



## 8. Internal Academic Audit

### PATRICIAN COLLEGE OF ARTS AND SCIENCE

### INTERNAL ACADEMIC AUDIT – ACADEMIC YEAR 2020-2021

Date of Audit: Tuesday 20<sup>th</sup> July 2021 / Wednesday 21<sup>st</sup> July 2021

S.No	Department	Suggestions Given	Action Taken Report
1	English	Organize more guest lectures and seminars for the students. Participate in conferences and publish papers	Department has organized Seminars and guest lectures Faculty members' participation has improved
2	Commerce(General)	Press Release	Media Publications to be improved
3	Languages	To have Best Practices in the Department	Best Practices to be incorporated from the academic year 2021-2022
4	Psychology	Details of Seminars / Conferences / Workshops conducted – to be updated Projector / ICT register to be maintained	Documents to be updated for 2021-2022
5	Media Studies	Faculty profile as on 1 June 2020 Faculty experience as on 1 <sup>st</sup> of June 2020 PO/PSO/CO – Website Faculty PhD / NET / SET – Certificate Copies	Details to be uploaded in the College Website
6	Management	Projector / ICT register to be maintained.	Maintaining Documents.
7	B.C.A	Not Available Cross cutting issues relevant to Professional ethics, Gender, Human values, environmental and sustainability are not incorporated into the curriculum List & Name of the Courses- based on Cross cutting issues	Cross cutting issues related to Curriculum to be maintained from the academic year 2021-2022
8	Social Work	Press Releases Feedback on curriculum from the Stakeholders (Teachers, Students, Alumni, Parents, Employers) (Copies of Feedback collected and ATR to be maintained )	Media Publications to be improved ATR to be taken and maintained in the department

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9	BSc(Comp Sci)	Enabling Classes / Remedial Classes Register to be maintained  Stock register maintained in the Department (furniture / Equipments/List of Files & Registers )	Registers to be updated
10	B.Com(Acc & Fin)	1. Feedback form has to be collected for all the programmes organized. 2. Hyperlink shall be added to e-documents. 3. Uniform format to be followed.	Uniform format to be maintained for the documents
11	Mathematics	Press Release	Media Publications to be improved
12	B.Com(CS)	Press Release	Media Publications to be improved

## SHIFT II

S.No	Department	Suggestions Given	Action Taken Report
1	B.C.A	Enabling/ Remedial classes register to be updated	Registers to be systematically updated
2	BSc(COMP SCI)	Department Meeting Minutes to be updated SEEDS report to be documented	minutes of the meeting to be recorded
3	B.Com(General)	Department Library - Process	Department Library & books details to be maintained
4	B.Com(CS)	Press Release	Media Publications to be improved
5	B.Com(Acc & Fin)	<ul style="list-style-type: none"><li>Organise more guest lectures</li><li>Students Placement (3) and Higher Education (3) which is low compared to total strength (65), Collect more details from passed out students</li><li>Encourage students to participate in events organised by other institutions</li><li>Include Screenshots of Departmental extension activity</li></ul>	Suggestions to be incorporated in the respective documents
6	Language	<ul style="list-style-type: none"><li>Grey areas can be focused for further improvement.</li></ul>	Improvements to be done from 2021-2022
7	English	<ul style="list-style-type: none"><li>Documentation yet to be done in an orderly manner to some extent</li><li>It can be carried out meticulously.</li></ul>	Documentation is to be maintained systematically

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