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IQAC and AAA Audit Schedule

Even Semester 2021-22

Date	Department/Criteria	Timings	External Members
17 Oct 2022	Computer Science	12.00 – 12.30	Dr. Pandikani
	Hindi	12.30 – 1.00	Dr. Prakasha
	Commerce	1.00 – 1.30	Prof. Sivakami
18 Oct 2022	Humanities	12.00 – 12.30	Dr.Mahesh
	English	12.30 – 1.00	Prof.Deepashree
	Science	1.00 – 1.30	Prof. Nagarathna
19 Oct 2022	Business Administration	12.00 – 12.30	Prof.Keerthi
	Kannada	12.30 – 1.00	Dr. Mamtha
	Commerce - PG	1.00 – 1.30	Prof. Madhuri
20 Oct 2022	PG - Maths	12.00 – 12.30	Dr.Pandikani
	PG - Psychology	12.30 – 1.00	Prof.Ajitha
	PG - Economics	1.00 – 1.30	Prof.Deepashree

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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Commerce - UG

1. More participation in various bodies of University.

2. Many are yet to complete Add On Course.

3. To increase the number of projects and field visits.

4. More faculty to register for PhD

5. No minor projects during the academic year.

6. Only few faculty have conducted class activities.

7. Very less student participation in National/International events.

8. SNS publications and International Conference publications are not yet published.

9. Research activity by faculty to be improved.

10. More alumni interactions are required.

11. No supportive documents for field work.

12. Library related assignments to be increased.

13. Best Practices to be well documented in the college.

Files and IQAC Drive Update:

1. Many faculty are yet to update their personal profile.

2. Separate file to be maintained for each individual faculty.

3. IQAC drive updating is incomplete since many faculty are yet to update their data.

4. Folder creation in drive to be reworked as it's not as per the format given.

5. Files to have proper content page with all the details mentioned.

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<u>Observations of the Audit Members during the IQAC Audit</u>

<u>of Even Semester 2021-22</u>

<u>Department of Business Administration</u>

1. Completed Add On Course – 100%.

2. Internships happened through Internshala.

3. More student-centric activities can be conducted.

4. DESMA activities to be increased.

5. TRANA – Best Practice to be continued.

6. More alumni interaction is required.

7. Faculty should take up research projects

8. No collaborative activities have been conducted – To take up in the next academic year.

9. Encourage more placements and focus on soft skills.

10. Good number of faculty have published research papers.

11. To focus on students' achievements outside the college.

12. Faculty should register for PhD.

<u>File and IQAC Drive Updation:</u>

1. Files have to be updated.

2. Content pages to be added to all the files.

3. IQAC Drive needs to be updated.

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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Humanities

1. Ensure all students complete Add-On/ Certificate Course.
2. Field visits have been conducted.
3. Good number of research publications.
4. Department members to register for PhD.
5. Placements of the department to be improved.
6. More extension activities expected from the department.
7. Quills Quake to be active.
8. Research projects to be undertaken by the department.
9. Good number of ISBN Publications.
10. Work more on the Best Practice and to be well documented.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.
5. Separate folders to be maintained for every faculty details
6. Content page should contain all the file content details.

Co-ordinator
Quality Assurance Cell
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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Science

1. To work towards students completing certificate course.

2. No field visit/project so far.

3. To improve faculty research

4. Department members to register for PhD.

5. Work more on the Best Practice and to be well documented.

6. No research projects taken up by the department.

7. More students to participate in activities outside college.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.

2. Personal profile files to be separate for each faculty.

3. Files to be indexed properly.

4. Drive to be updated by every faculty.

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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Computer Applications

1. Completed Add-On Course.
2. To improve faculty participation in various bodies of university.
3. Cyber spirit activities to be more in number.
4. Research publications to be increased.
5. Research projects to be proposed by the department.
6. Maker's Lab to be more pro-active.
7. Student participation in other college fests to be increased.
8. Faculty to participate in FDPs.
9. Entrepreneurship programs to be taken up by the department in association with ASPIRE.

File and IQAC Drive update:

1. Content pages to be added to all the files.
2. IQAC drive to be more organized as per the file numbers.
3. Files should be updated with current data.
4. All the required data to be uploaded completely by department faculty.

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Observations of the Audit Members during the IQAC Audit
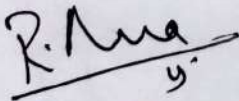
of Even Semester 2021-22

Department of Kannada

1. Should include more field visits/projects.

2. To improve faculty research.

3. Department members to register for PhD.

4. Faculty can extend support towards teaching Kannada for competitive exams.

5. More literary activities to be planned.

6. Plan towards theatre club for students.

7. Faculty to take up research projects.

8. Work more on the Best Practice and to be well documented.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.

2. Personal profile files to be separate for each faculty.

3. Files to be indexed properly.

4. Drive to be updated by every faculty.

5. Content page to be written in detail.

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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of English

1. Meaningful skill based activities have been conducted.
2. To focus on an Add-on course or conducting sessions on facing competitive exams.
3. 100% participation in BOE and BOS is expected.
4. More focus on slow learners is required.
5. No field visit/project so far – Should plan for it in the upcoming year.
6. To improve faculty research
7. Department members to register for PhD.
8. Faculty can extend support towards training students for placements.
9. Language lab to be planned.
10. Collaborative activities and signing of MoUs to happen.
11. Extension activities are nil
12. Try to collect more alumni data.
13. Topics like values, cross cutting issues are handled, but not documented.
14. Work more on the Best Practice and to be well documented.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.

Co-ordinator

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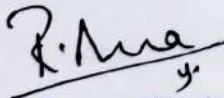
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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Hindi

1. More activities from Association should be conducted.
2. No clarity on collecting alumni data.
3. Best Practices yet to be identified and followed.
4. Research publications from department to be improved.
5. Require more participants for Student National seminar from outside colleges.
6. Faculty should work towards extension and outreach activities..
7. More involvement from the department is expected.
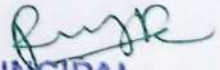
File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.
5. Check signatures and seals on all the reports.

Co-ordinator
Assessment Cell
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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Economics

1. Work towards admissions.
2. More field visits and project based learning should happen.
3. To improve faculty research and encourage student research.
4. Department members to take up research projects.
5. Placements to be focused and improved
6. Work more on the Best Practice and to be well documented.
7. Organize training programs through MoUs.
8. Train for competitive exams.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.
5. Content page should be attached to all the files.

Co-ordinator
of Quality Assessment
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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Psychology

1. Increase field visits and internships.
2. To improve faculty research.
3. Department members to take up research projects.
4. Placements to be focused and improved
5. Work more on the Best Practice and to be well documented.
6. Research among students to be encouraged.
7. Train for competitive exams.
8. More engagement in BOS/BOE is required.
9. Good teaching methodologies are adopted.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.
5. Content page to be filled with all the details.

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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Commerce - PG

1. To offer more add-on/ certificate course.

2. More field visit/internships to be taken up.

3. To improve faculty research especially in view of guide ship.

4. Department members to take up research projects in-house and outside the institution.

5. Placements to be focused and improved

6. Work more on the Best Practice and to be well documented.

7. Research among students to be encouraged.

8. Train for competitive exams.

9. Collect details of Alumni.

10. Alumni engagement is crucial especially since there was less student turn up for Amizaade.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.

2. Personal profile files to be separate for each faculty.

3. Files to be indexed properly.

4. Drive to be updated by every faculty.

5. Content page with all the details are required.

Co-ordinator

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Observations of the Audit Members during the IQAC Audit

of Even Semester 2021-22

Department of Mathematics

1. To work towards offering more add on courses/certificate courses through MoUs.
2. No field visit so far.
3. To improve faculty research.
4. Department members to take up research projects.
5. Placements to be focused and improved.
6. Work more on the Best Practice and to be well documented.
7. Research among students to be encouraged.
8. Train for competitive exams.
9. Work towards gaining student strength in the department.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Files to be indexed properly.
3. Drive to be updated by every faculty.
4. Content pages to be attached with complete details for each file.

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IQAC/AAA – Internal Audit 2021-22

Department of _____

March 2022 to September 2022

Criteria	Activity	Number	Dept Data
Criteria 1	**Curricular Aspects**		
	Departments should develop a curriculum	Every semester	
	Department Calendar to be maintained	Every semester	
	Syllabus to be maintained and updated from time to time	Every semester	
	PO/CO document for all semesters	Every semester	
	Course Plan and Academic Journal to be	Every	

	setter/BOE/BOS of the affiliating university and Design and development of Add on/certificate course	semester	
Criteria 2	**Teaching-Learning and Evaluation**		
	Student sanction list and admitted list to be maintained by the department	Every semester	
	Advanced learners and slow learners' activities to be conducted and reports to be maintained	Every semester	
	Student Centric Learning methods to be adopted and documented in Academic Journal	Every semester	
	ICT tools to be adopted for teaching methods	Every semester	
	PO/CO Outcome to be recorded	Every semester	
	Exam result analysis for each semester to be maintained	Every semester	
	Sammilana to be conducted	Every semester	

	Sammilana – Report by each class coordinator	Every semester	
	Mentor-Mentee reports to be maintained	Minimu m 2/Sem	
Criteria 3	**Research, Innovation and Extension**		
	Guideship to be taken by Faculty		
	Funding to be generated for research projects		
	Innovations to be encouraged. Research should be made a priority. Activities and orientations to be organized for the same.		
	Faculty to publish research papers in UGC CARE Publication in Scopex indexed journals	Atleast 1 / Semester – Every faculty Atleast 1 / year – Departme nt Wise	

	Faculty to publish research papers as book chapters/ conference proceedings	1 / year	
	Infinity Guest Lectures	Minimum 1	
	Webinars and Orientations - Collaborative activities with other institutions and industries to be conducted (MOUs to be signed with institutions and industries)	1 / semester 1 / semester	
	Student National Seminar		
	Research Projects to be undertaken (Staff and students) (inhouse and external)	Minimum 1/dept	
	Entrepreneurship Programs	1/semester	
	International Conference	As per the order	
	International Webinar (Suggestion: It can be inter/multidisciplinary)		
	Outreach Programs	1/semester	
	Extension Activity	1/semester	

Criteria 4	**Infrastructure and Learning Resources**		
	Library resources related assignments can be suggested to students		
	University and other outside resources to be used by faculty and students		
Criteria 5	**Student Support**		
	Skill Development Programs on soft skills, language and communication skills, Life skills, ICT/computing (This can be divided into two for each semester, The last hour of two weeks can be set for Skill Development – Each skill will be for five hours)	Minimum 4 (All four to be covered)	
	Career guidance program	2/semester	
	Competitive exam	2/semester	

	Alumni collaborative program	2/semester	
	Alumni meet batch-wise	Once in two weeks	
	Data for Placement, Higher education, and students passing in government and other exams are to be maintained in the department.		
	Students' achievements – Academic, Sports, and Cultural records to be maintained		
Criteria 6	**Governance, Leadership and Management**		
	Quality programs for students - New developments in the subjects to be conducted from time to time	1 program/semester	
	Faculty to participate in Refresher Courses	Minimum 1 every year	
	Faculty to participate in conference or workshop	Minimum 1 semester	

	Faculty to mandatorily participate in FDPs conducted by the institution	2 / year	.
	Faculty to participate in one FDP outside the institution (online/offline)	1 / year	
Criteria 7	**Institutional Values and Social Responsibilities**		
	Programs on values, rights, duties, and responsibilities for a citizen to be conducted	1 every semester for each class	
	Best practices to be identified and followed	Minimum 2 practices to be followed	

Please Note:

1. Please mention correct data.
2. Along with number of events/activities, please mention the details. For eg: Name of certificate course/s, Name of seminar/s conducted etc.
3. Please don't leave the form incomplete. If anything is not applicable write NA.
4. For further clarity please contact Prof.Archana or Dr.Tharini.

Date:

Sl No	Panel Members	Signature
1	Fr. Roy P.K	
2	Fr.Jijo Jose	
3	Academic Coordinator – UG	
4	Academic Coordinator – UG	
5	IQAC Coordinator	
6	AAA Coordinator	
7	External Member	

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