

**DEPARTMENT OF HISTORY**

**REPORT OF THE EXTERNAL ACADEMIC AUDIT HELD ON**

**29.12.2020 AT 01.00 PM - 04.00 PM**

**XVII. Observations of the Committee**

1. Proper maintenance of Records. Special appreciation for the maintenance of progress report of the students.
2. Syllabi to be revised to suit the current scenario and to enhance employment opportunities for the students.
3. Adequate infrastructure facilities are available in the campus.

**XVIII. Suggestions of the Committee**

1. Curriculum and syllabi can be revised as per the prescribed format of NAAC.
2. Action taken report should be maintained on the basis of feedback from students.
3. Staff should <sup>involve</sup> themselves in undertaking Major and Minor research projects.

**XIX. Recommendations of the Committee**

1. More focus on the development of E-learning materials will enhance students entered learning to face any challenging situations.
2. Students should be encouraged to participate in study tours, especially to visit Archaeological sites.

R. Sir - <sup>H</sup>  
29/12/20.

**SIGNATURE**

**Dr.R.Sivanantham**

Deputy Director

Tamil Nadu State Department of  
Archaeology  
Egmore, Chennai.

K. Vijaya  
29/12/20

**SIGNATURE**

**Dr.K.Vijaya**

Associate Professor & Head

Department of Historical Studies

Quaid-e-Millath Government College for Women,  
Chennai.

## **DEPARTMENT OF ECONOMICS**

### **ACADEMIC AUDIT REPORT -30/12/2020**

#### **Syllabus**

NME papers can be offered to other department by Economics Department Indian Economy for competitive Examination

To include course objectives and course outcome in the syllabus

Mathematics can be in one semester

#### **Comments**

Syllabus has been revised updated and fulfilling the demands of the job market

Well equipped department Library with books and journals

Good infrastructure facilities available in the campus

Teaching Evaluation

Multiple choice based (MCQ) should be incorporated in the question paper

#### **Research**

Research work must be enhanced and encouraged

Guest Lectures should be encouraged

Students must be encouraged to make presentation in the seminar

Interdepartmental competitions to be encouraged

#### **Student progression**

Students academic performance and skills are highly appreciable

Extension activity organized by the department are especially single teacher program is highly commendable

MOU signed by the Department appreciable and MOU 's can be added

#### **Best practices**

As per the presentation made by the HOD the students excel in academics and extracurricular activities

Students are encouraged to participate in sports NCC and NSS

Documentation of the departmental activities, student biodata mark register attendance and other such records are well maintained and updated.

### Areas requiring focus

Faculty members should be encouraged and they may be permitted to carry out their Doctoral Research work

More publication of activities in journals and publication of books

Attention may be given to obtain more funds from UGC TANSCH and other funding agencies for Departmental activities like conducting National seminars and workshops etc

Innovative teaching methods to be adopted

To encourage students to pursue post graduation in Economics

 30/12/20  
Dr. A. Munian

Associate professor and Head

Department of Economics

Presidency college

chennai

 30.12.20  
Dr. K. Sathyabama

Associate professor and Head

Department of Economics

Queen Marys college

chennai

 30/12/2020  
Dr Jabeen Ara Begum

Assistant professor and Head

Department of Economics

Justice Basheer Ahmed Sayeed

college for women

chennai

**REPORT OF THE EXTERNAL AUDIT COMMITTEE  
ON REVIEW OF FUNCTIONING OF THE DEPARTMENT UNDER AUTONOMY**

**DEPARTMENT : ENGLISH**

**MEENAKSHI COLLEGE FOR WOMEN  
ARCOT ROAD, KODAMBAKKAM  
CHENNAI 600 024**

**DATE OF VISIT TO THE COLLEGE : 30 /12/2020**

Name and Address of the College with pin code, phone no., fax, e-mail	Date of the Visit	Venue	Purpose of the visit
Meenakshi College For Women 363 Arcot Road, Kodambakkam Chennai 600 024 Ph. No.: 044 24725466 Fax: 044 24732504 E-Mail - office@meenakshicollege.com	30 /12/2020	HOMI BHABHA HALL	Review & Audit of performance of the Department under Autonomy
Name of the affiliating University to which the College concerned is Affiliated		University of Madras	

**I. Name of the Expert Visiting Committee Members:-**

S.No.	Name and address	Designation	Phone/e-mail
1	Dr S.Armstrong Dept of English University of Madras Chepauk Campus Chennai 600 005	Professor and Head	strongarmsmu@unom.ac.in Phone no:9791140260
2	Dr. G.Eswari Prabhu Associate Profesor and Head Dept of English Quaid-e-Millath Government College for Women Chennai 600 002	Professor	eshwari.gananathan@gmail.com
3	Dr. V.David Jeyabalan Associate Professor, Dept of English Loyola College Chennai - 600 034	Professor	vdavidjeyabalan@gmail.com



## II. Background of the College with Vision, Mission and Objectives

### Vision

The Meenakshi College for Women was established on 4<sup>th</sup> August 1975 with only pre-university courses. Undergraduate courses were started in 1976 and during the year 1977, affiliation was granted for the B.A, Branch XII English Literature course. The objective was to introduce the basic concepts of literature, language and communication to students. Mrs. Santha Thirumalpad headed the department successfully till 1988, and when she retired Dr. S. Radha Saraswathy took over as Head till the year 1995. In 1995 Mrs. Pushkala took charge of the department. Mrs. Rajeswari Duraimanickam took over as head in the year 2000. After her, Mrs. Marthandam Aruna took over and served as Head of the Department of English till 2010. Mrs. T. Ambika was Head of the Department from 2011 upto 2014, Mrs. Esther Kirubavathy took up the reins of Head of Department upto Oct 2014, Dr. Usha Sadasivan has been Head of the Department till date.

The Department of English has been functioning under the autonomous system from the year 1999. The Department of English under autonomy has been able to bring about far reaching changes in the syllabus and introduced innovative teaching methodology. It has kept pace with the digital revolution by setting up a 3 lakh- rupee language lab to hone communication skills. The Department since its inception has aimed to train and equip students of the college with language skills to enable them to communicate effectively in their work spaces. The **IQAC Cell** of the college in collaboration with the members of the **Board of studies** assess and evaluate the activities and teaching practices of the staff in the Department. The Cell forwards its findings and recommendations in its meetings with staff members and examines the curriculum and teaching resources. To this end the department has planned its lessons to incorporate requisite elements essential for communication in English like grammar, LSRW (Listening, Speaking, Reading, Writing) skills and vocabulary exercises. The department is also aware of the changing trends in the industry and has introduced courses in English for Communication as theory and practical classes. This makes the syllabus contemporary and relevant. Students leave the college equipped with language skills and the confidence to participate in Group discussions, personal interviews and written tests. Keeping in mind the latest developments the Department has also introduced translation in its course of study. Students learn to translate from English to Tamil and vice versa thereby increasing fluency and vocabulary skills in both languages.

The Department comprises a dedicated team of faculty members who seek to instil a love for the language and effective communication skills in their students. They use a variety of teaching methodologies to ensure that students come to be confident users of the English language. Role play, Seminar and individual and group paper presentations, quiz, debate, group discussions are some of the activities conducted in class to encourage student participation and interaction. The number of successful placements recorded every year is proof of the confidence and preparedness of the students to communicate effectively in English.

### Mission

- To provide quality higher education and sustain academic excellence.
- To provide all the physical, human and technological infrastructure for effective learning process
- To create a stimulating environment to motivate research and development

- To foster institution industry interface that ensures academic programmes appropriate to employment needs.
- To develop the aptitude to appreciate liberal arts and culture among students
- To impart values of patriotism, integrity and compassion for the under privileged in a conscious manner.

## Objectives

- To provide broad based quality education to meet the changing needs of the fast moving society
- To promote education that empowers students to secure gainful employment.
- To develop responsible citizens with sterling values in keeping with the traditions of society.

## III. Profile of the College

1.	Name of the Principal (phone, fax, e-mail)	Dr. (Mrs.) N Manju (9840188148) Email principal@meenakshicollege.com
2.	a. Year in Which the Department was Started (supporting documents to be placed as Annexure)	1977
	b. Date when the College was declared fit under section 2(f) and 12 (B) of UGC Act 1956	No.3/1(4)/77/A13023/dt.07.09.1981
3.	Autonomous Status details (copy of UGC letter to be placed as Annexure)	
	a. Period of Autonomous status	From 1999-2000 onwards
	b. Extension of autonomy granted for the period	Till 2017
	c. Extension of autonomy now required for the period	From 2017 onwards
4.	Status of Accreditation (supporting documents to be placed as Annexure)	A+
	a. Whether accredited by NAAC? If yes the period of accreditation and grade awarded	Yes, (Till 2017) A+
	b. Whether the courses are accredited by NBA? If yes, give details	Not Applicable



5.	Category under which the College falls as per UGC guidelines		
	a.	Men	No
	b.	Women	Yes
	c.	Co- Education	No
	d.	UG/PG/Both/	UG
	e.	Single Faculty/ Multi faculty	Multi faculty
	f.	Whether Government/ Self Financing / Aided/partially aided?  In case of aided/partially aided, purpose and % of grants received from the Government	Aided
6.	Type of College		
	a.	Arts / Science / Commerce	Arts, Science and Commerce
	b.	Engineering	
	c.	Education	
	d.	Others (Law, Physical Education, etc.)	
	e.	Multi-faculty (give details)	

#### IV. Infrastructure facilities

1.	Total land available (in acres) (copy of land documents to be placed as annexure)	5 acres
2.	Whether land is registered in the name of the College?	99 years of lease land from IJET, a sister institution Registered in the name of IJET which is our sister concern governed by The Ganapathy Educational Trust
3.	Class Rooms (No. of class rooms and covered area in sq. Ft.)	3 classrooms
4.	Laboratories (No. of labs rooms and covered area in sq. Ft.) (List of labs along with equipment to be placed as annexure)	1 Lab - Used intensively to hone reading and speaking skills of students.
5.	Central Library (i) Total Area (ii) Whether reading room available? (iii) Details about books, titles, Journals (National/International), CDs, e-resources, e-journals, Theses, etc.)	10700 sq ft Yes Textbooks - 4261 Reference Books - 19 e-books - 32,34000 e-journals - 10,000 Databases - 25

6.	Whether Departmental Libraries available? If yes, please give details.	Yes. 50 recently published books on relevant topics are kept for reference for students and staff.
7.	Hostels (No. of rooms with students accommodated)  (i) Men (ii) Women	No
8.	Information about  (i) Administrative Block (ii) Principal Office (iii) Staff Room (iv) Common Room (v) Canteen (vi) Auditorium  (vii) Internet facilities (viii) Medical facilities (ix) Transport facilities (x) Others	Ground Floor and second floor Ground Floor First Floor F1 and S1 Ground Floor KRS, Albert Einstein Ground Floor, Homi J Bhabha First Floor/MSA III Floor Available on all floors Sick Room(G17) College being located in the heart of the city is well connected by both roadways and railways
9.	Sports facilities (indoor/outdoor), Play grounds, Fitness equipment, sports coaches, etc.	Playgrounds for basketball, throw ball courts, cricket pitch, athletics. Sports coaches for volleyball and other games
10.	Total Buildings (covered area in sq. Ft.)	3,40,140 sq ft (2,87,602.80 sqft)
11.	Whether College website is available and updated regularly?	Yes 24 hour internet connectivity available

#### V. Courses

1.	Courses offered (including diploma/certificate)									
	<table><tr><th>S.No.</th><th>Course</th><th>Intake</th><th>Actual enrolment at present</th></tr><tr><td>11</td><td>BA English</td><td>70</td><td>74</td></tr></table>	S.No.	Course	Intake	Actual enrolment at present	11	BA English	70	74	
S.No.	Course	Intake	Actual enrolment at present							
11	BA English	70	74							
2.	Courses started after grant of autonomy (including diploma/certificate)	NA								
3.	Whether approval of the University and concerned Statutory Council(s) obtained for starting new courses? If yes, please provide approval letter.	NA								
4.	Whether self-financing courses started by the College? If yes, list of the courses	NA								



5.	Whether the Committee is satisfied about the courses offered by the Department, especially self-financing courses?	NA
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#### VI. Faculty strength

1	No. of teachers available (Professor, Associate Professor, Assistant Professor, others)	6+1											
	<div>(i) Regular - 06</div> <div>(ii) Ad-hoc</div> <div>(iii) Contractual - 01</div> <div>(iv) Guest faculty</div> <div>(v) Visiting faculty</div> <div>(vi) Emeritus</div> <div>Separate list of the faculty for the above categories to be provided with name, designation, qualification, pay, total experience, no. of years in the college, no. of research publication to be provided as Annexure.</div>	Annexure I attached											
2	Sanctioned, working strength and vacant position (faculty)												
	Category	Sanctioned			Total Working			Total	Vacant			Total	Grand Total
		Prof	Asso Prof	Asst Prof	Prof	Asso Prof	Asst Prof		Prof	Asso Prof	Asst Prof		
	Aided			07							04	11	11
	Non-aided						01					01	01
	Others												
	Total			07			01				04	12	12
3.	Qualification of Faculty												
	Category	No. of Ph.D		No. of M.Phil		Other		Total					
	Aided	02		04				06					
	Non-Aided					01		01					
	Other												
	Total	02		04		01		07					

## VII. Research Profile

1.	No. of Research Publications during the last five years (List to be placed as Annexure)	National -7 International -16  <b>Annexure II Attached</b>
2.	Research Projects undertaken during the last five years  (List to be placed as Annexure including name of the teacher, title of the project, funding agency, etc.)	Nil
3.	Seminars/Conferences/Workshop/ symposia organized during the last five years  (List to be placed as Annexure- separate for National/International)	<b>Annexure III attached</b>
4.	Seminars/Conferences/Workshop/ symposia attended during the last five years  (List to be placed as Annexure – separate for National/International)	<b>Annexure IV attached</b>
5.	Other research and consultancy related activities	<b>Annexure V attached</b>

VII.	Admission Policy & Process	As per State Government Policy
VIII.	Course-wise Fee Structure and its basis. Comments of the Committee on the fee structure	Rs. 1000/- per semester
IX.	Teaching Learning Methods. Whether the Committee is satisfied with the present methods?  Whether CBCS adopted?	<ul style="list-style-type: none"> <li>• Chalk and Board</li> <li>• Power Point Presentation</li> <li>• Group Discussion</li> <li>• Quiz and Debate Method</li> <li>• Role Play</li> </ul> Yes
X.	Examination and Evaluation  Examination reforms by the college	Semester Pattern is followed -weightage is given to both Continuous Internal Assessment as well as End semester Examinations  Reforms carried out as and when required on the advice of the Academic Audit team and Board of Studies members and passed by the Academic Council

	Whether the Committee is satisfied with the present mode of examination and evaluation?	
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XI.	Achievements of Students in examinations and other activities  (please provide details separately for examinations, co-curricular, extracurricular activities)	Annexure VI Attached
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XII.	Achievement of Teachers	Annexure VII Attached
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### **XIII. Administrative activities**

1.	Whether the Governing Body, Academic Council, Finance Committee and Board of Studies are constituted? If yes, give constitution of these bodies.	Yes Annexure VIII attached
2.	Whether meetings of these bodies are conducted as per UGC guidelines for autonomous colleges? If yes, give dates of the meetings held during the last five years.	Yes Academic Council meeting ( 12.03.2014, 18.08.2015, 26.02.2016, 26.10.2017, 29.08.2018)
3.	Comments of the Committee on the resolutions passed by the above bodies in recent times	

### **XIV. Interaction with Stakeholders**

1.	Interaction with faculty	Department meetings are conducted regularly and students performance, upcoming seminars and workshops are discussed
2.	Whether all the teachers are in favour of extension of autonomy to the College?	Yes
3.	Interaction with Students	Counselling is given once a week. Class teachers take the task of mentoring the students very diligently
4.	Interaction with Non-teaching staff	Discussion regarding scholarship work and other details required by the government such as plus two mark sheet verification, admission formalities etc. Very cordial relationship is maintained.



#### XV. Achievements of the Department after UGC autonomy

**Experience of the Department as a part of an Autonomous Institution in curriculum development, teaching and learning, examination, credit system, grading system, infrastructure, governance, etc.**

##### Achievements

S.No.	Items	Status before autonomy	Status at present
1.	UG intake	70	74
2.	PG intake	NA	NA
3.	UG programmes	BA English	BA English
4.	PG programmes	NA	NA
5.	M.Phil/ Ph.D.	NA	NA
6.	Research Centres		Meenakshi Sundararajan Research Centre supports research in all fields
7.	Research Publications	Few	Excellent
8.	Research Projects		Nil
9.	Organising Seminar, conference, etc.	Good	Very Good
10.	Attending Seminar, conference, etc.	Good	Very Good
11.	Extension activities	Good	Excellent
12.	Consultancy	Few	Good
13.	Faculty	Adequate	Good
14.	Faculty with Ph.D.	Two	Two completed. One in process
15.	Infrastructure	Good	Excellent
16.	Library	Excellent	Excellent
17.	Result analysis	Good	Very Good
18.	Placement	Good	Very Good
19.	Any other		

DEPARTMENT OF ENGLISH

REPORT OF THE EXTERNAL ACADEMIC AUDIT HELD ON

30.12.2020 AT 11.00 AM - 01.00 PM

XVII. Observations of the Committee

1. The Academic Audit Committee appreciates the initiatives taken by the Department of English in entering into MOUs with reputed organizations.
2. The AAC is happy with the involvement of the Department of English in encouraging both the teachers and the students to enroll for SWAYAM & NPTEL certificate courses.
3. The AAC is pleased to note the high pass percentage produced by the Department and the amount of curriculum and extra curricular activities that include publications & TATTOO and educational fairs organized by it.
- 4) The AAC is also appreciative of the interest and involvement shown by the Department in enhancing the placement opportunities of the students at the end of their course in college.

XVIII. Suggestions of the Committee

1. The AAC suggests to reduce the number of tests and the time spent on CIA.
2. Language Lab and the Departmental library can be provided with internet facility
3. All classrooms can have PPT facility and SMART classrooms.

4. The Dept can screen good English films (Children's films) on good ethics to help students with spoken English.
5. The internal assessment can have 40% and the External Exam can have 60% for the UG English.

#### XIX. Recommendations of the Committee

1. The Dept can go for an MOU with the Goethe Institute in Chennai.
2. Faculty can orient themselves towards research activities including publications in peer reviewed journals.
3. The Dept can host national or international conferences annually on contemporary themes.
4. The college can plan to introduce MA(English) programme at the earliest.

*Dr. S. Armstrong*  
30/12/20

**SIGNATURE**

**Dr. S. Armstrong**  
Professor and Head,  
Dept of English  
University of Madras  
Chepauk Campus  
Chennai 600 005

*Dr. G. Eswari Prabhu*  
30/12/2020.

**SIGNATURE**

**Dr. G. Eswari Prabhu**  
Associate Professor and Head  
Dept of English  
Quaid-e-Millath Government  
College for Women  
Chennai 600 002

*Dr. V. David Jeyabalan*  
30/12/2020.

**SIGNATURE**

**Dr. V. David Jeyabalan**  
Associate Professor  
Dept of English  
Loyola College  
Chennai 600 034



## **INTERNAL ACADEMIC AUDIT REPORT**

**Name of the Department:** Mathematics

**Date of Audit:** 30-12-2020

**Committee Members:** 1) Dr.M.A.Basker,  
Assistant Controller of Examinations  
Associate Professor,  
Department of Mathematics,  
Loyola College, Nungambakkam, Chennai-600 034  
2) Dr. D. Lalitha,  
Associate Professor and Head,  
Department of Mathematics,  
Presidency College,  
Chepauk, Chennai-600 005  
3) Dr. Y. Sarada,  
Professor,  
Department of Mathematics,  
College of Engineering,  
Anna University,  
Guindy, Chennai-600 032.

The members of the Internal Academic Audit scrutinized the documents provided by the staff members of the Department of Mathematics.

### **Observations and Recommendations**

#### **Strengths of the Department:**

- Syllabus revision for various courses has been carried out and a course on Number Theory has been introduced to cater to the needs of the recent trends.
- The Book bank of the department helps the students to improve their study.
- It is impressive to learn that the department has an MOU with ICMR by which about 5 students are being benefited annually.

- It is highly appreciable that students have enrolled for SWAYAM and many of them have got the course certificates.
- It is impressive that the academic performance in UG program is consistently between 98% - 100% and 92% - 100% for the PG program.
- Good placements in many reputed companies like CTS, TCS, Sutherland Technologies, ZIFO is appreciated.
- More than 53% UG students have gone for higher studies.
- Mrs. Sujatha K, Assistant Professor has published 4 research articles in peer-reviewed journals.
- Social service activities done by the students and faculty members of the department with value education classes help the students to inculcate the moral values and social responsibility.
- Students are carrying out projects within the college campus and outside the college campus.
- UG students have been encouraged to participate in various extra-curricular activities like sports and have fetched prizes in Chess and also attended academic workshops.
- PG students have been encouraged to do paper presentations and poster presentations and have won 1<sup>st</sup> and 2<sup>nd</sup> prizes.

#### **Suggestions of the committee:**

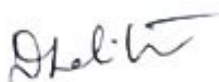
- Training can be provided to the students to compete in national level exams like JAM, NET/ SLET whichever is appropriate.

#### **Recommendations of the committee:**

- It is recommended that the faculty strength of the department should be made sufficient.
- Further it is recommended to install software related to Mathematics like MATLAB, R.



Dr.M.A.Basker



Dr. D. Lalitha



Dr. Y. Sarada

**MEENAKSHI COLLEGE FOR WOMEN (AUTONOMOUS)**  
**DEPARTMENT OF PHYSICS**  
**ACADEMIC AUDIT REPORT - 29.12.2020**

**OBSERVATIONS:**

Along with regular academic activities, the following appreciable points are observed:

1. Encouragement given to students regarding participation in SWAYAM/MOOC courses
2. Courses on Quality Control Circle and remedial classes
3. Systematized evaluation methods
4. Well established Nuclear Radiation Physics Laboratory at Meenakshi Sundararajan Research Centre.

**SUGGESTIONS AND RECOMMENDATIONS:**

1. The staff of the Department may be encouraged to apply for UGC -DAE - CSR projects at various centres of India (Collaborative Research Scheme)
2. Staff can be encouraged to apply for UGC minor research projects
3. Faculty can involve in publication of popular articles and review of scientific work
4. Collaboration leading to MOU with Scientific Institutions can be taken up. (Suggestions 1 and 2 will complement)
5. Overall UG and PG syllabus is good. Some topics which are repetitive (e.g Matrices, Vector calculus) can be replaced suitably.
6. Regarding End Semester Examinations - Scrutiny of the question paper set by the external member may be considered so as to minimize the moderation of marks.

**Members of the Academic Audit Committee**

**1. Dr. C. Venkateswaran**

~~Associate~~ Professor & Head  
Department of Nuclear Physics  
University of Madras, Chennai - 05



29/12/2020

**2. Dr. Samuel Asirvatham**

Associate Professor & Head  
Department of Physics  
Madras Christian College,  
Tambaram, Chennai - 59



29/12/2020



DEPARTMENT OF CHEMISTRY

REPORT OF THE EXTERNAL ACADEMIC AUDIT HELD ON 31.12.2020

Observations of the Committee

- Academic calendar well planned and followed.
- Periodic assessment of the students and remedial actions are well planned and executed.
- Teaching and learning process documentation is meticulously prepared.
- Examination system is robust and well organized.
- The analytical reasoning paper offered here is an innovative concept with maximum productive results.

Suggestions of the Committee

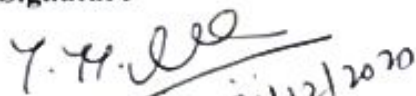
- Reading media articles on science technology and environmental aspect and brief it in class.
- Plan industrial visits to water treatment and sewage treatments plants.
- Encourage students to take up software course.

Recommendations of the Committee

- Lab visits to the third year student to give an onsite exposure.
- Journal articles – Current science, Journal of Chemical Education .

Students can be encouraged to read understand and give a short presentation.

**Signature**

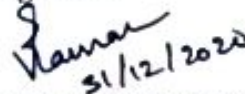


Dr. T.M. Sridhar, 31/12/2020  
Assistant Professor and Head In-charge,  
Department of Analytical Chemistry,  
University of Madras, 4<sup>th</sup> Floor, Multi storey Building  
(MSB) Oppl Birla Planetarium,  
Guindy Campus, Chennai – 600 025

**Dr. T.M. SRIDHAR**

Assistant Professor & Head In-charge,  
Department of Analytical Chemistry  
University of Madras  
MSB, 4th Floor, Opp. Birla Planetarium  
Guindy Campus, Chennai - 600 025.

**Signature**



Dr. Raman Vedarajan  
Scientist,  
Centre for fuel cell technology,  
International Advanced Research  
Centre for Powder Metallurgy (ARCI),  
IIT Madras Research Park,  
6, Kanagam Road, Taramani,  
Chennai - 600113

# DEPARTMENT OF PLANT BIOLOGY AND PLANT BIOTECHNOLOGY

## ACADEMIC AUDIT REPORT 2020-2021


The documents and reports of Academic activity of the department of Plant Biology and Plant Biotechnology were checked and verified. The documents related to the following academic activities are scrutinized.

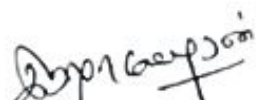
1. Curricular activities
2. Teaching and Learning with Evaluation
3. Research activities
4. Co-curricular activities
5. Academic Lab Activities R&D
6. Students supporting activities
7. Healthy Practices.

As per the verification of documents submitted by department, the academic audit committee appreciate the efforts put in by the college management, department, faculty, staff and students for their excellent service. The committee also recommend the management to provide facility to do research oriented activities.

The following suggestions were made for the enrichment of the academic activities.

1. It is suggested to assign the students under the internal supervisor from the department for doing project work at the final semester.
2. It is suggested to include other trainings like post-harvest technologies for the preservation of food, fruits and vegetables, etc. using indigenous cost effective technologies.

  
Dr. P. J. ALANI  
Associate Professor  
CAS in Botany  
University of Madras  
Guindy campus, Chennai- 600025

  
Dr. R. DAMOTHARAN  
Associate Professor  
Dept of Botany  
Government arts college for Men,  
Nandanam, Chennai-600035



# **MEENAKSHI COLLEGE FOR WOMEN (Autonomous)**

**CHENNAI – 600 024**

## **DEPARTMENT OF ADVANCED ZOOLOGY & BIOTECHNOLOGY**

### **REPORT ON THE ACADEMIC AUDIT, DECEMBER 2020**

The committee constituting the following external members met at the Department of Advanced Zoology & Biotechnology, Meenakshi College for Women (Autonomous), Chennai on **29.12.2020 at 2.30 P.M.** to conduct Academic Audit to review the functioning of the department under Autonomous setup covering Academic, Teaching, Evaluation and Healthy practices.

#### **Members Present:**

Dr. S. Janarthanan  
Professor & Head  
Department of Zoology  
University of Madras  
Guindy Campus  
Chennai – 600 025

Dr. M. Asrar Sheriff  
Associate Professor & Head  
Department of Zoology  
The New College  
Chennai – 600 014

The members of the committee report the following as the outcome of academic audit for the undergraduate course in Advanced Zoology & Biotechnology:

- The department conducts Board of Studies regularly by reviewing the content of various courses/subjects, updating the content from time to time and introducing new courses of study. Subsequently, this has got its approval on a regular basis by the Academic Council of the Institution for implementation.
- The co-curricular content including Soft Skill courses and Internship programmes are revised as per the requirements of the students. The induction of “Preparatory Course for Competitive Examination” is in fact constructive for students appearing for various employment opportunities.
- Visit by students to Single-Teacher schools in Kanchipuram District and serve with their teaching programme on regular basis by this department is an excellent representation for the extension activity.
- Setting question papers and evaluation of answer scripts for various courses in the undergraduate programme in Advanced Zoology & Biotechnology only by the external examiners add significance to the course. Consequently, the outcome of results for the last two batches of students revealed that there are 5.5 % of students



placed under "O"; 10 % placed under "D++"; 23 % under "D+" and 33 % under "D". Overall, all these students are placed between 75 % and 95 % of marks. It indicated that 3/4 of the students fall under 75 to 95 % score categories.

- The conduct of examination and announcing results "on time" is also a quality practice by the institution.
- Infrastructure, learning resources, student support, progression, governance and leadership are ample both in the department and institution.
- The healthy and best practices exercised by the students with the help of faculty members are plenty.

#### **Suggestions:**

1. Students' feedback on individual teachers for each course and every semester is vital. This provides teachers the opportunities to make real-time sensitization to their teaching.
2. A centralized scrutiny of answer sheets at random with question papers and syllabus for every course by an expert once in few years is needed to re-assess the reputation of QP setting and evaluation.
3. Documentation and revealing the "healthy and best practices" already adopted by the department at essential times are to be strengthened.

#### **Signature:**

Dr. S. JANARTHANAN

*S. Janarthanan*  
29.12.2020

Dr. M. ASRAR SHERIFF

*M. Asrar Sheriff*  
29/12/2020

**MEENAKSHI COLLEGE FOR WOMEN (AUTONOMOUS)**  
**KODAMBAKKAM, CHENNAI - 600024**  
**DEPARTMENT OF COMMERCE**  
**REPORT OF THE EXTERNAL ACADEMIC AUDIT HELD ON**  
**31.12.2020 AT 10.30 PM - 1.00 PM**

**Observations of the Committee**

1. The Department of Commerce offers two UG programmes namely B COM GENERAL and B COM BANKING MANAGEMENT Degree programmes under Shift I. In addition, M COM and M Phil and also conducted.
2. The Board of Studies is held twice a year for revamping the curriculum and Syllabi.
3. Institutional Training is arranged for the students of BCOM BANKING MANAGEMENT which is compulsory and for the students of BCOM GENERAL which is not mandatory.
4. As per as the placement of the students is concerned, it averages 50% for BCOM General and B COM BANKING MANAGEMENT.
5. Students feedback is being done in the traditional manner.
6. Students attendance is maintained in the traditional mode through Attendance Register.
7. As against the minimum requirement of the faculty, there are only four faculties available and there is a shortage of four faculties.
8. Students Admission is done as per the Government norms.
9. The Department relies on the E-Resources available in the College library.
10. Wherever necessary ICT enabled teaching facilities are utilised by the Staff Members.
11. The Department maintains an impressive examination results averaging 100%

12. Apart from Government Scholarships students are also facilitated to avail a large number of private scholarships.
13. There is no formal student parent association.
14. Faculties in the Department of the Commerce deserve praise and appreciation for enriching the knowledge by participating in several online learning programmes and courses during the pandemic period.

#### **Suggestions of the Committee**

1. The Faculty member should take steps to obtain Guideship for PH.D
2. Steps to be taken to integrate the credits obtained by the students in the MOOCs into the Regular Mark sheet.
3. Faculty members should be encouraged to take up minor and major research project.
4. Students attendance should be done through the ERP.
5. The Department should float Alumni Association for the students passed out of the Department.
6. Scrutiny of the question paper should be done by the External Subject expert along with the senior staff of the Department.
7. End Semester Answer paper Evaluation should be done by the course faculty as well as the external examiner.
8. Aadhar number of the students may be added in the mark statement.
9. Additional Controller of Examiner may be appointed to assist the Controller of Examination.

#### **Recommendations of the Committee**

1. Online feedback system should be introduced and the facility must be made available at the college website.



2. Assessment rating of faculty for each of the courses handled must be made and the same is communicated to the faculty.
3. The College should appoint the minimum number of four regular staff.
4. Every Classroom must be made as an ICT Enabled Classroom.
5. The statement of mark should also bear the signature of the principal along with the signature of the COE.
6. The College should take steps to become member of the National Academic Depository in order to give virtual access to the students' certificates.
7. In the mark statement, the word 'course' should be replaced by 'branch'.



**SIGNATURE**

Dr.S. Gurusamy  
Associate Professor & Head  
Department of Commerce  
Shiv Nadar University  
Kelambakkam  
Chennai



**SIGNATURE**

Dr. T. Joseph  
Associate Professor & Head  
Department of Commerce  
Loyola College  
Nungambakkam  
Chennai



**SIGNATURE**

Dr. A. Saraswathy  
COE, Associate  
Professor & Head  
Department of Commerce  
Govt. Arts College for Men  
Nandanam  
Chennai

**Dr.T.JOSEPH, M.Com.,M.Phil.,M.B.A.,ICWA Inter.,Ph.D.,**  
RESEARCH SUPERVISOR & GUIDE  
P.O. & RESEARCH DEPARTMENT OF COMMERCE  
LOYOLA COLLEGE (AUTONOMOUS)  
CHENNAI - 000 034

# REPORT OF THE EXTERNAL AUDIT COMMITTEE ON REVIEW OF FUNCTIONING OF THE DEPARTMENT UNDER AUTONOMY

**DEPARTMENT OF TELUGU**

**MEENAKSHI COLLEGE FOR WOMEN  
ARCOT ROAD, KODAMBAKKAM  
CHENNAI 600 024**

**DATE OF VISIT TO THE COLLEGE : 30.12.2020**

Name and Address of the College with pin code, phone no., fax, e-mail	Date of the Visit	Venue	Purpose of the visit
MEENAKSHI COLLEGE FOR WOMEN (AUTONOMOUS) KODAMBAKKAM CHENNAI-600 024 044-2475466 FAX-24732504 office@meenakshicollege.com	30.12.2020	DEPARTMENT OF TELUGU	Review & Audit of performance of the Department under Autonomy
Name of the affiliating University to which the College concerned is Affiliated		UNIVERSITY OF MADRAS	

## **I. Name of the Expert Visiting Committee Members:-**

S.No.	Name and address	Designation	Phone/e-mail
1	Dr. S.Yagnasekhar Associate Professor & Head Department of Telugu Madras Christian College Tambaram, Chennai-600 059	Associate Professor & Head Department of Telugu	9840600189 yagnasekhar@gmail.com
2	Dr. A.Ambruni Assistant Professor & Head Department of Telugu Presidency College, Chennai-600005	Assistant Professor & Head Department of Telugu	9444147726 Ambruni.63@gmail.com
3	Dr. Mudduluru Suresh Assistant Professor & Head Department of Telugu DRBCCC Hindu College Pattabiram, Chennai-600072	Assistant Professor & Head Department of Telugu	9444936932 Sinceresuresh5@gmail.com

## **II. Background of the College with Vision, Mission and Objectives**

The Institution works towards the goal of continuous improvement in the discovery and sharing of knowledge by providing broad based quality higher education on global standards to young women, particularly from the neighborhoods to transform them into responsible and self reliant individuals with a receptive mind for liberal arts and culture and an empathetic attitude to social problems.

**Mission is -**

To provide quality higher education and sustain academic excellence.

To provide all the physical, human and technological infrastructure for effective learning process

To create a stimulating environment for motivating research and development.

To foster institution industry interface that ensures academic programmes appropriate to employment needs.

To develop the aptitude for appreciating liberal arts and culture among students.

To impart values of patriotism, integrity and compassion for the under privileged in a conscious manner.

## Profile of the College

1.	Name of the Principal (phone, fax, e-mail)		Dr N.MANJU/ 9840188148						
2.	a.	Year in Which the Department was Started  (supporting documents to be placed as Annexure)	1976						
	b.	Date when the College was declared fit under section 2(f) and 12 (B) of UGC Act 1956  (copy of UGC Letter to be placed as Annexure)	07.09.1981						
3.	Autonomous Status details  (copy of UGC letter to be placed as Annexure)		1999						
	a.	Period of Autonomous status							
	b.	Extension of autonomy granted for the period							
	c.	Extension of autonomy now required for the period							
4.	Status of Accreditation (supporting documents to be placed as Annexure)								
	a.	Whether accredited by NAAC? If yes the period of accreditation and grade awarded	yes A+ grade						
	b.	Whether the courses are accredited by NBA? If yes, give details  <table border="1" data-bbox="379 1361 842 1478"> <thead> <tr> <th>S.No.</th> <th>Course</th> <th>Period of accreditation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	Course	Period of accreditation				
S.No.	Course	Period of accreditation							
5.	Category under which the College falls as per UGC guidelines								
	a.	Men							
	b.	Women	✓						
	c.	Co- Education							
	d.	UG/PG/Both/							
	e.	Single Faculty/ Multi faculty	✓						



	f.	Whether Government/ Self Financing / Aided/partially aided?  In case of aided/partially aided, purpose and % of grants received from the Government	Aided
6.	Type of College		
	a.	Arts / Science / Commerce	✓
	b.	Engineering	
	c.	Education	
	d.	Others (Law, Physical Education, etc.)	
	e.	Multi-faculty (give details)	

### III. Infrastructure facilities

1.	Total land available (in acres) (copy of land documents to be placed as annexure)	5 acres
2.	Whether land is registered in the name of the College?	Registered in the name of III T which is our sister concern
3.	Class Rooms (No. of class rooms and covered area in sq. Ft.)	1 for each language
4.	Laboratories (No. of labs rooms and covered area in sq. Ft.) (list of labs along with equipments to be placed as annexure)	
5.	Central Library  (i) Total Area (ii) Whether reading room available? (iii) Details about books, titles, Journals (National/International), CDs, e-resources, e-journals, Theses, etc.)	10000 sq.ft Yes 1752 books e-journals-10000 e-books 32,34000
6.	Whether Departmental Libraries available? If yes, please give details.	
7.	Hostels (No. of rooms with students accommodated) (i) Men (ii) Women	NA yes

8.	Information about	
	(i) Administrative Block	-Ground floor
	(ii) Principal Office	-Ground floor
	(iii) Staff Room	-Ground floor
	(iv) Common Room	-F1,S1
	(v) Canteen	-Ground floor
	(vi) Auditorium	-KRS Auditorium, Meenakshi Sundararajan Auditorium
	(vii) Internet facilities	-Computer lab, Department system with Internet facility
	(viii) Medical facilities	-Ground floor
	(ix) Transport facilities	-Since college is situated in the heart of the city and is connected with both bus and rail services students make use of those services.
	(x) Others	
9.	Sports facilities (indoor/outdoor), Play grounds, Fitness equipment, sports coaches, etc.	yes
10.	Total Buildings (covered area in sq. Ft.)	2,87,602.80 sq ft
11.	Whether College is website is available and updated regularly?	yes

#### IV. Courses

1.	Courses offered (including diploma/certificate)	List attached								
	<table><tr><th>S.No.</th><th>Course</th><th>Intake</th><th>Actual enrolment at present</th></tr><tr><td></td><td></td><td></td><td></td></tr></table>	S.No.	Course	Intake	Actual enrolment at present					
S.No.	Course	Intake	Actual enrolment at present							
2.	Courses started after grant of autonomy (including diploma/certificate)	List attached								
3.	Whether approval of the University and concerned Statutory Council(s) obtained for starting new courses? If yes, please provide approval letter.	yes								
4.	Whether self-financing courses started by the College? If yes, list of the courses	List attached								
5.	Whether the Committee is satisfied about the courses offered by the College, especially self-financing courses?									

### V. Faculty strength

1.	No. of teachers available (Professor, Associate Professor, Assistant Professor, others)	Assistant Professor-1
	<p>(i) Regular</p> <p>(ii) Ad-hoc</p> <p>(iii) Contractual</p> <p>(iv) Guest faculty</p> <p>(v) Visiting faculty</p> <p>Separate department-wise list of the faculty for the above categories to be provided with name, designation, qualification, pay, total experience, no. of years in the college, no. of research publication to be provided as Annexure.</p>	Regular -1
2.	<p>Sanctioned, working strength and vacant position (faculty) -</p> <p>Sanctioned-1</p> <p>Working strength-1</p> <p>Vacant-Nil</p>	
3.	Qualification of Faculty	Dr.G.Nalini . M.A., M.Phil., Ph.D.,



4.	<p>Non-teaching staff</p> <p>(i) Sanctioned</p> <p>(ii) Working</p> <p>(iii) Vacant</p> <p>List of the non-teaching staff to be provided as annexure indicating name, designation, qualification, pay</p>	
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#### VI. Research Profile

1.	<p>No. of Research Publications during the last five years</p> <p>(Department-wise list to be placed as Annexure)</p>	-
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Category	Sanctioned			Total	Working			Total	Vacant			Total	Grand Total
	Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		
Aided			1	1			1	1			nil	1	1
Non-aided													
Others													
Total				1				1					1

Category	No. of Ph.D	No. of M.Phil	Other	Total
Aided	1			
Non-Aided				
Other				
Total	1			

2.	Research Projects undertaken during the last five years (Department-wise list to be placed as Annexure including name of the teacher, title of the project, funding agency, etc.)	
3.	Seminars/Conferences/Workshop/ symposia organized during the last five years (Department-wise list to be placed as Annexure- separate for National/International)	
4.	Seminars/Conferences/Workshop/ symposia attended during the last five years  (Department-wise list to be placed as Annexure - separate for National/International)	
5.	Other research and consultancy related activities	

<b>VII.</b>	<b>Admission Policy &amp; Process</b>	As per state policy
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<b>VIII.</b>	<b>Course-wise Fee Structure and its basis. Comments of the Committee on the fee structure</b>	
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<b>IX.</b>	<b>Teaching Learning Methods.</b> <b>Whether the Committee is satisfied with the present methods?</b>  <b>Whether CBCS adopted?</b>	Chalk and talk method, Seminar , Quiz.  Yes.
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<b>X.</b>	<b>Examination and Evaluation</b>  <b>Examination reforms by the College</b>  <b>Whether the Committee is satisfied with the present mode of examination and evaluation?</b>	
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<b>XI.</b>	<b>Achievements of Students in examinations and other activities</b> <b>(please provide details separately for examinations, co-curricular, extracurricular activities)</b>	
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<b>XII.</b>	<b>Achievement of Teachers</b>	
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**XIII. Administrative activities**

1.	Whether the Governing Body, Academic Council, Finance Committee and Board of Studies are constituted? If yes, give constitution of these bodies.	Yes
2.	Whether meetings of these bodies are conducted as per UGC guidelines for autonomous colleges? If yes, give dates of the meetings held during the last five years.	Yes Board of Studies meeting 03.01.2015 07.04.2016 26.02.2018 09.03.2020
3.	Comments of the Committee on the resolutions passed by the above bodies in recent times	

**XIV. Interaction with Stakeholders**

1.	Interaction with faculty	
2.	Whether all the teachers are in favour of extension of autonomy to the College?	Yes
3.	Interaction with Students	
4.	Interaction with Non-teaching staff	



**XV. Achievements of the Department after UGC autonomy**

Experience of the College as an 'Autonomous Institution' in curriculum development, teaching and learning, examination, credit system, grading system, infrastructure, governance, etc.				
Achievements				
	S.No.	Items	Status before autonomy	Status at present
	1.	UG intake		
	2.	PG intake		
	3.	UG programmes		
	4.	PG programmes		
	5.	M.Phil/ Ph.D.		
	6.	Research Centres		
	7.	Research Publications		
	8.	Research Projects		
	9.	Organising Seminar, conference, etc.		
	10.	Attending Seminar, conference, etc.		
	11.	Extension activities		
	12.	Consultancy		
	13.	Faculty		
	14.	Faculty with Ph.D.		
	15.	Infrastructure		
	16.	Library		
	17.	Result analysis		
	18.	Placement		
	19.	Any other		

XVII. Observations of the Committee

The Committee has gone through the entire records of the Dept. of Telugu. It is wonderfully presented and every minute details are recorded. Apart from the Part-I Teaching other programs like Certificate Courses also introduced.

XVIII. Suggestions of the Committee

1. Student Strength can be increased.
2. Syllabus can be relaxed.
3. Scholarships can be introduced for free education
4. Innovative Courses can be introduced.

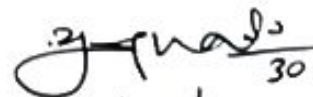
XIX. Recommendations of the Committee

1. As the department of Telugu is one of the oldest surviving department in the college, even though it is one teacher department, it can be introduced and elevated to the Research like M.Phil & Ph.D.


Place: Chennai  
Date: 30.12.2020

Name & Signature of Expert Visiting Committee Members


1. Dr. S. Yagna Sekhar -

 30.12.2020

2. Dr. A. AMBRUNI -

 30/12/2020

3. Dr. MUDDULURU SURESH -

 30/12/2020

Report of the Academic Audit conducted at Meenakshi College for Women, for Part I Hindi and NME Basic Hindi on 31<sup>st</sup> December at 10 a.m.

**Members Present:**

1. Dr. Chitti Annapurna - Professor & Head  
Department of Hindi  
University of Madras  
Marina Campus, Chennai-600005
2. Dr. S. Shafivulla - Associate Professor & Head  
Department of Hindi  
The New College  
Royapettah, Chennai-600014
3. Dr. Manoj Kumar Singh - Assistant Professor & Head  
Department of Hindi  
DG Vaishnav College  
Arumbakkam, Chennai-600106

**I. Observations**

**Syllabus**

Syllabus of UG Hindi (Foundation Course) is as per UGC / University of Madras Standards.

Syllabus of NME is as per minimum standards.

**Question Papers**

Language and grammatical errors are seen in Question Papers.

**Answer scripts**

Pass percentage is 100%

**Student Activities**

Students participated in various Intra and Inter – Collegiate Competitions and win prizes.

**Faculty**

- a) Qualification of the faculty is as per UGC norms.
- b) Career development – Faculty has participated in Orientation Programme at University of Madras from 16/10/2019 to 05/11/2019.
- c) Faculty has Published two articles to her credit and has attended Seminars / Conferences/ Workshops and presented papers participated in 30 Webinars actively.

**II. Suggestion & Recommendation**

**Departmental Activities**

Seminars/ Workshop/ Special Lectures/ Conferences may be organised for students.

The Audit Committee has the following suggestions.

1. Scrutiny of Question papers before conducting exams.
2. Change of Question Paper setters with expertise in subject as well as in language.




3. Change of Pattern in the NME Question Paper Part-A-  
15 x 2=30 may be changed as 30 x 1= 30 marks
4. Organise Webinars i.e. Special Lectures inviting state/National / International Subject Experts.
5. Provide Language Lab for Hindi Students.
6. Faculty to publish Research articles in UGC Care listed Journals.
7. Journals in Hindi like Gaganchal Published by Ministry of Culture, Government of India, New Delhi, and Bhasha Patrika Published by Kendriya Hindi Sansthan, Agra , HRD Ministry may be subscribed.


**Names**

**Signature and Date**

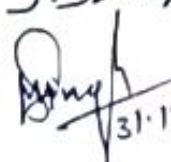
1. Dr.Chitti Annapurna

  
31/12/2020

2. Dr. S.Shafivulla

  
31-12-2020.

3. Dr. Manoj Kumar Singh

  
31.12.2020

Report of the Academic Audit conducted at Meenakshi College for Women, for Part I Sanskrit and NME Basic Sanskrit on 30<sup>th</sup> December at 2. p.m.

**Members Present:**

- |                                     |   |
|-------------------------------------|---|
| 1. Dr. P.Narasimhan                 | - Professor & Head<br>Department of Sanskrit<br>University of Madras<br>Marina Campus, Chennai-600005 |
| 2. Dr. T.P.Radhakrishnan Nambuthiri | - Principal<br>The Madras Sanskrit College<br>Mylapore, Chennai-600004                                |
| 3. Dr. R.Ramachandran               | - President<br>Samskrita Bharathi, Southern Region<br>Chennai-600084                                  |

**I.Observations.**

The following records are maintained by the department

1. Syllabus for all the Semesters including Non Major Elective
2. Minutes of the Board of Studies
3. Minutes of the Academic Council
4. Copies of Question Papers of all Semesters and also End Semester Question Papers
5. Answer Scripts of the End Semester Examinations
6. Internal Assessment Marks
7. Students Attendance Register
8. List of Library Books
9. Department Profile
10. Association Activities
11. Certificates of the Faculty
12. Photos, Albums of functions
13. Certificates of the Prizes won by the Students
14. Copies of the Prescribed text books for all Semesters

The committee records its appreciation to the Department of Sanskrit on the following counts:

- (i) For celebrating Sanskrit Day in the College.
- (ii) For motivating and sending students for Certificate courses conducted by Samskrita Bharati
- (iii) For encouraging students to participate in various competitions including Intra and Inter Collegiate competitions wherein students have been performing well and coming out with flying colours winning several medals and accolades.
- (iv) Above all the committee records its appreciation for the Management for encouraging Sanskrit by providing all facilities.

## II. Suggestion & Recommendation

Students with basic knowledge in Sanskrit may be given option to choose Sanskrit as their Part I Language in their degree courses. This may motivate more students to take up Sanskrit.

Names

Signature and Date

1. Dr. P.Narasimhan

m. Narasimhan  
30/12/2020

2. Dr. T.P.Radhakrishnan Nambuthiri

T.P. Radhakrishnan

3. Dr. R.Ramachandran

R. Ramachandran  
30/11/2020



## **Academic Audit Report- December 30-12-2020**

### **Department of Public Administration**

#### **Observation of the Committee:**

The records are well maintained for the last 5 years. The Department follows the Autonomous Pattern with the standard guide lines as per Choice Based Credit System. The team of the Department of Public Administration is very vibrant and hard working.

#### **Recommendations/Suggestions of the Committee:**

1. To create visibility for the department.
2. To organize Webinar and Seminars with either Alumni who are in the Government Services.
3. To encourage Industrial visit – Parliament, Legislature, Tribal Centre Police Academy.
4. To conduct online test in preparation for Bank Exams and Government Services.
5. To liase with IAS Academy for deliberation and discussion.
6. To start IAS study circle/study circle for competitive exams.
7. Workshop – Women & Children, Entrepreneurship.

*Ansuman Rabboni*  
30/12/2020  
Dr. N. Ansuman Rabboni

**External Auditor**

**DEPARTMENT OF BIOCHEMISTRY**

**REPORT OF THE INTERNAL ACADEMIC AUDIT HELD ON 29.12.2020**

**Observations of the Committee**

The members of the Internal Academic Audit scrutinized the documents provided by the staff members of the Department of Biochemistry.

1. Maintenance of records is up to the mark with registers for attendance, internal assessment, staff profile, student profile, academic council meeting reports, PG project details, Summer projects etc.
2. The percentage of result over the academic year is good.
3. The curriculum has been neatly framed and has covered all the aspects of biochemistry.
4. Analytical Reasoning (SAR) paper in the curriculum seems to be highly appreciable since the students will be benefitted when they take up competitive exams.
5. Conducting unit wise test is also quite strengthening the student's ability and also motivates the students to be successful in the end semester exams.
6. It is highly appreciable for students to take away number of books available in the department library.


**Suggestions of the committee**

The committee suggested interchange of certain topics in the syllabus like Physiology and Cell Biology to make it more relevant.

**Recommendations of the committee**

The committee recommends the inclusion of research programme in the department so as to encourage the PG students to pursue their research.

Signature

  
29/12/2020

**Dr.L.Suguna,**  
Scientist,  
Biochemistry & Biotechnology,  
CSIR-Central Leather Research Institute,  
Adyar, Chennai-600020.

Signature

  
29/12/2020

**Dr.T.Sumathy,**  
Associate Professor,  
Department of Medical Biochemistry,  
Dr ALM PGIBMS,  
University of Madras, Taramani,  
Chennai-600113.

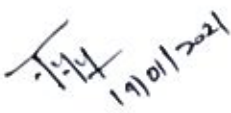
**MEENAKSHI COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI – 600 024**  
**INTERNAL ACADEMIC AUDIT REPORT – 19/01/2021**


**During our Academic Audit the following impression we made:**

1. Readers club is highly appreciated
2. Library statistics, bills and accounts from 2013 to 2020 are up to date and well-maintained.
3. Journals Subscriptions is maintained continuously.
4. Non book materials like CD's are preserved for the students use.
5. Rare books are preserved effectively
6. "In house Samachar "a newsletter of Meenakshi Colleges emphasis the importance of Library activities.
7. OPAC functions well
8. Library user education has been given regularly.
9. INFLIBNET – N –List is functioning well and is being used by staff and students
10. Bay guides are well placed to enables users to find the right book at the right place
11. Reference section and reading hall is well furnished and well maintained

**To be Improved:**

1. Man power has to be increased since both shifts are handed by the Librarian alone
2. Additional computer to be added to facilitate the users to access and harness N List programme
3. Upgradation of software is required to harness E- resources
4. Book Bank books should be strengthened.
5. Previous years question papers should be uploaded in the Meenakshi College website to facilitate the students to use them freely.

  
Dr. P. Yesudoss  
Librarian  
Madras Christian College (Autonomous)  
Chennai -600 059

  
Dr. K. T. Dilli  
Director of Libraries  
MAHER, K.K. Nagar  
Chennai - 600 078



**MEENAKSHI COLLEGE FOR WOMEN, CHENNAI - 24**  
**ACADEMIC AUDIT held on 05.02.2021**


Members : 1. Dr.Srinivasan M.R.  
2. Dr.Rangarajan R.


Committee is quite satisfied with the maintenance of records and registers by the office of the Controller of Examination. Committee has perused about 23 set of records like a) Nominal Roll b) Question Paper Setting c) Marks Register (Internal & External) etc. Following are the observations of the committee:

1. Confidentiality is highly maintained with limited staff.
2. Records are well stored both online and offline.
3. Question paper setting is completely external with a component of 75%.
4. Conduct of examinations is done in an orderly manner with strict vigilance having no scope for malpractice. External squad provides additional vigilance in the conduct.
5. In order to have a proper synchrony, the external evaluator, HOD and the respective teacher form a committee to examine the discrepancies, if any.
6. Evaluators are provided with the key for uniform evaluation.
7. System of checks is well established before the final publication of results.

Suggestions:

1. Conduct of 5 one hour tests (for each unit) with 100 marks may be reduced appropriately based on time to present a more realistic score.
2. Scrutiny of question by external experts before the conduct of examinations will help in framing the paper as per the syllabus and guidelines.
3. Internal assessment component may be enhanced from 25 to 40 marks, in tune with the teaching by the respective teachers.
4. Credits are not uniform as per the existing provision. Standard overall credits like UG - 146, PG - 91 may be implemented as it will be helpful to students in general with heterogeneous background. For example, the CGPA will be enhanced.
5. As per the prevailing system, the passing minimum in Internal/External of 40% may be maintained. Instead of insisting on an aggregate of 45% to pass the examinations, as college is having sufficient quality checks through other means.

  
Dr. M.R.Srinivasan  
Department of Statistics  
Central University  
Hyderabad

  
Dr. R.Rangarajan 05/02/2021  
Professor and Head  
Department of Commerce  
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Audit report of Academic Curriculum/Examinations of Department of Computer Science, Meenakshi College

By

Prof. V. Kamakoti, IIT Madras

**Course: BSc Computer Science**

**IMCSP1a: Problem Solving Techniques Lab** – More innovative problem solving component be introduced. At least 10% of the lab must be dedicated for innovative non-fixed exercises

**2MCS03: Computer Architecture** course be replaced by “Elements of Computing”. Ref Book: The elements of Computing Systems by Noam Nisan and Shimon Schockem – MIT Press, URL: [www.nand2tetris.org](http://www.nand2tetris.org). Gives the student a complete overview of computing systems from Basic Electronics -> Micro Architecture -> Virtual Machines -> Compilers. MOOC online course o the entire syllabus is available at NPTEL IIT M website starting Jan 2019. This also has a lab associated. No investment required or the lab as exercises are software based and the software is available open source at the URL.

**3MCS05: Data Structure and Algorithms** may be taught through C++ OR Java along with lab. So one paper, either C++ or Java and the associated lab may be removed.

**5MCS10b: Web Application Development** should address security issues in webApp development and this is very crucial. The syllabus may be modified to address this issue.

**5MCS13a: Microprocessors** may be replaced by *Embedded Systems* with an associated lab that includes embedded C programming based on Arduino/Raspberry PI kits with problems spawning multiple application domains.

**6MCS15b: Unix Operating System** can be made a lab and associated with the 4MCS08: Operating Systems course in Semester 4.

**Course: MSc – Information Technology**

**11T01a: Problem Solving Techniques and Applications:** Need an associated lab with at least 30% innovative problem solving component.

**11T04b: Digital Design and Computer Architecture:** course be replaced by “Elements of Computing”. Ref Book: The elements of Computing Systems by Noam Nisan and Shimon Schockem – MIT Press, URL: [www.nand2tetris.org](http://www.nand2tetris.org). Gives the student a complete overview of computing systems from Basic Electronics -> Micro Architecture -> Virtual Machines -> Compilers. MOOC online course o the entire syllabus is available at NPTEL IIT M website starting Jan 2019. This also has a lab associated. No investment required or the lab as exercises are software based and the software is available open source at the URL.

**3IT14: Web Application Development:** must have more Information Security component.

V. Kamakoti  
17/11/18



## Course: MCA

**1CAP1b: Data Structures and Algorithms Lab** to be renamed as *Data structures Lab* as algorithms is being taught only in second semester **2CA08d: Design and Analysis of Algorithms**

**2CA07d: Computer Architecture:** course be replaced by "Elements of Computing". Ref Book: The elements of Computing Systems by Noam Nisan and Shimon Schockem – MIT Press, URL: [www.nand2tetris.org](http://www.nand2tetris.org). Gives the student a complete overview of computing systems from Basic Electronics -> Micro Architecture -> Virtual Machines -> Compilers. MOOC online course o the entire syllabus is available at NPTEL IIT M website starting Jan 2019. This also has a lab associated. No investment required or the lab as exercises are software based and the software is available open source at the URL.

**3CA13a: Internet Programming:** More Information Security concepts to be included.

**3CA12b: Web Application Development:** More Information Security concepts to be included.

**4CA17c: Mobile Application Development:** More Information Security concepts to be included.

**4CA18c: Microprocessor and Microcontrollers:** may be replaced by *Embedded Systems* with an associated lab that includes embedded C programming based on Arduino/Raspberry PI kits with problems spawning multiple application domains.

## Overall Recommendations

1. There must be a Data Analytics course (may be even two) introduced for all Computer Science and also Commerce students
2. Competitive coding course be introduced or BCom, BSc Math, BSc Phy, BSc CS, MSc, MCA

## Audit of End Semester Question Papers

**MCA: 1CA01a: Discrete Mathematics:** The paper for Oct/Nov 2018 had all questions which are direct. At least 10% o the questions should be such that it *uses multiple* concepts taught in the class rather than the concept themselves. This is very important to judge the conceptual understanding o the student.

**MCA: 1CA02c: Data Structures:** The above comments are true for this paper too (Oct/Nov 2018). In this case, the paper had *not even* one problem that will make the student think. So no scope for judging conceptual clarity.

**MCA: 1CA03b: Problem Solving Techniques and Applications:** (Oct/Nov 2018) – all questions are directly from book material and student can clear this by memorizing the book. The quality of QP setting needs to improve dramatically.

**MCA: 2CA07a: Computer Architecture** (Oct/Nov 2018) – This had **NIL** problem solving. The best way for the student to master a subject is to solve ALL exercise problems at the end of every chapter. The QP could have included at least those.

V. Kumar  
17/11/18



**MCA: 2CA08d: Design and Analysis of Algorithms:** (Oct/Nov 2018) – This paper had straight TEXT BOOK definitions as questions. Not even a single problem. Just or the consideration of the QP setter, let us look at the reference book “Horowitz and Sahni” and see how many exercise problems are given. At least the QP setter could have included one of them.

**Overall Recommendation**

1. Interestingly the internal QPs were much more sensible and thought provoking than the external final end semester exam papers, at least for the five subjects audited by me. This is a very important issue to be handled by the college at a war footing.
2. Quality of end semester QPs is far from satisfactory.

*V. Kamakoti* 17/11/18

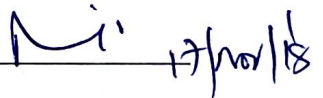
**Dr. V. Kamakoti**

**Professor  
Department of Computer Science and Engineering  
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Audit Report of Academic Curriculum/Examinations of  
Department of Computer Science, Meenakshi College

By  
Mr. P. Nagarajan  
Resileo Labs LLP, Chennai.

1. 6MCSP7B – Unix Lab must be introduced much earlier
2. BSc 5th or 6th semester must have software testing paper and lab. A lot of jobs are available in QA area
3. MSc. ERP course does not have an open source ERP in it. Open source ERPs must be introduced
4. Monitoring records are maintained well
5. Feedback red items – what happens after the feedback is collated? How do we escalate and track whether the open items are closed or not?
6. Interaction with startups and SMEs are not happening. Every other week there must be a presentation by Industry people. This will help a long way
7. Online tests are conducted frequently and this is good
8. One dedicated project resource is a must to coordinate on industry projects and internships.
9. Faculty upskilling programs (other than the UGC ones) are not happening. This is a must now. Areas to be focused – Cloud, Big data, Analytics
10. Oral communication at PG level is not good. Placement records for PGs are not good as well. This needs improvement. If we give continuous spoken English training, it will show immediate results
11. Rather than having a fixed database or other lab exercises, we need to have different ones every semester, keeping the concepts same. Else the solved code will be passed on to subsequent batches and students will not think to solve the problems.

  
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Mr. P. Nagarajan  
Founder & CEO  
Resileo Labs LLP, Chennai.

Audit Report of Academic Curriculum/Examinations of  
Department of Computer Science, Meenakshi College

By  
Dr. K.S. Easwarakumar  
Anna University, Chennai.

1. Syllabus and Curriculum looks good.
2. Standard of question paper: Can be improved a little, particularly for M.Phil. Almost all questions given for M.Phil. seems to be direct. Suggestion is each question (Out of 20 Marks), 10 Marks can be given for direct answers and the remaining 10 marks for think, apply and write.
3. Lesson plan preparation: Very detailed. Good Work by the faculty members.
4. Evaluation of Answer Scripts: Seems to be fair.
5. May develop a Portal to keep in touch with those who graduated from the College.
6. Really appreciate the documentation process. Very Very Good.



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Dr. K.S. Easwarakumar  
Professor  
Department of Computer Science & Engineering  
Anna University, Chennai.



Audit Report of Academic Curriculum/Examinations of  
Department of Computer Science, Meenakshi College

By  
Mr. Biju Shoolapani  
Cognizant Technology Solutions, Chennai.

1. Developing coders early in the course: Make students code on a regular basis.
2. Create opportunities for students to look problems – Hackathons
3. Allow students to embrace open source projects and contribute to the same
4. Channel the course work to develop specialization – Cloud Specialist, Data Scientist, etc.

*Bju*  
*16 Nov 2018*

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Mr. Biju Shoolapani  
Senior Director and CTO  
Cognizant Technology Solutions, Chennai.