1.1.1. The Institution ensures effective curriculum delivery through a well planned and documented process

Academic Audit Report

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT – ACADEMIC YEAR 2022-2023

Report Submission: 13ᵗʰ April 2023

S.No	Department	Suggestions Given	Action Taken Report
1	English	Following details to be updated: • Enrolment of faculty and students in SWAYAM-NPTEL programs. • Press releases documenting departmental activities. • Details of faculty awards and recognition	It will be updated in the academic year 2023-2024
2	Commerce(General)	Details not available: • Few soft copies required captions for photos. • No. Of Faculty as NPTEL MENTOR • PO/PSO/CO – Website	• captions will be included in the photos • faculty will enrol as Mentor for the SWAYAM-NPTEL • PO/PSO/CO – will be updated in the college Website
3	Languages	**French** -To have Best Practices of the Department **Tamil -**Documents Pending: • Teachers participation – related to curriculum (Academic Council Member/ Board of Studies/ External examiners - Documents to be maintained Pending • Personal Mentoring-Yet to Complete **Hindi- Details not there for** • Enabling Classes / Remedial Classes Register Hard Copy • Projector / ICT register	Best Practices to be incorporated from the academic year 2023-2024 Documents will be completed Registers will be updated
4	Psychology	• UNOM – IMES format not downloaded • Internal Marks – with students Signature-Only soft copy available	• will maintain Internal marks in the UNOM-IMES format • internal marks will be available in the ERP- student portal

		• Result Analysis (marginalized, SC/ST, girls, first generation learners) • Department Meeting Minutes - Relevant format to be adopted/ ATR to be updated	• result analysis will be maintained for marginalized, SC/ST, girls, first generation learners categories • Dept meeting minutes-ATR will be included
5	Media Studies	• Department Meeting Minutes - Relevant format to be adopted/ ATR to be updated	• The process of updating the Department Meeting Minutes is in progress, and efforts are being made to adopt a relevant format. The ATR will be further updated as the modifications are completed and the new format is implemented.
6	Management	To maintain the documents for : • Association Activities • Department Meeting Minutes Register-Soft Copy available from July 2022 till March 2023 - Digital Signature can be uploaded • Personal Mentoring • Details of Alumni database	• Documentation should be done for the association activities • Dept meeting minutes -in the soft copy, faculty Digital Signature can be uploaded • Mentoring details to be maintained • Alumni database is to be maintained
7	B.C.A	• Important Questions can be maintained in the department for the reference of students. • NPTEL Courses – Both faculty and students enrolment can be enhanced	• subject wise -Important Questions will be maintained in the department • enrolment of faculty and students in SWAYAM-NPTEL programs will be enhanced.
8	Social Work	• Details of faculty awards and recognitions • Funds received from Govt and Non Govt Agencies	• It will be updated in the academic year 2023-2024
9	BSc(Comp Sci)	Details not available for: • Guest Lectures organised • MoUs /Certificate course /NPTEL • Press release	• The update is scheduled for the academic year 2023-2024
10	B.Com(Acc & Fin)	Documents not available for: • Extension activities • Parents feedback • Experiential learning course • Internship • Cross cutting issues-environmental sustainability to be addressed	• These documents will be established and maintained in the next academic year.
11	Mathematics	• Placement details of students - not updated	• These details are slated to be appropriately maintained and

		• Mentoring and counselling-document is to be maintained • Details of Students achievements- Documents pending	updated starting from the academic year 2023-2024.
12	B.Com(CS)	• Students participation in various Clubs /Cells • Details of Guest Lectures organised • Details of Association Activities	• These details are scheduled to be appropriately maintained and updated starting from the academic year 2023-2024

SHIFT II

S.No	Department	Suggestions Given	Action Taken Report
1	B.C.A	Following Documents to be updated: • Subject Codes (Batch wise) • Projector / ICT register • Department Meeting Minutes Register • Personal Mentoring	• All the pending documents, including Subject Codes (Batch wise), Projector/ICT register, Department Meeting Minutes Register, and Personal Mentoring records, will be diligently updated and completed before the commencement of the next academic year 2023-2024.
2	BSc(COMP SCI)	• Details have to be updated in the existing files and some of them have to be done from scratch. • The details available must be updated in the given format.	• The entire process will be considered and executed accordingly.
3	B.Com(General)	Following Documents to be updated: • Scholarship details - documentation • Alumni engagement programmes not there • Experiential, participative and problem solving learning	• The aforementioned matters will be taken into consideration and appropriately updated.
4	B.Com(CS)	Update the following details: • Department Meeting Minutes Register • Personal Mentoring	• The Department Meeting Minutes Register and Personal Mentoring details are currently being updated to ensure accuracy and relevance. The revision process is actively underway and will be completed in a timely manner.
5	B.Com(Acc & Fin)	Alumni database and Alumni engagement will be maintained	• The maintenance and enhancement of the Alumni database, along with active engagement initiatives, are underway.
6	Language	Following Documents to be updated: • Enabling Classes / Remedial Classes Register- Hard Copy	• The mentioned documents, including the Enabling Classes/Remedial Classes

		• Press Releases	Register in hard copy and Press Releases, will be given due consideration and promptly updated
7	English	To have Best Practice of the Department	• In pursuit of establishing the best practices for the department, the mentioned aspects will be carefully reviewed and updated.