

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

Accredited by NAAC with 'A' Grade

Affiliated to Bangalore University &

Bangalore Central University

Recognized by UGC under 2f & 12(B) of UGC act, 1956

AICTE approved MBA program

**Academic & Administrative
Audit Report
2017-18**

Prepared by:

Internal Quality Assurance Cell.

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1. Introduction to Academic Audit:

The main objective of an academic audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education.

An increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by institutions and universities to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission. More and more colleges of Institutions and universities in the country volunteer to subject their activities and performances to be critically reviewed and audited by national and international agencies. The contributions by national bodies such as the National Assessment and Accreditation Council (NAAC) in the educational sector, NABH in healthcare practices and NABL in laboratory practices have sensitized an increasing number of forward-looking establishments in the country to participate, learn and benefit from the expertise and readiness of these agencies to foster such participatory learning. Creation of internal quality assurance mechanisms that help to inculcate the gains made from such efforts in the day-to-day work ethics and organizational culture of the institution is an indispensable requirement in any quality assurance scheme. The Internal Quality Assurance Cell (IQAC) advocated by NAAC belong to such recommendations. The Institution completed Third Cycle of accreditation by NAAC and received the certificate of accreditation in 28,29,30th of January 2015, securing 'Grade A' with a Cumulative Grade Point Average of 3.06 out of 4.0 points.

2. Audit Committee Members:

Internal Audit Committee Members:

1. Karanam Kavitha	Coordinator
2. Pratibha Somashekar	IQAC Member
3. Aditi A Rao	IQAC Member
4. Savitha B.H	IQAC Member
5. Shekar.K	IQAC Member
6. Haripriya	IQAC Member
7. Surekha.M	IQAC Member
8. Roopashree	IQAC Member

External Audit Committee Members:

1. Narasimha Hebbale	Certified ISO Auditor
2. Dr.Balasubramanian Sathyamurthy	Certified ISO Auditor

3. Schedule of the Academic Audit: Date - 15th March, 2018

Name of the External Auditor: Narasimhan Hebbale

Following departments were visited by the external members as per the timings mentioned in the schedule:

Time	Visit to the Department
9.40 AM – 11.45 AM	Microbiology-UG/PG
11.50 AM- 12.25 PM	MBA
12.45 PM – 1.00 PM	Chemistry/Biochemistry-PG
1.00 PM – 1.15 PM	Chemistry/Biochemistry-UG
1.20 PM – 1.45 PM	Biotechnology/Genetics-UG/PG
1.50 PM – 2.00 PM	BCA

Name of the External Auditor: Dr. Balasubramanian Sathyamurthy.

Following departments were visited by the external members as per the timings mentioned in the schedule:

Time	Visit to the Department
9.40 AM – 10.10 AM	Library
10.10 AM- 10.40 AM	BA
10.40 AM – 11.10 AM	B.Com
11.10 AM – 11.40 PM	Electronics
11.40 PM – 12.10 PM	Mathematics
12.10 PM – 12.40 PM	BBA
1.00 PM – 1.45 PM	Lunch Break
1.45 PM – 2.15 PM	Visit to English & Language Department
2.15 PM – 3.00 PM	Administrative Audit
3.30 PM	Exit Meeting –with all Staff Members

4. Institutional Profile:

A. Curriculum

The Curriculum is being updated and revised periodically.

In the Year 2014, the Bangalore University has introduced CBCS system.

- The Second Revision was done in the year 2017, when BU has been Trifurcated.
- Separate Elective Courses are available for Commerce & Management and Science Streams.
- The Students are encouraged to take up Research in their respective domains.
- Placement Oriented Courses such as Optimization Techniques, Soft Skills and Communicative Skills are offered along with the curriculum prescribed by the University.
- Self-Learning is promoted through the Add on Courses and Value Added Courses.
- The Students are given opportunity to learn the art of doing a Project In House and Industrial Project.

Faculty profile

Faculty Strength	Teaching Staff - 98 Placement officer – 01
Qualification	Ph.D – 48 Master – 50
NET/SET Qualified	NET/SET – 32

B. Infrastructural Facilities

- ICT enabled Seminar halls
- ICT enabled Class Rooms
- Wi-Fi enabled class rooms in all the Blocks
- RO Water Facility
- Lift Facility
- Library with WiFi facility
- Sports ground and Gym facility

C. Library Books

Following E-Resource has been subscribed to;

- J-Gate
- ProQuest
- DELNET
- British Council Library
- Bangalore University Library Membership

Total No of Books 2017-18	22,951
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5. Summary of Report:

- The evaluation process followed in the laboratory is good.
- No of volumes of Text books at library is well maintained.
- Placement activities and placement related training are good.
- Admission process is well maintained.
- Academic Management is focused to achieve the learning outcome.
- The curricular and the co-curricular activities are well balanced in the Teaching Learning environment to provide holistic education to the students.
- Teaching Learning and Evaluation has rigour and vitality.
- Equity of access is taken care of in the admissions.
- The Admission committee is vigilant in making the admission process transparent and efficient.
- IQAC provides Faculty enrichment programmes and Orientation Programmes for students.
- IQAC also conducts feedback on the Governance and Leadership along with faculty members.

6. Overall Assessment:

Institution overall Academic Audit was conducted in well organized and in transparent manner.

- Uniform for students to some courses is a good practice.

- No of volumes of Text books at library is sufficient.
- Wi-Fi bandwidth is good.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are good.
- Placement activities and placement related training are good.

- **Student Support Services :**

- NCC (Army Wing)** True to the history and heritage of the Country, the NCC (Army Wing) is doing a commendable service in the College. It has traversed a long way in inculcating the self-discipline and the National spirit among the brave students of this college. There are numerous activities organized by this unit in the academic year 2017-18. All the programmes cover camps, leadership training, series of special lectures on different occasions and participation in well-defined movements like Swatch Bharath Abhiyaan, Blood Donation Camp, AIDS Awareness rally, Disaster Management, and others. The most welcoming thing is that the students in large number are participating in the multifarious activities of NCC (Army Wing) and many of them have enchased the benefit of their participation to shape their future life.
- Youth Red Cross Wing:** The voluntary club of the students who have great concern for the downtrodden, deprived and under privileged people. The college has the rich tradition of encouraging the activities of the Youth Red Cross Wing. The annual report of the academic year 2016-17 is revealing numerous activities organized by the wing. The members of the Youth Red Cross Wing are the committed set of students who have dedicated themselves to serve the society in various forms brought credit to the college. Through this, the college has demonstrated the kind of leadership to inculcate the concern for the society. It is observed that the college is highly respected by the society for producing the students with human values.
- National Service Scheme (NSS) unit:** Students participation in collecting the funds for noble cause, attending social camps, youth conventions, working closely with the Family Planning Association of India to create health awareness and also creating awareness on HIV and AIDS, NSS programmes have given new directions and dimensions to the youth and growth.

- iv. **Alumni Association:** Alumni Association of the college is making efforts to make its contribution for academic development of the students. The Association has instituted an endowment Fund for giving prizes for curricular achievements of the students. The Association is active.

7. Suggestions:

- Departmental objective has to be maintained in one standard format.
- Student Monitoring Record has to be standardized and maintained in the same format by all departments.
- Faculty should use statistical tools based on analysis in their respective subject.

8. Conclusion:

- Record keeping and retrieving is well maintained.
- Good demonstration by all during the audit.
- Environmental studies subject is made compulsory to students to create awareness of green energy.
- Tree sapling as a gift to guest Instead of Bouquet of flowers is a good practice
- Excellent infrastructural resources.
- Number of faculty members as per council norms,
- student ratio (1:30).
- Qualified and experienced faculty members.
- Vibrant and disciplined student community.
- 100 % student admission every year.
- Formulation and meticulous implementation of good academic calendar.
- Good harmony among faculty members.
- Well planned Lesson plan execution by the faculty
- Management is with attitude of employee welfare.
- Good common facilities such as bank, hospital, sports, guest house, health Centre etc.
- State of art infrastructure, computer and internet facility, latest software.
- Well connected campus.
- Well planned Faculty Development and faculty training Programmes.
- Active student cooperation with the Institution.

- Interactions with professionals through industrial visits, guest lecturers & In-plant training.
- Innovative methods in teaching and evaluation process are adopted.
- Opening to the faculty members to work on University authorities such as academic council etc.