

BEST PRACTICE 2: IAAC

Internal Academic Audit cell (IAAC) – A Faculty-driven Initiative for Academic Quality Control.

1. Title of the Practice: Internal Academic Audit cell (IAAC) – A Faculty-driven Initiative for Academic Quality Control.

2. Objectives of the practice: The main objective of Internal Academic Audit Cell is to identify the potential, applicability and efficaciousness of teaching, learning and evaluation practices, in order to assure high-quality academic inputs, processes and outputs.

Specific objectives are:

- ✓ To comprehend the current system and assess the strengths and weaknesses of the departments thereby, suggesting the methods for improvement and overcoming the weaknesses.
- ✓ To promote key developments that upgrade the curriculum and augments students' opportunities for job enrolment and career development.
- ✓ To be a driving force to attain perfection in all the activities, motivating the fulfilment of the core values of the college.

3. The Context: The Internal Academic Audit Cell was formulated in Loyola Academy to promote self-reflection and self-improvement among all departments and student activity centres of the college. It was introduced by IQAC in the College, under the purview of Quality Control and Scrutiny of Academic related matters and initiatives. At a department level, the Academic Audit reviews the quality of assets and the conditions facilitating the context of achieving the learning outcome.

4. The Practice: There are two phases in the academic audit. One, a self-evaluation phase. Two, an external evaluation phase. During the self-evaluation phase of the Academic Audit, the faculty look at the key activities in place that regularly improve the quality of teaching and learning. During the external-evaluation phase, Academic Audit Team conducts a review of the self-evaluation phase. The team reviews the self-evaluation report of the faculty (format is prescribed, initially); conducts a site visit, and writes its

own report that includes commendations, affirmations and recommendations for continued improvements.

Internal Academic Audit Cell (IAAC) constitutes of a Coordinator and about twelve members of teaching staff. IAAC looks into various aspects of academics like maintenance of teaching diary, lesson plans, improving the quality of syllabi, allotment of assignments, project works, cumulative attendance entry, usage of ICT tools, mentoring books and details of remedial classes from teachers. The Head of the Department reports departmental activities to the audit team. It also looks into the maintenance of quality of teaching and learning by conducting internal audit of all the departments in the following way:

The Coordinator of the IQAC cell initiates the process by serving a notice to the HOD and faculty members of the department regarding the dates and time of the audit.

The audit is conducted at the departmental level for its activities and also for the individual faculty. The audit is assessed based on set criteria.

The staff is requested to submit the documents with valid proofs. The auditors will scrutinise, collate the evidence, analyse and evaluate the documents formulating specific lines of enquiry from the above. The auditors will then produce a report that describes the strengths and weaknesses of the auditee's efforts to improve academic quality of their programmes and identify plans for improvements. The audit report shall be handed over to the Principal. Plan of action can be prepared to implement the suggestions accepted by IQAC.

IAAC is exercised biannually i.e. in every semester and once in three years by an external audit committee.

5. Evidence of Success:

- IAAC has found that majority of the departments have assessed their incapability and worked towards achieving their targets.
- Mentoring was taken seriously and data was recorded in a book. Faculty attended more number of seminars, published research articles, authored books, applied for research projects, compared to previous years.

- One of the direct outcomes of the Internal Academic Audit was that it met institutional expectations, and over the years, became a thoroughly documented process that meets the requirements of any inspection.

6. Problems Encountered and Resources required:

- The documents pertaining to the department are not transferred systematically when there is a change in the HOD.
- Lack of consistency in the staff due to which documents are not properly maintained. Time is consumed in training and monitoring the newly appointed staff to document the data.
- The newly recruited staff lacks a sense of belongingness with the students and the department.
- Sufficient time is not provided to prepare and maintain the documents due to hectic lecture and remedial hours.

Resources required: Orientation programme on IQAC in the form of seminars and workshops could be conducted twice a year and also promote the staff to attend more seminars and improve their teaching – learning processes.

Academic Year – 2017-18 (Even Semester)

LOYOLA COLLEGE (Autonomous) CHENNAI
A constituent college of the University of Madras
Established in 1925 by the Society of Jesus
Approved by the University Grants Commission
Accredited by NAAC with 'A' grade
Affiliated to the University of Madras
Approved by the Ministry of HRD, Govt. of India

The Academic Council has constituted two committees for 2017 and 2018. Professor Dr. S. Venkateswaran and Dr. S. Subramanian, respectively, head these committees. The members of the committees are drawn from the teaching, research and learning activities. The two committees will review the Departmental submissions by the Head of the Department. The Faculty members, Deans and the different committees of the University, the Vice-Chancellor and others in other capacities constitute the two committees. The two committees will review the different suggestions and points of improvement presented in the forms.

Academic Policies:
 1. Academic Calendar
 2. Academic Year
 3. Academic Calendar
 4. Academic Year
 5. Academic Year
 6. Academic Year

INTRODUCTION:
 An application for the consideration of College Education, Government of Tamilnadu, Academic Audit Cell of Loyola Academy Higher & PG College, Chennai, dated 20/01/2018 has been conducted by concerned authority concerned.
 The purpose of this audit was to ensure that the practices followed by the department, are in accordance with the Academic Policy adopted by the Commission for Higher Education, Government of Tamilnadu. With this purpose, the specific provisions of the said form manual.

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Summary of Findings:

1. Documentation submitted is correct.
2. Report writing should be improved.
3. It provides correct & documentation needed.
4. Handwriting is improved in present paper.

(Dr. S. Venkateswaran) *(Dr. S. Subramanian)*
(Dr. Jacqueline Williams) *(Dr. M. Durai Saravanan)*

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Academic Audit Form A (2) Under Academic Administration
INTERNAL ASSESSMENT FORMS (2018-19 DATED BY LETTER)
Name of the Department : **EDUCATION & LEARNING** Academic Year : 2017-2018

Name of the Committee Chair : **M. Durai Saravanan**

Name of the Subject : **Higher Management (T)**
Management and College management (T)
EDU 511 (T)
EDU 512 (T)

ACTIVITIES	Observation / Remarks
Annual Learning Plan is being followed or Not	Yes
Admissions are open date or Not	Yes
Fee Structure of BE (Hons) Electrical	Yes
Result of Internal Assessment Marks Details	Yes
Report of Project Seminar	Yes
Report of Academic Responsibility	Open Topic wise TPR
Report on Input Periodical	No
Report of Conference Attended	No
Report of Assignments Completed	No
Report of Assignments given to Students	Yes
Report of Internal Choice Conducted	No
Copy of I.T. Policy, UV, AB	Yes
Report of Availability Periodic	No
Report of Finance Work undertaken by	No
Report of Strength Wise	No
Report of Guest Lecture Delivered	No
Report of Achievements (Exams)	No
All Other Information	Project Introducing TPR
Signature of the Lecturer	<i>(Dr. Jacqueline Williams)</i>

Any other information can be added on the next page

Lecturer's Name & Signature
(Dr. Jacqueline Williams)

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Academic Audit Form B (2) Under Academic Administration
INTERNAL ASSESSMENT FORMS (2018-19 DATED BY LETTER)
Name of the Department : **EDUCATION & LEARNING** Academic Year : 2017-2018

ACTIVITIES	Observation / Remarks
Annual Learning Plan is being followed or Not	Yes
Admissions are open date or Not	Yes
Fee Structure of BE (Hons) Electrical	Yes
Result of Internal Assessment Marks Details	Yes
Report of Project Seminar	Yes
Report of Academic Responsibility	EDU 511, 512 TPR
Report of Internal Choice Conducted	No
Report of Strength Periodic	No
Report of Finance Work undertaken by	No
Report of Guest Lecture Delivered	No
Report of Achievements (Exams)	No
All Other Information	Project Introducing TPR
Signature of the Lecturer	<i>(Dr. Jacqueline Williams)</i>

Any other information can be added on the next page

Lecturer's Name & Signature
(Dr. Jacqueline Williams)

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Academic Year – 2017-18 (Odd Semester)

LOYOLA ACADEMY DEGREE & PG COLLEGE
ALWAL, SECUNDERABAD 500 010 TS

Tuesday, 20 June 2017

Academic Audit

Govt. Academic Audit is visiting our college on
24th June 2017.

Heads of the Department (HOD) are requested to
get ready for the Academic Audit and kindly
present all the information to the Committee.

(Fr Dr P. Anthony SJ)

Principal

PRINCIPAL

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A COLLEGE WITH POTENTIAL FOR EXCELLENCE

LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010

(Autonomous and affiliated to Osmania University)

Re-accredited with 'A' Grade (3.59/4.00 CGPA) by NAAC

A "College with Potential for Excellence" by UGC

Regd. Office Address: www.loyolacademyugpg.ac.in Ph: 040-27862363 / 27860077

DATE: 23-06-2017

STAFF NOTICE

All the staff members should be present in the college from 9.15 am onwards and co-operate to audit team during inspection till the end of the auditing.

Rev Fr Dr Pothireddy Anthony SJ
Principal

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DATE: 23-06-2017

STAFF NOTICE

Academic Audit Inspection by CCE, TS

ON SATURDAY, 24 JUNE 2017 AT 10 AM

SCHEDULED PROGRAMME

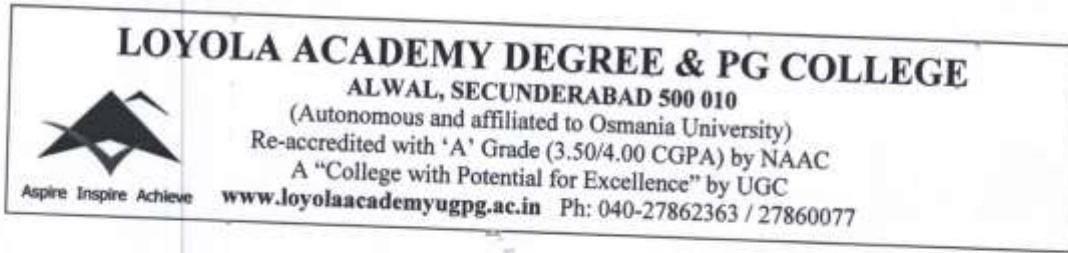
- ♦ 10am to 10.30am Presentation by the Principal Rev Fr Dr P. Pothireddy Anthony SJ about the best practices in college. All Deans should be present for this presentation.
- ♦ 10.30 am 12.30 pm inspecting departments.
- ♦ 12.30 pm to 1.00 pm Lunch
- ♦ 1.00 pm to 2.30 pm - inspecting placement office, Physical directors office, NCC office, COE office, NSS office.
- ♦ 2.30 pm to 3.30 pm inspecting club activities, women cell.
- ♦ 3.30 pm report writing.

Rev Fr Dr. Pothireddy Anthony SJ

Principal

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Academic Year – 2016-17 (Odd Semester)



FIRST SEMESTER ACADEMIC AUDIT INSPECTION SCHEDULE

2016-2017

S. No	Date	Time	Department	Name of Lecturers
1		9:30 am	Chemical Technology Agricultural Science	1.Dr.Jacqueline Williams 2. Ms. Jacintha Vincent 3.Mr.B.Bhaskar Rao
2	27-10-2016	9:30 am	Computer Science & Engineering Computer Systems & Engineering	1.Dr.A.Raja Reddy 2. Dr.K.Krishna Mohan 3.Dr.N.Maria Das
3		9:30 am	Maths , Statistics , Computer Science Electronics Technology	1. Dr.A.Raja Reddy 2. Dr.N.Maria Das 3.Mr.P.V.R.S.Prasad
4	28-10-2016	9:30 am	Biotechnology Food Technology	1. Dr. Jacqueline Williams 2. Ms. Jacintha Vincent 3. Mr. B. Bhaskar Rao
5		9:30 am	Mass Communication Animation Design	1. Dr.K.Krishna Mohan 2 Dr. A. Raja Reddy 3. Mr.P.V.R.S.Prasad
6	29-10-2016	1:30 pm	All Commerce Courses & BBA	1. 1. Dr.K.Krishna Mohan 2 Dr. A. Raja Reddy 3. Mr.P.V.R.S.Prasad

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