
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**Schedule**

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| --- | --- |
| Date/Time  | Programme Schedule  |
| **17-12-15**5:30-6:30pm | To Receive the panel members by the chair-person along with dept staff & Introducing panel members to the staff members& IQAC members going to share about next day programmes  |
| **18-12-15**10:30-10:40am | Welcome/introduce the panel members to principalVenue: Principal office |
| 10: 40-10:50am  | Department Profile PresentationMembers – Panel members , Staffs and IQAC MembersVenue: APRC Conference Hall |
| 10:45-11:45am | Verification of dept document |
| 11:45-12:15pm | Visit to the Library  |
| 12:15-1:00pm | Visit to the department & inspect the infrastructure facilities |
| 1:00-1:30pm | Lunch Venue: APRC Dining Hall |
| 1:35-1:45pm | Dept prayer |
| 1:45-2:15 pm | Meeting of external members with 3rd year students |
| 2:15-2:45pm | Meeting of external members with 2nd year students |
| 2:45-3:15pm | Meeting of external members with 1st year students |
| 3:15-3:40pm | Meeting of external members with the students representatives and CQC Leaders |
| 3:45-4:10pm | Tea break (venue: Department) |
| 4:15-4:45pm | Visiting Computer lab |
| 4:50-5:30pm | Preparation of evaluation Report  |
| 5:30pm | Exit Meeting - Staff And IQAC MembersOne of the panel member should be present the report  |

1. **Faculty profile**

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| --- | --- | --- | --- | --- |
| **S. NO** | **Name**  | **Designation** | **Qualification** | **Specialization** |
| 1. | Mr. P. Saravanan | HOD | M. Com., M.Phil., NET | HR & Marketing |
| 2. | Mr. A. Jacob  | Asst Prof | M.com., M.Phil., B.Ed | Accounts & Banking  |
| 3. | Ms. T. Jenova Mary | Asst Prof | M. Com., M.Phil | Accounts & HR |
| 4. | Ms. J. Nisha Mary | Asst Prof | M. Com., M.Phil | Accounts &Income Tax |

 **3. Roles and Responsibilities of Staff Members**

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| --- | --- | --- | --- |
| **S. No** | **Name** | **Roles** | **Responsibilities** |
| 1 | Mr. P. Saravanan | HOD | Leave LetterOverall Academic DisciplineGood Afternoon TalkRemedial Program- co-ordinatorPlacement Incharge |
| 2 | Mr. A. Jacob  | PresidentDEEDS InchargeIII- Class Teacher | III B.Com –CA Leave LetterAssociation ActivitiesDept MinutesIndustrial VisitRemedial Program – III Incharge |
| 3 | Ms. T. Jenova Mary | I Class TeacherGirls Incharge | I B.Com –CA Leave LetterBible ReadingPrayer InchargeRemedial Program- I InchargeAlumini InchargeResearch Forum Incharge |
| 4 | Ms. J. Nisha Mary | II- Class TeacherGirls incharge | II B.Com –CA Leave LetterPrayer inchargeNews paper readingGirls Discipline Remedial program – II incharge |

1. **Curriculum**

Once in five years revised and updated

Syllabus is Excellent

Accounts subjects syllabus should be modified

1. **Evaluation of the Courses**
* Evaluation process is well defined and communicated to all the students
* The college has an open and participative mechanism for evaluation of teaching
* Theory evaluation – Excellent
* Practical Evaluation – Excellent

**Question Paper Patten**

|  |  |
| --- | --- |
| **CIA** | Section A – 5 x 3 = 15 MarksSection B – either or 3 x 5 = 15 Marks Section C – 3 out of 2 (2 x 10 = 20 Marks)Total CIA Marks 50 Marks Exam duration: 2 hours |
| **Semester** | Section A – 10 x 2= 20 MarksSection B – either or 5 x 5 = 25 Marks Section C – 3 out of 5 (3 x 10 = 30 Marks)Total Semester Marks 75 Marks Exam duration: 3 hours |

**Department is also maintaining the students profile**

1. **Infrastructural Facilities**
* Class Room – 3
* Staff Room – 1
* LCD Projector in the Class – 3
* Computer Lab - 1
* Internet Connection
* Browsing Center
* Library
* Department Laptop – Nil
* RO water system in the department – Nil

**7. Outcome of the Students Meeting**

|  |  |
| --- | --- |
|  | **Observations** |
| Sanitation | Good |
| Drinking Water Facilities | Adequate |
| Assignments | Good |
| Association Activities | Good |
| Intellectual Talents | To be Improved |
| Non Major Elective | Adequate Suitable |
| Class Quality Circle | Functioning well |
| Students Guidance Program | Actively Working  |
| Counselling | Good |
| DEEDS | Good |
| SHELTERS | Good |
| Good Afternoon Talk | Useful |
| Working Hours | Good. If possible prepone the closing time by 30 mins.  |
| Class Room Environment | Good |
| Technical Support | Good |
| Students Participation in other Colleges | To be improved and more chances may be given. |
| Inter / Intra Departmental Sports | Good |
| Writing Skills | Improving |
| Remedial Coaching Program | Going well |
| Work Scholarship | Helpful to the Students |
| Study Materials | Adequate (Resent edition need to be Purchase ) |
| Student Progression | Progressing well |
| Placement Services | Taking place & Students are gaining |
| Library | Adequate but progressing well |
| Seminar Halls | Available with smart class facility |
| Extra CurricularAspects | Students are participating and gaining much. |

1. **OUTCOME OF THE FACULTY MEETING**
* Staff may be allowed to participate in refresher and orientation courses conducted by various UGC-HRDC (Human Resource Development) formally it was known Academic Staff College.
* As per the guidelines of UGC once in every 3 years the syllabi is to be revamped, hence, BOS may be conducted before the month of May 2016 to incorporate and implement the relevant changes from the Academic year 2016-2017.
* As it is found by many research that there is direct link between Quality of Work and Amountof pay, therefore it is suggested that pay of staff may be increased from present level in to moderate level.

**9. STUDENTS FEEDBACK**

* Options may be given to the students to choose elective papers i.e., especially for Third years students
* Additional computer lab hours may be provided.
* Permanent White Board may be fixed in each class in the place of rolled White Sheet for the use of LCD projector.

**10. SUGGESTIONS**

* One additional paper may be introduced in to the students II and V semester; if they are commerce related it would be much useful.
* As per UGC norms workload for HOD may be fixed as 12 Hours and for other faculty 16 hours per 6 days week order.
* Tally paper may be replaced in the place of RDBMS and Business related computer applications may be introduced in the syllabus.
* In semester I, hours for Financial Accounting may be increased from 4hrs to 5hrs by reducing 1hr from Elements of Insurance (i.e., 5hrs to 4hrs)
* Days for Industrial Visit may be increased and chance may be given to visit big industries situated far away (For practical exposure).
* Additional Systems may be provided to enable more students to browse internet and to gain more knowledge.
* One laptop may be given to the department separately.
* Drinking water facility may be provided to department staff.
* Study room for boys may be opened regularly
* Separate bus may be provided for boys.

**11. CONCLUSION**

 It is concluded that the students are very much impressed and inspired by the college and the department which are providing curricular, co-curricular and Extra Curricular supports to them

Moreover we, conclude if steps are taken for further improving students’ communication skill for organising more placement programmes and for creating awareness regarding various competitive examinations like TNPSC, UPSC, IBPS, Staff Selection commission etc.… will help you to sustain the present quality and to improve more.

**12. SIGNATURES**

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| Chair Person | **Mr. P. Saravanan**HOD, Dept of Commerce – CASacred Heart College (Autonomous), Tirupattur |  |
| Subject Expert – 1 | **Dr. S. Sreedaran**Associate Professor, Dept of CommerceMuthurangam Govt. Art College (Autonomous)Vellore – Tamilnadu |  |
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| Industrial – Expert | **Mr. B. Maria Thomas**Asst. Manager – SalesWorld Gate Express Lines International Pvt. LtdRamathapuram, Coimbatore - Tamilnadu | **Absent** |