

**SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC ADMINISTRATIVE AUDIT**

S.No.	Name of the Department	Date of AAA	Name and address of the External Expert
1.	Hotel Management & Catering Science	03.03.2018	Dr.R.Kannan Associate Professor Centre for Tourism & Hotel Management Madurai Kamaraj University Madurai.
2.	Commerce, Commerce (CA) & PG Commerce	05.03.2018	Dr.R.Manohar Associate Professor and Head Department of Commerce <u>A.N.J.A.College</u> Sivakasi.
3.	Management Studies	05.03.2018	Prof.M.Rajasekaran Dean, Student Support Services <u>A.N.J.A.College</u> Sivakasi.
4.	English	07.03.2018	Dr.A.K.Muthusamy Associate Professor of English V.H.N.S.N.College Virudhunagar.
5.	Library	07.03.2018	Mrs.Seethalakshmi Librarian <u>S.V.N.College</u> Nagamalai, Madurai - 625 019
6.	Physical Education	07.03.2018	Mr.S.Muthukumar Director of Physical Education Rajapalayam Rajus' College Rajapalayam - 626 117.
7.	Mathematics	07.03.2018	Dr.C.Santhini Associate Professor Department of Maths V.V.V. College for Women Virudhunagar.

S.No.	Name of the Department	Date of AAA	Name and address of the External Expert
8.	Physics	07.03.2018	Dr. N. Prithivi Kumaran, Head - Department of Physics, V.H.N.S.N. College, Virudhunagar.
9.	Chemistry	08.03.2018	Dr. Esakki Durai Head & Associate Professor Department of Chemistry Devanga Arts & Science College Aruppukottai.
10.	Biotechnology & Botany	08.03.2018	Dr. V. Ramasubramanian 5, Poorvakalyani Ragamalika Phase II Medavakkam Koot Road Medavakkam Chennai - 600 100. Mob: 9443225407
11.	Tamil	12.03.2018	Dr. G. Sivanesan Head, PG Department of Tamil A.N.J.A. College Sivakasi.
12.	IT/CS/BCA	12.03.2018	Dr. T. Kathivalavakumar Associate Professor & Head Department of Computer Science V.H.N.S.N. College Virudhunagar.

**IQAC Co-ordinator**

**PRINCIPAL**

Sri Kaliswari College (Autonomous), Sivakasi

IQAC

Report on Academic Administrative Audit by External Experts

2017 - 2018

S.No.	Departments	Strengths	Weaknesses	Suggestions	Comments
1.	Tamil	<ul style="list-style-type: none"> <li>➤ Programmes conducted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Research</li> </ul>		<ul style="list-style-type: none"> <li>➤ Good</li> <li>➤ Take care in Research Activities</li> <li>➤ Visited Temples in Madurai, Tanjore and Chennai.</li> <li>➤ Got prizes in various competitions</li> <li>➤ MoU to be signed</li> </ul>
2.	English	<ul style="list-style-type: none"> <li>➤ Healthy team spirit and cohesive commandment prevailing among the faculty</li> <li>➤ Systematized academic ambience</li> <li>➤ Personalized efforts taken forwards drilling in spoken English</li> </ul>	<ul style="list-style-type: none"> <li>➤ None to pursue research</li> </ul>	<ul style="list-style-type: none"> <li>➤ Vision is well - defined</li> <li>➤ It has targeted the whole some personality of students community</li> <li>➤ Curriculum well - designed with appropriate need-based in puts</li> <li>➤ <u>Introduction of new papers</u></li> <li>➤ Literature of marginalized</li> <li>➤ English for competitive exams</li> <li>➤ SLET/NET coaching papers - APPRECIABLE</li> <li>➤ Suitable for current fronds of employment - GOOD TRAINING</li> <li>➤ <u>For vertical mobility:</u></li> <li>➤ UP-coming area like books, film reviews script writing for documentary, short film on cultend tredds can be introduced</li> <li>➤ <u>Teaching Methods &amp; Teaching Aids</u></li> <li>➤ Commendable - involvement of students activities</li> <li>➤ Self learning papers like film critiques may be introduced</li> <li>➤ Student involvement in extra-</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communicative proficiency coupled with computer skills</li> <li>➤ E-learning resources can be expanded</li> <li>➤ <u>Student Support</u></li> <li>➤ Slow-learners-well-taken care. Advanced learners - more opportunities can be provided</li> <li>➤ Implementing student feedback into curriculum is appreciable</li> <li>➤ More no.of research projects can be undertaken</li> <li>➤ National conference - incorporating human values to literature is appreciable</li> <li>➤ Commendable no.of online publication. More faculty member should come forward to act as resource persons in conference</li> <li>➤ E-learning materials/content - Adequate be expanded</li> <li>➤ More no.of faculty members should register for Ph.D.</li> </ul>

S.No.	Departments	Strengths	Weaknesses	Suggestions	Comments
				curriculum & Co-curricular activities – extraordinary ➤ Study Tour – appreciable output for rural students – Cultural participating should be encouraged <u>Infrastructure &amp; Learning Resources</u> ➤ Adequate facilities ➤ A faculty member exclusively trained for language lab software implementation is necessary ➤ More no.of computers available to train all outgoing students. ➤ Consultancy & Collaborations are to be improved	➤ Demand Ratio – strength for the Department of English in a semi-urban era ➤ More no.of conference/Seminars/workshop to be conducted ➤ More efforts needed for interaction with industry/Research Centres ➤ Dept.library – inadequate collection, to be well stocked ➤ Department magazine appreciable ➤ Placement - Good Record
3.	Maths	➤ Staffs' enrichment in Research educated staffs	➤ Lack of Ph.D. & SET/NET holders	➤ Good ➤ More computers are needed for teachers ➤ Mathematical Journal can be in Department library ➤ Department magazine can be published	➤ Using ICT Tools ➤ Video conferring & Peer teaching appreciateable.
4.	Physics	➤ Good infrastructure ➤ Adequate faculty	➤ No research activity. Faculty had not attended much FOP/RC/OC/Seminars	➤ Stakeholder's feedback must be received and action should be taken regarding it ➤ Action taken should be recorded ➤ Vertical mobility is not present now. May be included in future ➤ Scope for problems in question papers may be increased ➤ Project work should be given ➤ Steps taken should be recorded on students feedback ➤ More research projects should be done ➤ Faculty must be encouraged to go for RC/OC & Training Programmes	

S.No.	Departments	Strengths	Weaknesses	Suggestions	Comments
				<ul style="list-style-type: none"> <li>➤ Study tour should be included in curriculum</li> <li>➤ More systems can be provided</li> <li>➤ MoU's with corporate/Industries should be done</li> <li>➤ More number of guest lecture should be arranged</li> <li>➤ Only two workshops were conducted and more no.of workshops should be conducted.</li> </ul>	
5.	Chemistry	<ul style="list-style-type: none"> <li>➤ Curriculum is highly enriched, strong infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of lab - one more lab is needed, few infrastructure are needed for M.Sc. Project</li> </ul>	<ul style="list-style-type: none"> <li>➤ Motivate the faculty to apply for more M.R.P. Step to be taken to organize National Seminar</li> <li>➤ Take step to start N.C.C, in the college</li> <li>➤ Add one more lab</li> <li>➤ Two more computer needed for teachers</li> <li>➤ Four more computer needed for students</li> <li>➤ UV-spectho photo meted is required for M.Sc. Project</li> <li>➤ Organize soil testing camp at the adopted village</li> </ul>	
6.	Biotechnology & Botany	<ul style="list-style-type: none"> <li>➤ More doctorates in the department. Infrastructure facility is good</li> </ul>	<ul style="list-style-type: none"> <li>➤ Availing fund from the various research organization is lacking as no research centre</li> </ul>	<ul style="list-style-type: none"> <li>➤ Modification in proforma can be done to code up with all categories</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quiz can also be conducted</li> </ul>
7.	Computer Science	<ul style="list-style-type: none"> <li>➤ Efforts taken to fulfill the requirements of all criteria of NAAC</li> <li>➤ Very hardworking and dedicated facilities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff qualification namely NET/SET/Ph.D.</li> </ul>	<ul style="list-style-type: none"> <li>➤ For elective papers - hrs. &amp; 5 credits to be allotted credits for each lab to be half of the contact hours</li> <li>➤ Resource persons may be from higher education institution</li> <li>➤ Separate Library may be maintained in CS, IT &amp; CA</li> </ul>	<ul style="list-style-type: none"> <li>➤ Papers balanced</li> <li>➤ Students can develop E-contents during project hours</li> </ul>

S.No.	Departments	Strengths	Weaknesses	Suggestions	Comments
8.	Computer Applications	<ul style="list-style-type: none"> <li>➤ Staff, integrity, sincere faculties, concentrate to improve the students in all dimensions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff to be qualified with NET/SET/Ph.D.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Credits for the practicals to be revised</li> <li>➤ Self learning courses may be introduced as extra credit paper</li> <li>➤ Credits for the lab to be changed</li> <li>➤ More smart class room may be started</li> <li>➤ In the mcetiy note resolutions to be included in addition to keep it as separate copy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Given importance to practicals</li> <li>➤ In student project, E-content development may be introduced</li> </ul>
9.	Information Technology	<ul style="list-style-type: none"> <li>➤ Given concentration to meet the NAAC criterion</li> </ul>	<ul style="list-style-type: none"> <li>➤ Department Library, Staff qualification on NET/SET/Ph.D.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Government norms to be followed in allocating credits to lab and elective papers.</li> <li>➤ Smart Class rooms to be increased to meet the requirements of the courses.</li> <li>➤ Students may be encouraged to develop E-content project course.</li> <li>➤ Separate Library to be maintained</li> </ul>	
10.	THA	<ul style="list-style-type: none"> <li>➤ State of Art infrastructure</li> <li>➤ Good placement &amp; Training, well qualified staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Faculty members have only post Graduation in the relevant field and they may be encouraged to enroll for research degrees.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Include subject experts from leading hotels to offer adequate practical aspects</li> <li>➤ Teaching Methods &amp; Teaching aids - to be exposed better by arranging field trips to breweries, food processing &amp; research institutions like CFTRI, Mysore</li> <li>➤ Advised to conduct a National/State level seminar</li> <li>➤ Advised to increase paper presentation</li> <li>➤ More workshops on vegetable carving/bartending may be organized</li> <li>➤ Awareness has to be created among the aspirants</li> <li>➤ Encourage to participate more</li> </ul>	<ul style="list-style-type: none"> <li>➤ Curriculum designed to meet the requirements of the industry done in 2015</li> <li>➤ Internal Assessment - Followed as per rules of MKU</li> <li>➤ E-learning may be encouraged to get more exposure</li> <li>➤ Industry &amp; institution interaction has been established with leading hotels</li> <li>➤ Dept. Library - stocked with 140 books and can be improved.</li> </ul>

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				competitions ➤ Pass Percentage - Adequate ➤ Alumini may be deputed to participate in academic activities ➤ Advised to purchase latest equipment in kitchen/servile ➤ To encourage more guest lecture to offer inputs related to various topics	
11.	BBA & BBA (CA)	➤ Students encouragement by staff ➤ Free hand in organizing Association activities ➤ New clubs to motivate the talents ➤ Staff's commitment to modify student personality	➤ To learn more on handling behaviour, To prepare with real life examples	➤ Final year students be given representation in curriculum design ➤ Courses on Salesmanship Behaviour modification and logistics be added to cater to employability and local needs ➤ Programmed learning methods to be introduced ➤ Fast learners can be given challenging task and added responsibilities ➤ Feedback in teaching learning methods collected semester wise ➤ Research be carried out continuously irrespective of funds available from agencies ➤ Staff be motivated to publish more papers and attend seminars ➤ Staff be encouraged to act as resource person in their area of specialization ➤ Increase the no. of interaction with alumini ➤ Develop data bank and initiate get together periodically ➤ Systems be increased as it would	➤ Industrialist & Alumini in high ranks are to be included ➤ Courses to Cater local needs should be included. ➤ Learning outcome - well defined and designed ➤ Teaching Methods & Teaching Aids - MoU use of student centric methods use of teaching aids done in broader way ➤ Student support - remedial coaching - For advanced and slow learners - More writing practices ➤ Engaging Alumni/Alumni interaction - To be increased ➤ Association Meetings - organized by students themselves ➤ Interaction with industry/Research Centres/Educational Institutions - Guest lectures arranged

S.No.	Departments	Strengths	Weaknesses	Suggestions	Comments
				<ul style="list-style-type: none"> <li>enable for preparing learning resources</li> <li>➤ Guidance is given as to sign more no.of MoUs</li> <li>➤ Seminars and workshops be conducted with in collaboration with industries, Board, Trade Association</li> <li>➤ Management must take steps to get fund for the conduct a seminar &amp; workshops</li> <li>➤ Soft skill, Counseling services be extended to rural students</li> <li>➤ More books be added. Students be encouraged to bring department news letter</li> </ul>	
12.	B.Com (R)	<ul style="list-style-type: none"> <li>➤ Offering of recent papers like Retail management, Secretarial Practice and etc.,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Guest Lectures be increased</li> </ul>	<ul style="list-style-type: none"> <li>➤ Project Work UG/PG – May be introduced</li> <li>➤ Parents Meeting evaluation – Keep it up</li> <li>➤ Acted as resources persons in Seminars / Conferences – Numbers may be increased</li> </ul>	<ul style="list-style-type: none"> <li>➤ Papers/articles/books published – More in numbers</li> <li>➤ Infrastructure &amp; Learning Resources – Good &amp; orders Maintained</li> <li>➤ Activities of the Dept. – Enough in numbers</li> </ul>
13.	B.Com (CA)	<ul style="list-style-type: none"> <li>➤ Proper Maintenance of records</li> </ul>	<ul style="list-style-type: none"> <li>➤ Strengthen Research Guideship issues</li> </ul>		<ul style="list-style-type: none"> <li>➤ Learning outcome - Well Done</li> <li>➤ Teaching Methods &amp; Teaching Aids – Proper records are Maintained</li> </ul>
14.	PG Commerce	<ul style="list-style-type: none"> <li>➤ Highly Qualified Staff -</li> </ul>	<ul style="list-style-type: none"> <li>➤ Students strength is average, Try to improve it</li> </ul>	<ul style="list-style-type: none"> <li>➤ Department &amp; Faculty Profile – Take enough steps to get guideship for staffs</li> <li>➤ Demand Ratio – Need to e improved</li> <li>➤ Placement – Invite more companies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contents of the Curriculum – Appropriate</li> <li>➤ Teaching Methods &amp; Teaching Aids – Need to be improved</li> <li>➤ Demand Ratio – Not Enough</li> <li>➤ Infrastructure &amp; Learning Resources – Enough facilities are available</li> <li>➤ Placement – Still to be improved</li> </ul>



S.No.	Departments	Strengths	Weaknesses	Suggestions	Comments
15.	Library	<ul style="list-style-type: none"> <li>➤ Team spint of the staff and their involvement. Qualified Staff</li> </ul>		<ul style="list-style-type: none"> <li>➤ Focus may be given to reading</li> <li>➤ Multiple copies of text books – for students may be increased</li> <li>➤ Electronics &amp; Equipments</li> <li>➤ Books purchase - year wise</li> </ul>	<ul style="list-style-type: none"> <li>➤ Good</li> <li>➤ Files and register are maintained a perfect manner</li> </ul>
16.	Physical Education	<ul style="list-style-type: none"> <li>➤ National level achievement in Sports and Games, Students Sports quota, Organized tournaments, Staff physical fitness programme</li> </ul>	<ul style="list-style-type: none"> <li>➤ Some coaches and facility needed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Separate file with photo to be attached</li> <li>➤ Organized tournament separate file</li> <li>➤ Staff OD, file number, staff bio-data file to be maintained</li> <li>➤ Needs file number to be putted in the corner</li> </ul>	<ul style="list-style-type: none"> <li>➤ Physical fitness workshop should be conducted</li> <li>➤ More number of paper published.</li> </ul>

(Dr.P.K.Balamurugan)  
Coordinator

(Dr.S.Krishnamurthy)  
Principal