



## **AUXILIUM COLLEGE (Autonomous)**

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> cycle)  
Gandhi Nagar, Vellore – 6.

### **6.5 Internal Quality Assurance System**

### **Report of Academic Administrative Audit**

# **AUXILIUM COLLEGE (AUTONOMOUS), VELLORE – 632006**

(Accredited by NAAC with A<sup>+</sup> Grade with a CGPA of 3.55 in the 3<sup>rd</sup> Cycle)

## **ACADEMIC ADMINISTRATIVE AUDIT REPORT – 23.02.2023**

### **1. Introduction:**

Auxilium College founded in 1954 is the first women's College in the Vellore District and is affiliated to the Thiruvalluvar University. Auxilium has been granted the status of autonomy by the UGC and the Thiruvalluvar University from the academic year 2007-2008. The College has been accredited by National Assessment and Accreditation Council (NAAC) with A<sup>+</sup> Grade in 2003, in 2010 A grade with a CGPA of 3.41 out of 4 in the 2<sup>nd</sup> cycle and with NAAC with A<sup>+</sup> Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> Cycle in 2016. It is a minority institution established and administered by the Daughters of Mary Help of Christians, commonly known as Salesian Sisters of Don Bosco, belonging to the Catholic Church.

### **Academic and Administrative Audit**

The broad objective of the academic and administrative audit is to carry out an independent assessment of the College by an external peer team to review the following:

- Methodology of teaching and learning, evaluation and the various student accompaniments activities conducted for the different programmes run by the College
- Extracurricular and Cocurricular activities
- Functioning of the Laboratories and Computer Facilities
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library
- Infrastructural facility, Sports and games
- Outreach Programmes conducted by the College
- General Administration and office administration
- Alumni/ae and their contributions to the College
- Green Initiatives

## **2. Methodology**

The Audit team began their visit on 23<sup>rd</sup> February, 2023 in the College to visit to the laboratories, the library and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information. On the same day an exclusive academic audit at the department level was carried out by the external subject experts. Based on the information/ data gathered from the available documents and the interactions with management, staff, students of the institution and the academic audit report from the subject experts of the various departments, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations. The Academic Audit report with expectations that these recommendations, when implemented, will best serve the interest of the College is intended.

## **3. Observations:**

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on 23<sup>rd</sup> February, 2023 are given below:

### **Curriculum Design and Development:**

In adherence to the UGC and NAAC guidelines, Auxilium College adopted Outcome Based Education from the academic year 2020-21. The programme educational objectives, programme outcomes, programme specific outcomes and course outcomes were well prepared and a logical mapping was done at all aspects. The cognitive levels are well articulated in the course outcome. A well planned and structured outcome-based education is in place to assess the attainment of the outcomes at the various levels.

The College is following the CBCS. There has been a system to the feedback from all the stake holders to review the curriculum of the College for all the programmes. Based on the feedback and audit report, the College has been continuously revising the curriculum of all programmes in order to make it more relevant and meaningful. There are 18 value added courses offered systematically to sharpen the various soft and job skills of the students. The students are highly encouraged to enrol for the various online programmes to broaden their knowledge, skills and exposures.

All the Undergraduate programmes offer value education as part of the curriculum. As per the UGC guidelines environment science is offered for all the Undergraduate programmes in

the fourth semester wherein the students as a requirement submit a project or a case study on environmental issues and bio-diversity of the locality. Human Rights is offered as a mandatory course for all the Postgraduate programmes in the second semester. Courses like Women's Studies, Literature of the Marginalised precisely includes positive human values like equality and equity in the curriculum, while courses like Women Entrepreneurship are oriented towards growth and sustainability. All the programmes offer courses on professional ethics relevant to the respective discipline.

### **Teaching and Learning Process:**

From the interaction with students, it is so evident that students are actively engaged in the learning process through student centric methods and activities like quiz, discussions, seminars, assignments, projects, practical, internships, workshops, association activities, competitions, skill-based courses, field visit, case study, independent elective paper, etc. Inclusive education is provided.

Teachers are using the ICT tools to enhance the teaching learning process. The institution has taken measures to provide Wi - Fi, smart classrooms, projectors, integrated board etc. for effective teaching. The institution is a registered user of G - Suite and Zoom to avail maximum features for effective teaching and active learning through online platforms. The College has received an award from IIT Bombay for its excellent performance in IIT Bombay spoken tutorial courses.

### **Assessment and Evaluation:**

In general, the examination results of all programmes are highly impressive, it ranges from 75 % to 100%. The various initiatives of the College to accompany the students to have such a good track record of academic performance is so evident. An impressive system, administration of COE office makes the process of assessment and evaluation so systematic, meaningful, robust, time bound results and transparency. There is a good system available to handle the grievances related to evaluation. Revised Bloom's Taxonomy is followed for assessment. Scribes are provided for the visually challenged and extra time given to complete the exams for the students with learning difficulties.

### **Extension Activities:**

Every department of the College has an extension activity which foster College-neighbourhood network to reach out to the needy. Both faculty members and students are



sensitized to social issues through various programmes. Students show their social responsibilities by actively participating in outreach programmes such as camps, rallies, workshops, seminars, debates, competition etc.

College promotes extension activities in the neighbourhood. The NCC is offered as part of the curriculum. NSS is active. Extension activity is part of UG curriculum. During the course of study all UG students are expected to contribute 90 hours of extension activity. Many awards and recognitions are conferred on the College for its extension activities as the neighbourhood is very much benefitted. Best Volunteer Engagement award was given by Bhumi Campus Awards 2022.

### **Physical Facilities:**

Auxilium College (Autonomous) is situated on a verdant, 73.62 acre land and provides all the necessary infrastructure and facilities for an effective teaching-learning environment.

### **Facilities for Teaching and Learning:**

The campus is technology-enabled with a 150Mbps, 24/7 Wi-Fi facility for Faculty members and Students. There are 101 classrooms and most of them are fully equipped with modern teaching aids including integrated LCD projectors and screens. The College has integrated ERP portal, which is updated regularly. Faculty members and students are oriented towards the application of ERP portal. There are 13 science laboratories with modern and most contemporary equipment and instrumentation. FTIR Spectrometer etc for the Research lab in Chemistry. Clarity Snet Language Lab and Clarity English success program available in the English Language Laboratory. MATLAB. The Diamond Jubilee Memorial Library houses over 73987 volumes of books, 69 Journals and Magazines, Remote access offers e-Journals e-Books and e-Database and other learning resources. There are 467 Computers used for academic purpose. Video Conference Facility and availability of G-SUITE and ZOOM for online classes during pandemic. Adequate facilities such as ramps and lift are provided for the differently abled students.

### **Sports and Games Facilities:**

Auxilium College has modern state-of-the-art infrastructure for sport facilities. The well maintained courts for Basketball, Volleyball, Throw ball, Handball and Kabaddi, There are Fields for Football, Kho - Kho, Cricket, 400m Track, Shot put and Discus areas. The Indoor Stadium for Badminton, Table Tennis and Yoga is available. The Outdoor Stadium and guest

rooms for visiting teams are well maintained. The state of art Gymnasium for staff and students with such a good space and facilities made available. The students are given opportunities to compete in intercollegiate, inter-university and national competitions. Trained Auxilium band plays during sports day and other important days.

### **Scholarships:**

Students are benefitted by many endowment scholarships and fee waiver is given to the most economically marginalised students.

### **Cultural Programmes:**

Many cultural activities conducted by the College bring out the hidden talents in students. English dramatics, Muthamizh Vizha, Youth fest, Freshers talent etc., help the students in boosting their self-confidence.

### **Governance:**

The administration is decentralized to a great extent by delegation of responsibilities among Vice - Principals, Deans, Heads of Departments and Coordinators, Staff Advisors and Student Leaders of different committees, associations, clubs and movements.

There is an effective feedback mechanism to collect the Systematic feedback on the activities is sought from the stakeholders concerned (i.e.) Members of the Management, Faculty Members, Students, Parents and Alumnae, to ensure the participation of all the stakeholders and sort out the issues concerned. The various audit reports and the feedback from all stakeholders are effectively used for the quality sustenance and enhancement. Staff who publish in Scopus indexed journals, publish books are encouraged with cash incentives. Seed money is granted for staff to pursue research.

College conducts regular programmes to enhance the professional development of Teaching and Non-Teaching staff. Performance appraisal reports are reviewed and action taken. 30-40% of the staff avail the benefits of welfare measures.

College conducts an academic audit for all departments. Autonomy to Academic departments encouraged. Based on performance analysis of departments IQAC frames/implements quality assurance and identify areas of improvement.

### **Green Initiatives:**

The College has excellent and impressive green initiatives. The entire campus is well maintained with eco-friendly provisions. The waste segregation is the key to waste management and this also helps in turning waste into resource. The students and employees are sensitized on the need to maintain cleanliness which has been the watchword and culture of the College since inception and waste segregation happens at the source itself at all levels. The students and visitors are also motivated to manage waste through awareness, training, advocacy and other initiatives by the NSS, and other clubs. This enables proper utilization of waste, post collection in a time bound manner and for recycling. Electric vehicles are used for collection of solid waste in the College campus. Vermicomposting unit functions in the campus. The College has well maintained systems and facilities of water conservation facilities and Rain water harvesting. The College has sufficient provisions of Bore wells. There is the provision for generation of electricity through wind mills and solar panels. Liquid waste treatment plant is under construction and will be ready to function very soon. The green initiatives of the College have been recognised by NSF, Coimbatore by awarding Green Campus award.

### **Recommendations:**

1. Curriculum must be reviewed more frequently. Based on the Academic Audit report from subject experts, the departments should explore the introduction of new courses to make the programme more comprehensive to meet the global needs.
2. There is a need to enhance the communication skills of the students.
3. Explore more meaningful students' accompaniments for those students who have low level of motivation and have activities for advance learners also for the meaningful engagement.
4. Administration automation and automation of library to be enhanced to address the overall effectiveness and efficiency at all levels.




5. The College should encourage the staff to have more Major and Minor projects.
6. Overall Ph.D. enrolments to be increased. Encourage the staff to pursue the research degree and urge the staff who hold Ph.D. to get the guideship at the earliest.
7. Staff to be encouraged to come up with Quality research Publications.
8. Staff to prepare e-content and upload in website.
9. Alumni Association must be registered.
10. More funding and collaboration may be initiated with nearby local Industry.
11. IQAC should take an active role to encourage the departments to go for more MoUs, Collaborations.
12. College should network with other academic institutions and plan for collaborative activities.
13. Departmental and individual consultancy needs to be improved.
14. Entrepreneurial skills and start ups to be improved.
15. Promotion with proper designation particularly for non-aided staff members to be provided.

**Conclusion:**

The overall academic accomplishment of the College is so impressive. The team is so glad to note that the College offers various inter-disciplinary and career oriented UGC funded certificate programmes. The College is actively involved in coaching the students for the various competitive examinations. Based on our interactions, visits to the various offices and the feedback from the subject experts of the various departments, it is so evident that the concerted efforts of the Management of the College, the students, the teaching and administrative staff striving toward excellence and to realize the great ideals of the College.



The College is so blessed with a good team work, well developed system of participative decisions with the supportive management and the cordial relationship between faculty and students. The Team places on record its sincere appreciations and best wishes for many more meaningful academic achievements and laurels to the College.

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