

Report on

**EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**

**[For the Period 2016-2018]**

**31-01-2019 & 01-02-2019**



Submitted by



**INTERNAL QUALITY ASSURANCE CELL**  
**JAMAL MOHAMED COLLEGE (AUTONOMOUS)**

College with Potential for Excellence  
Reaccredited (3<sup>rd</sup> Cycle) with 'A' Grade by NAAC  
(Affiliated to the Bharathidasan University)

**TIRUCHIRAPPALLI- 620 020**

**JAMAL MOHAMED COLLEGE (AUTONOMOUS)**  
**TIRUCHIRAPPALLI – 620 020**

**INTERNAL QUALITY ASSURANCE CELL**

**EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT (2016-2018)**

The purpose of the Academic and Administrative Audit (AAA) is to evaluate the performance of all the departments, appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, curricular and extra-curricular activities and administration.

The External Academic and Administrative Audit of the college for the period 2016-2018 was conducted on 31-01-2019 and 01-02-2019 by inviting four external experts (two from the Faculty of Science and two from the Faculty of Arts) from universities other than Bharathidasan University, Tiruchirappalli. Two teams were constituted for the audit.

**TEAM-1**

Team-1 consisted of the following members:

1. Dr. M. Jayakumar  
Former Director – IQAC &  
Former Director, Department of Extension & Career Guidance  
Bharathiar University  
Coimbatore
2. Dr. M. Selvam  
Former Director – IQAC &  
Former Head, Department of International Business  
Alagappa University  
Karaikudi
3. Dr. A. Syed Zakir Hasan  
Dean of Arts  
Jamal Mohamed College (Autonomous)  
Tiruchirappalli
4. Dr. A. Mohamed Ismayil (Coordinator)  
Member, IQAC  
Jamal Mohamed College (Autonomous)  
Tiruchirappalli

The team visited all the departments under the faculty of Arts and Management, Student Support Services, Hostels and the College Offices as per the following schedule:

### Schedule of Visit

| <b>DAY-1 : 31-01-2019 (Thursday)</b> |  |
|--------------------------------------|--|
| 10.00 a.m. to 10.30 a.m.             | Meeting with the Principal   |
| 10.30 a.m. to 11.15 a.m.             | Commerce (Aided & SF)  |
| 11.15 a.m. to 12.00 Noon             | English (Aided & SF)   |
| 12.00 Noon to 12.30 p.m.             | History (Aided & SF)   |
| 12.30 p.m. to 01.00 p.m.             | Business Administration (BBA)  |
| 01.00 p.m. to 02.00 p.m.             | Lunch Break  |
| 02.00 p.m. to 02.30 p.m.             | Student Interaction (Women) – Commerce, English, BBA   |
| 02.30 p.m. to 03.30 p.m.             | Hostel (Men), Sports Hostel, Mosque Hostel, Hostel (Women)   |
| 03.30 p.m. to 05.30 p.m.             | <i>Student Support Services:</i><br>Day Care Centre, Students Counseling Centre, Civil Services Examination Study Centre, Entrepreneurship Development Centre, Student Cooperative Stores, Deeniyath / Moral Education, Staff Credit Society, Alumni Association, Guidance and Counseling, Placement Cell, UGC Coaching Centre |
| <b>DAY-2 : 01-02-2019 (Friday)</b>   |  |
| 09.30 a.m. to 10.15 a.m.             | Department of Management Studies (JIM)   |
| 10.15 a.m. to 11.00 a.m.             | Economics  |
| 11.00 a.m. to 11.30 a.m.             | Arabic(Aided & SF)   |
| 11.30 a.m. to 12.00 Noon             | Tamil (Aided & SF)   |
| 12.00 Noon to 12.30 p.m.             | Social Work  |
| 12.30 p.m. to 12.45 p.m.             | Language Lab   |
| 12.45 p.m. to 01.00 p.m.             | French, Hindi, Urdu and Urdu Calligraphy Centre  |
| 01.00 p.m. to 02.00 p.m.             | Lunch Break  |
| 02.00 p.m. to 03.30 p.m.             | College Office (Aided, SF-Men & SF-Women), Management Office, Purchase Office, Attendance Office   |
| 03.30 p.m. to 05.00 p.m.             | Report Preparation and Submission to the Principal   |

## **TEAM-2**

Team-2 consisted of the following members:

1. Dr. P.S. Mohan  
Professor and Head, Department of Chemistry  
Bharathiar University  
Coimbatore
2. Dr. R. Sathishkumar  
Professor, Department of Biotechnology  
Bharathiar University  
Coimbatore
3. Dr. M. Ghouse Basha  
Dean of Science  
Jamal Mohamed College (Autonomous)  
Tiruchirappalli
4. Dr. A. Ishaq Ahamed (Coordinator)  
Member, IQAC  
Jamal Mohamed College (Autonomous)  
Tiruchirappalli

The team visited all the departments under the faculty of Science, Physical Education facilities, Part-V Extension Activities, Controller of Examinations Office and General Library as per the following schedule:

### **Schedule of Visit:**

| <b>DAY-1 : 31-01-2019 (Thursday)</b> |  |
|--------------------------------------|--|
| 10.00 a.m. to 10.30 a.m.             | Meeting with the Principal                         |
| 10.30 a.m. to 11.00 a.m.             | Botany   |
| 11.00 a.m. to 12.00 Noon             | Mathematics (Aided & SF)                           |
| 12.00 Noon to 12.30 p.m.             | Hotel Management and Catering Science              |
| 12.30 p.m. to 01.00 p.m.             | Visual Communication                               |
| 01.00 p.m. to 02.00 p.m.             | Lunch Break  |
| 02.00 p.m. to 02.30 p.m.             | Nutrition and Dietetics                            |
| 02.30 p.m. to 03.00 p.m.             | Fashion Technology and Costume Designing           |
| 03.00 p.m. to 03.30 p.m.             | Physical Education (Indoor Stadium)                |
| 03.30 p.m. to 04.30 p.m.             | Part-V Extension Activities (Hussainudeen Hall)    |
| 04.30 p.m. to 05.30 p.m.             | Controller of Examinations Office, General Library |

| <b>DAY-2 : 01-02-2019 (Friday)</b> |   |
|------------------------------------|---|
| 09.30 a.m. to 10.30 a.m.           | Computer Science and Information Technology (Aided & SF)                              |
| 10.30 a.m. to 11.15 a.m.           | Physics (Aided & SF)  |
| 11.15 a.m. to 12.00 Noon           | Chemistry (Aided & SF)  |
| 12.00 Noon to 12.45 p.m.           | Zoology   |
| 12.45 p.m.to 02.00 p.m.            | Lunch Break   |
| 02.00 p.m. to 02.30 p.m.           | Microbiology  |
| 02.30 p.m. to 03.00 p.m.           | Biotechnology   |
| 03.00 p.m. to 03.30 p.m.           | Student Interaction (Women) – Information Technology, Mathematics, Physics, Chemistry |
| 03.30 p.m. to 05.00 p.m.           | Report Preparation and Submission to the Principal                                    |

During the visit to the departments, the HODs / Coordinators / MIDs made a brief presentation about the department on all aspects to the AAA teams. The departments were requested to present all relevant documents in support of the department inputs physical verification. The teams verified all the documents / records and offered suggestions where improvements in the documentation were required. The teams also visited all the infrastructural facilities such as class rooms, computers systems, internet and department library. The teams interacted with the faculty members and received their feedback on teaching, research and evaluation. The teams also interacted with the students to get their feedback and suggestions regarding infrastructural facilities available, performance of teachers, evaluation methods adopted and teaching learning process.

The associations and clubs of all the Extension activities, including JAMCROP and Fine arts, displayed all the relevant documents, in support of the activities conducted by them during the period 2016-2018, in the Hussainuddin Hall to the fullest satisfaction of the visiting team. The audit team members were very much impressed upon the record number of distinguished and diversified activities of all the associations and clubs.

## **Extension Activities:**

- All the clubs are very active
- Services and performances are excellent
- Blood donation database is essential

## **Student Support Facilities:**

### **Hostels (Men & Women)**

- Well maintained

### **Students Counselling Centre**

- All facilities are available
- Records are well maintained

### **Civil Services Examination Centre**

- Good leadership
- Motivate more students to attend the classes
- Open this facility to students of other colleges also

### **Day Care Centre**

- Publicize the facilities and enrol more children
- Open the facility to public also

### **Entrepreneurship Development Centre**

- Good efforts

### **Student Cooperative Stores**

- Good efforts
- Require more space

### **Guidance, Counseling and UGC Coaching Centre**

- At present UGC funding is not available.
- Adequate manpower is available
- Good efforts

### **Placement Cell**

- Introduce online resources
- Conduct mathematics and English aptitude coaching classes

### **Alumni Association**

- Use 'almaconnect' and collect the details
- Register the association as a society

**Deeniyath / Moral Education**

- Good efforts

**Language Lab**

- Use at least 10 hours a day

**Physical Education (Sports and Games)**

- Very good achievements
- Sports course can be initiated by appointing more faculty members

**COE Office**

- Very good reformation in COE office
- Attendance marks may be reduced
- Allowances may be given for overtime working hours

**General Library**

- Well maintained library
- Manpower and computer systems may be increased
- B.LIS course may be initiated

**Administrative Audit**

| S.No | Particulars  | Remarks   |
|------|--|---|
| 1    | Availability of space for various functions of the office  | Adequate  |
| 2    | Availability of furniture for the staff  | Fine  |
| 3    | Reception area / providing information for students  | Available   |
| 4    | Availability of computers, printers, scanners and photocopying machines  | Enough  |
| 5    | Storage facilities for current records in the working space  | Sufficient  |
| 6    | Availability of Internet facilities for various functions  | Internet used   |
| 7    | Staff competence to use Office tools and Internet  | Competent and qualified staff                             |
| 8    | Availability for record room to keep old records   | Available ( 2 rooms)                                      |
| 9    | Availability of a system (well written policy, and procedures) for faculty recruitment in self-financing stream  | Followed  |
| 10   | Timely release of scholarships / grants  | Online, on-time   |
| 11   | Utilization of UGC Autonomous College Grants, Special Schemes (CPE) for various plan periods. Regularity in the submission of utilization certificates | 12 <sup>th</sup> plan over UGC grant received – accounted |
| 12   | Distribution of State Govt. Scholarships, UGC and other Scholarships   | On-time   |

| S.No | Particulars  | Remarks   |
|------|--|---|
| 13   | Collection, storage and effective use of faculty & other staff details (for payment of salary, increment, promotion, etc.) | Norms in existence                                  |
| 14   | ERP System for Administration and Staff competence   | Getting established                                 |
| 15   | <u>Regularity in conducting:</u><br>a. College Governing Body Meeting  | Twice (each semester)                               |
|      | b. Academic Council, Board of Studies Meetings   | Twice (each semester)                               |
|      | c. Other Autonomous Committees Meetings  | Twice (each semester)                               |
|      | d. Relevance and follow up activities of decisions taken by the above committees   | As per requirements                                 |
| 16   | Strategic Initiatives (for Expansion, Quality Sustenance)  | Needs to be drafted                                 |
| 17   | Regularity in submitting AQAR reports to NAAC  | Yes   |
| 18   | Regularity in the Renewal of Autonomy  | Yes   |
| 19   | NIRF Ranking   | Participated<br>83 <sup>rd</sup> Rank in 2018       |
| 20   | Training Programmes for Non-Teaching Staff   | English and Hardware training required              |
| 21   | Budget Allotment and Expenditure for the Maintenance of Campus Infrastructure  | Rs. 8.16 Cr<br>Rs. 9.03 Cr                          |
| 22   | Financial Audit of College Accounts  | Done  |
| 23   | Corpus Fund  | Rs. 34 Cr as on 31-03-2018                          |
| 24   | Energy Efficiency  | Solar energy may be thought of. Biogas is available |

## Exit Meeting

After the audit, an exit meeting was held with the members of the college administration and Heads / Coordinators of all the departments in which the auditors shared their observations and also offered suggestions for further improvement. The auditors finally presented their reports to the Principal.

## Action Taken Report

A team, comprising of senior faculty members led by the Principal, visited all the departments, interacted with the Head and faculty members on the outcomes of the external academic audit. The Principal requested the faculty members to improve on those areas where there were no or less inputs from the department.



## Photo Gallery



Interaction with the Principal



Department of Arabic



Department of Biotechnology



Department of Botany



Department of Business Administration



Department of Chemistry





Department of Commerce



Department of Computer Science



Department of English



Department of Fashion Technology



Department of History



Department of Hotel Management





Department of Management Studies



Department of Mathematics



Department of Microbiology



Department of Nutrition and Dietetics



Department of Physics



Department of Social Work





Department of Tamil



Department of Visual Communication



Department of Zoology



Department of French, Hindi & Urdu



Extension Activities



COE Office





General Library



Placement Cell



Student Counselling Centre



Civil Services Examination Centre



Hostel (Men)



Hostel (Women)

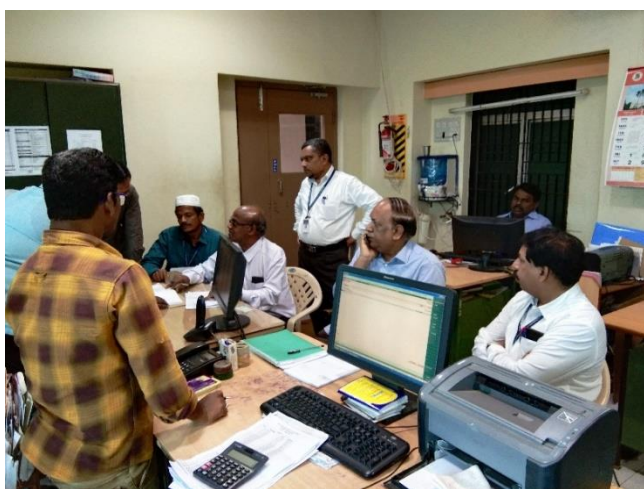




Communication Lab



College Office



Management Office



Exit Meeting

## Acknowledgement

I record my sincere thanks and gratitude to our honourable Secretary & Correspondent, honorable Treasurer, honorable Assistant Secretary, beloved Principal, Vice Principal, Additional Vice Principal and Director & Bursar (SF Programmes) for permitting us to conduct this External Academic and Administrative Audit.

I thank the External Experts Dr. M. Jayakumar, Former Director – IQAC & Former Director, Department of Extension & Career Guidance, Bharathiar University, Coimbatore, Dr. M. Selvam, Former Director – IQAC & Former Head, Department of International Business, Alagappa University, Karaikudi, Dr. P.S. Mohan, Professor and Head, Department of Chemistry, Bharathiar University, Coimbatore, and Dr. R. Sathishkumar, Professor, Department of Biotechnology,

Bharathiar University, Coimbatore for conducting the External Academic and Administrative Audit successfully.

I thank Dr. A. Syed Zakir Hasan, Dean of Arts and Dr. M. Ghouse Basha, Dean of Science of our College for assisting the External Experts in conducting the entire audit process in a successful manner.

I place on record, my sincere thanks and gratitude to the head and faculty members of all the departments for their excellent support and cooperation towards the successful conduct of the internal academic audit.

I thank the Coordinator of Part-V Extension activities, Dr. N. Abdul Ali and the staff members incharge of all the extension activities, including JAMCROP and Fine arts for their excellent support extended to the visiting team to conduct the audit successfully.

I thank the Physical Director, Dr. B.S. Shayin Sha for his support and cooperation.

I thank the staff members incharge of all the student support services for their excellent cooperation in the conduct of the audit.

Our appreciations and thanks are due to Dr. A. Saleem Batcha, the controller of examinations, Dr. A. Mohamed Musthafa, Deputy COE and their dedicated team for their excellent support extended to the visiting team.

I thank the Librarian, Mr. Abul Hussain and his team and Dr. O.A. Mohamed Jafar, Convener, Library Committee for their support.

I thank Mr. M. Shanmugavel, Superintendent (Aided office), Mr. Rengan, Superintendent (SF office) and their dedicated team of staff members for their sincere efforts in the preparation and presentation of the documents. I also thank, Dr. S. Farook Basha, Dr. Y. Moydheen Sha and their team for their cooperation and support in the conduct of the audit.

From the depth of my heart I thank Dr. A. Ishaq Ahamed, Dr. D. Kumar, Dr. A. Shajahan and Dr. A. Mohamed Ismayil, the members of the IQAC and all the microcell members, for their selfless support, cooperation, dedicated involvement and valuable time extended to the IQAC for the smooth and successful conduct of the audit.

  
PRINCIPAL  
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COORDINATOR, IQAC  
Dr. T. ABDUL RAZAK  
Coordinator  
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