



PGP COLLEGE OF ARTS AND SCIENCE

NH-7, Namakkal – Karur Main Road, Namakkal – 637 207

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi,
Reaccredited by NAAC and Recognized by UGC with 2(f) & 12(B))



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2019-2020





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VISION

To serve the social needs and to uplift the living standards of the rural youths by imparting higher education adhering not only to national but also international standards of education and fostering an enduring sense of discipline and single minded dedication to work.

MISSION

By promoting the College into an institution of excellence, which will serve the rural youth by providing them with easy access to higher education and job opportunities. The college will strive towards integrated personality, growth of rural student in particular and students at large in which special attention is given to their intellectual, moral and cultural development. It will inculcate discipline, higher levels of culture and time values of life among the youth.

OUR FOCUS

PGP College of Arts and Science is committed to provide quality education on par with global standards by continually improving the infrastructure facilities and offering skill oriented courses to the students located in and around the rural area of Namakkal district to match the industrial expectations.



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About the Institute

PGP College was established in the year 1994. It is located in the Namakkal Karur NH-7. The PGP College of Arts and Science was established by our beloved Chairman Dr. Palani G.Periyasamy M.A.,M.A.,Ph.D (USA). The state of the art facilities in the college encourage the students to develop their various skills. The college runs in an eco-friendly environment and produces healthy education to the students. Our College offers 13 courses at the U.G. level and 14 at the P.G level. Research work has also been growing steadily alongside these courses. We start offering M.Phil and Ph.D (part time and full time) courses from the year 2007. The PGP CAS takes care to give in the young individual an integrated personality.

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General Information

Name & Address of the College		PGP COLLEGE OF ARTS AND SCIENCE PARAMATHI, NAMAKKAL
Name of the Principal of the College, along with Tel. No. and e-mail ID		Dr. P. Maheswaran 9952664829 arts@pgpews.in
Departments and Program offered		
S. No.	Department	Title of the Programme offered
01	Tamil	UG, PG, M.Phil., Ph.D.,
02	English	UG, PG, M.Phil.,
03	Mathematics	UG, PG, M.Phil.,
04	Physics	UG, PG, M.Phil.,
05	Chemistry	UG, PG, M.Phil., Ph.D.,
06	HMCS	UG,
07	Commerce	UG, PG, M.Phil., Ph.D.,
08	Computer Science	UG, PG, M.Phil.,
09	Bio-Chemistry	UG, PG, M.Phil.,
10	Micro Biology	UG, PG, M.Phil.,
11	Business Administration	UG, PG, M.Phil.,
12	Commerce (CA)	UG, PG, M.Phil.,
13	Bio Technology	UG, PG, M.Phil.,
14	Food Processing	PG
15	Computer Application(MCA)	PG
Details of Accreditation:		NAAC Accreditation: B Grade 1. 16.09.2008 2. 05.05.2014



1. Academic and Administrative Audit (AAA)

The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

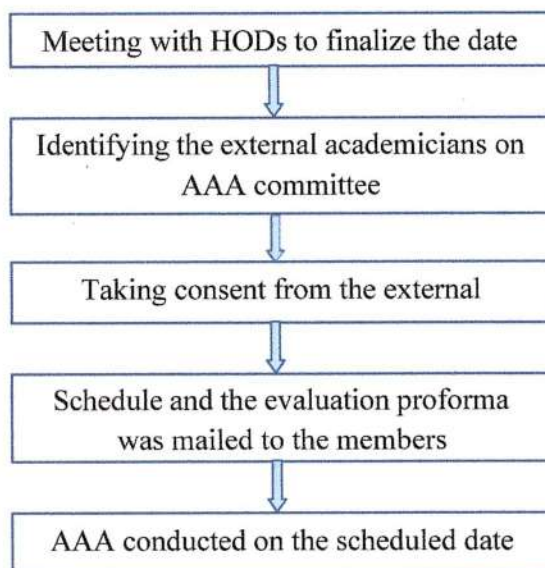
The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the department includes:

- i. Course content
- ii. Teaching - Learning Process (ICT & LMS)
- iii. Research Publications
- iv. Attainment
- v. Extension activities
- vi. Infrastructure
- vii. Other Activities

The list of documents and proforma for the department level evaluation is given as Appendix-A. The list of documents and facilities for verification and the proforma for the institute level is given as Appendix-B.

Process Involved:

The process involved for the AAA by the external members is given below.





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As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2019-20 consisting of the following members was constituted by the Principal:

S.No	Dept. to visit	Name of the external member	Designation	College	Signature
1.	Tamil	Dr.S.Lalitha	Head, Dept. of Tamil	PGP College of Arts and Science, Namakkal	
2.	English	Mr.M.Marisamy	IQAC coordinator	Auxilium College of Arts and Science, Regunathapuram	
3.	Mathematics	Mr.S.Sivakaminathan	Head, Dept. of Mathematics	PGP College of Arts and Science, Namakkal	
4.	Physics	Dr.M.Rajendran	Head, Dept. of Physics	Nantha College of Arts and Science, Erode	
5.	Chemistry	Dr.M.Venkatraj	IQAC coordinator	PGP College of Arts and Science, Namakkal	
6.	Commerce	Mr.K.N.Ramesh	Head, Dept. of Commerce	PGP College of Arts and Science, Namakkal	
7.	Computer Science	Dr.Maruthanayagam	Head, Dept. of Computer Science	Vijay Vidhyalaya college of Arts and Science, Dharmapuri	
8.	Biochemistry	Dr.K.Saravanan	Head, Dept. of Biochemistry	KSR College of Arts and Science, Namakkal	
9.	Micro Biology	Dr.L.Ashokumar	Head, Dept. of Microbiology	Vivekanandha College of Arts and Science fo0r Women, Namakkal	
10	Biotechnology	Dr.B.Prakash	Head, Dept. of Biotechnology	Vels Institute of Science, Technology and Advanced Studies, Chennai	
11	Food Processing	Dr. R. Sujatha	Head, Department of Nutrition and Dietetics	N.K.R. Government Arts College For Women, Namakkal	

The meeting of AAA committee was fixed on 18/09/2019. The AAA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the



Principal, Deans, Head of Departments and the coordinators during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visited the departments, the infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the member. Individual department evaluation sheets are enclosed with this report. Also, the members visited the central facilities such as IQAC, HMCS Lab, Language Lab, placement cell, library, Account Section and Seminar Hall, and had interactions with the coordinators. Other general facilities were also verified. The Committee after completing all stages of inspection and interactions prepared the AAA report for the college covering the summarized observations and recommendations.

Academic and Administrative Audit Process and schedule:

Date: 18.09.2019

Time	Activity	
10.00 am - 10.30 am	Welcome and meeting by Principal Venue: Dr. P. Maheswaran	Welcome and meeting by Principal regarding the objective of the AAA. Dr. P. Maheswaran
10.30am to 01.00 pm	Visit to the department by the members	<ol style="list-style-type: none"> 1. Meeting with the HOD & faculty members 2. Visit to the facilities in the department: Classrooms and labs, any other facility related to Slow and advanced learning 3. Verification of the documents. 4. Interaction with the faculty and technical staff after the verification process. 5. Department report preparation.
1 pm to 1.40 pm	Lunch	Lunch
2 pm to 2.30 pm	Visit to central facilities- Library, Placement, Language Lab, Exam Cell and Admin. office	<ol style="list-style-type: none"> 1. Interaction with the respective heads. 2. Interaction with Administrative Officer. 3. Verification of documents.
Post lunch	1. Report preparation	College report writing
	2. Exit meeting	Exit meeting with Principal, A.O, HoDs, Faculties and coordinators.



Glimpses of AAA Committee visit:

Meeting with principal, HoDs and coordinators



At the departments: Verification of the documents and Interaction with the faculty members



Placement cell





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2. Report of AAA committee:

Assessment Based on Institutional Information

Category	Description	Available
Approvals and Accreditation Documents	AICTE Approval	Yes
	Affiliation by University	Yes
	NBA Accreditation	No
	NAAC Certificate	Yes
Governance	Governing Body notification	Yes
	Academic Council notification	Yes
	Finance Committee Notification	Yes
	BOS Notification	Yes
	Proceedings of Governing Body meeting	Yes
	Proceedings of Academic council meeting	Yes
	Proceedings of Finance committee meeting	Yes
	Proceedings of BOS meeting	Yes
	Examination Section	Yes
	IQAC and its proceedings	Yes
	Anti-Ragging Committee	Yes
	Anti-Sexual Harassment Committee / College	Yes
	Internal Complaint Committee	Yes
	Grievance Redressal Committee	Yes
	SC/ST/OBC cell	Yes
	Alumni Association	Yes
	Office Automation (ERP Software)	Yes
	Personal files	Yes
	Budget sanctioned and Audit report	Yes
	Student scholarship details	Yes
Institution website	Yes	
Biometric Attendance System	Yes	
Notice Boards	Yes	



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Other Facilities	CCTV Security	Yes
	Projectors in Class Rooms	Yes
	Fire Extinguisher	Yes
	Medical facility	Yes
	Canteen facility	Yes
	Sports facility	Yes
	Hostels	Yes
	Vehicle Parking	Yes
	Xerox facility	Yes
	Backup Electric Supply	Yes
	Bank / ATM	Yes
	Transport facility	Yes
	Sewage Disposal System	Yes
	Drinking water facility	Yes
	Solid Waste Management	Yes
	e-waste Management	Yes
	Rain Water Harvesting	Yes
Green Campus Initiatives	Yes	

Signature of the Audit Committee Chairman :

Signature of IQAC Coordinator :

Signature of the Principal :



PRINCIPAL
PGP College of Arts and Science
Namakkal



Score for AAA

Criteria	Key Indicators (KIs)	Max. Marks	Mark awarded
1. Curricular Aspects	1.1 Curriculum Design and Development	NA	
	1.1. Curriculum Planning and Implementation	20	17
	1.2 Academic Flexibility	30	23
	1.3 Curriculum Enrichment	30	29
	1.4 Feedback System	20	20
	Total		100
2. Teaching- Learning and Evaluation	2.1 Student Enrolment and Profile	40	35
	2.2 Catering to Student Diversity	50	47
	2.3 Teaching-Learning Process	50	43
	2.4 Teacher Profile and Quality	60	45
	2.5 Evaluation Process and Reforms	30	28
	2.6 Student Performance and Learning Outcomes	60	50
	2.7 Student satisfaction Survey	60	50
	Total		350
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	NA	
	3.2 Resource Mobilization for Research	15	11
	3.3 Innovation Ecosystem	10	10
	3.4 Research Publications and Awards	25	15



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	3.5 Consultancy	NA	
	3.6 Extension Activities	50	45
	3.7 Collaboration	20	16
	Total	120	97
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	30
	4.2 Library as a Learning Resource	20	18
	4.3 IT Infrastructure	30	22
	4.4 Maintenance of Campus Infrastructure	20	15
	Total	100	85
5. Student Support and Progression	5.1 Student Support	50	45
	5.2 Student Progression	25	21
	5.3 Student Participation and Activities	45	40
	5.4 Alumni Engagement	10	7
	Total	130	113
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	8
	6.2 Strategy Development and Deployment	10	7
	6.3 Faculty Empowerment Strategies	30	26
	6.4 Financial Management and Resource Mobilization	20	15
	6.5 Internal Quality Assurance System	30	20
	Total	100	76



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7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	45
	7.2 Best Practices	30	20
	7.3 Institutional Distinctiveness	20	15
	Total	100	80
	TOTAL SCORE	1000 *	838



Academic and Administrative Audit for the Academic year 2019-2020

We, the members of the Academic and Administrative Audit team have conducted the Academic and Administrative Audit for the Academic Year 2019-2020 of PGP College of Arts and Science, Namakkal on 18.09.2019.

The marks obtained are _____ out of 1000. (____%)

Observations of Auditors:

1. Best Practices in each department to be highlighted
2. Identification of weak students and remedial classes to be improved
3. Motivation for the students to participate in institute activities

Signature of the Auditors:

S. No	Name of the Faculty Member	Designation	Signature
1	Dr.S.Lalitha	Head, Dept. of Tamil	
2	Mr.M.Marisamy	IQAC coordinator	
3	Mr.S.Sivakaminathan	Head, Dept. of Mathematics	
4	Dr.M.Rajendran	Head, Dept. of Physics	
5	Dr.M.Venkatraj	IQAC coordinator	
6	Mr.K.N.Ramesh	Head, Dept. of Commerce	
7	Dr.Maruthanayagam	Head, Dept. of Computer Science	
8	Dr.Saravanan	Head, Dept. of Biochemistry	
9	Dr.L.Ashokumar	Head, Dept. of Microbiology	
10	Dr.B.Prakash	Head, Dept. of Biotechnology	
11	Dr. R. Sujatha	Head, Department of Nutrition and Dietetics	

IQAC Coordinator
18.09.2019



Principal
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