



6.5.2 Quality Assurance Initiatives of the Institution Include.


2. Academic and Administrative Audit (AAA) and follow-up action taken.

ACADEMIC YEAR: 2018-2019

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6.5.2. Academic and Administrative Audit (AAA) and follow-up action taken: 2018-2019

❖ Academic Audit

Academic audit refers to a systematic way of reviewing the quality of education in an institute. It is aimed towards quality assurance and in bringing improvements in the education system of the college.

❖ Administrative Audit

Administrative audit refers to thorough evaluation of the administrative processes in an institute with respect to its efficiency, and effectiveness. The audit aims towards building and assessing policies, strategies, operations and functions of the institutes.

❖ Aim of Academic & Administrative Audit (AAA)

The main aim of the AAA is to encourage reviews about the college from the peers that are inside and outside of the institution by visiting the sites and conducting a self-study about the processes carried out there. This helps them to ensure the quality of the standards in comparison with the previously set benchmarks by the NAAC. Further, the institutes get an opportunity to understand the shortcomings and improve the quality of education of the various processes and systems of the college. This includes evaluation of all the curricular and co-curricular programs and activities which eventually helps the institutes to maintain the high education standards on a long-term basis.



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Ref No: AIPS/IQAC/AAA 2018-2019

CIRCULAR

Date: 12.11.2018

On behalf of IQAC, the members are notified to undertake the academic audit report for the academic year 2018–2019 in accordance with the team listed below and according to the timetable from 14.11.2018 to 22.11.2018. I request the principal to designate HODs to collaborate with team members on the academic audit work.

S.NO	NAME OF THE PROGRAM	AUDIT MEMBERS	SIGNATURES
1	B-Pharmacy & M-Pharmacy	1. K. Sareesh	<i>K. Sareesh</i>
		2. R. Ashok Kumar	<i>AK</i>
2	Pharm-D	1. K. Usha	<i>K. Usha</i>
		2. B. Srikanth	<i>Bs.</i>

NThe
Dr. NiharRanjan Das
Coordinator – IQAC
Professor

Copy to:

Principal

HR /Director



[Signature]
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Academic Audit Committee:

As per the IQAC decision, a circular issued on 12.11.2018 and allocated responsibilities department wise to the below mentioned audit members. The auditors carried out the audit works successfully with the support of Head of Departments and submitted the report to the IQAC Coordinator. Based on the reports issued by the auditors, the IQAC Coordinator developed an overall action taken report and submitted it to the principal.

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1	B-Pharmacy & M-Pharmacy	1. K. Sareesh	<i>K. Sareesh</i>
		2. R. Ashok Kumar	<i>AK</i>
2	Pharm-D	1. K. Usha	<i>Usha</i>
		2. B. Srikanth	<i>Bs</i>

Dr. NIHAR RANJAN DAS
Coordinator (IQAC)



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Over all summary on department wise academic audit report for 2018-2019

- The committee has further suggested that students should develop their communication skills to face the competition.
- Students need research exposure in core concepts and need to be more aware of advanced technologies according to the audit committee.
- Suggested to improve Faculty Research and publications and participations in FDPs, seminars, workshops etc.
- As the IQAC committee members, we are giving an advice, to empower the students with values and professional skills to get placed in the appropriate field. Special communication development Training programs are conducted for the students of BPharm, PharmD and M Pharm by leading training Institutes. The needed action is taken for further Individual counseling to make them understand the certainty of life and train them to work towards the goal.
- The industrial visit has its own importance in a career. The industrial visit has its own importance in a career of a student as a part of college curriculum. So, it is satisfactory, that the institution is aimed further to improve the theoretical knowledge for the successful professional career by going beyond academics with a practical perspective of the workplace.
- The audit committee has suggested students to develop their Soft Skills and Technical Skills and their knowledge on latest tools and technologies. It has further suggested the department to organize guest lectures on promoting research culture to meet industry needs.





- Conducting special lectures and classes as per the suggestions of the audit committee.
- After verifying all the departments, the external and internal provisions such as financial incentives and leave facility are provided for the faculty in a full-pledged way, for upgrading their qualification and pursue research activities. The faculty members are encouraged to pursue research and upgrade their skills by promising better pay and working terms. The seed money for research activity is provided with the collaboration of the affiliated university. It has been suggested to extend the period of required maternity leave.
- The committee has suggested a student mentorship program for every twenty students, with a faculty mentor guiding them through all their academic and personal challenges for better outcomes

Dr. NIHAR RANJAN DAS
Coordinator (IQAC)



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ACADEMIC AUDIT REPORT FOR 2018-2019

B-PHARMACY, M-PHARMACY

We, K. Sareesh, R. Ashok Kumar were assigned by the IQAC to conduct the audits of B Pharmacy and M Pharmacy. In the presence of the department coordinators and head of department, the audit work was completed. The entire internal audit report, including its strengths, weaknesses, and opportunities, was written using academic data.

1. TEACHING LEARNING PROCESS AND EVALUATION

Monitoring of Teaching –Learning Process		
S.N	CRITERION	OBSERVATIONS
1	Teacher and student ratio	13:6
2	Faculty cadre ratio Prof: Asso: Assist	Professors:09 Associate Professors:07 Assistant Professors:29
3	Faculty Qualifications	PhD :07 M Pharm :30 Pharm D :05 S & H :03
4	Observation of teaching process in class rooms as per schedule.	Yes, verified lesson plan and signed.
5	Tracking of syllabus coverage.	Yes, Verified syllabus and student notes.

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6	Lecture notes, handouts, question papers of mid and end examinations.	Yes
7	Verification of evaluated answer scripts.	Yes, Verified student exam answer scripts.
8	Innovative teaching methods	Yes, we observed mostly problem-based learning and student-centred approach.
9	Verification of course files	Yes, A few recommendations are made for improvement.
10	Minutes of class in charges committee meetings and action taken	Yes, registers are verified.
11	Student counselling /mentoring	20 students are allotted for each faculty member for better improvement
12	Activities for slow learners' improvement	Verified and signed records of additional classes conducted.
13	Student performances and learning outcomes	The supporting documents are validated and provide recommendations.
14	Training programmes conducted for Students/Faculty *Guest lecturers *Add-on Courses *Seminars/Workshops/Conferences *FDP's	List verified
15	MoUs with industries for internship	Provide recommendations and a certified list to boost industry internships.





16	Students feedback and follow up action	Verified and signed lists are obtained from the student feedback system.
17	Students' satisfaction survey	Verified are lists derived from student satisfaction surveys.
18	Result analysis and conduct of remedial classes for students with backlogs	*Remedial classes are conducted from I MID Exam to II MID exam *Extra classes are conducted for Backlog students.
19	Placements	Verified and signed placement student lists are provided.
20	Higher studies	Students' lists are verified.
21	Student development activities *co-curricular *Extra co-curricular	list was validated.




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2. FACULTY EXPERIENCE AND RETENTION

The eligible faculties with their deserved qualification by different cadres of Assistant Professor, Associate Professor, Professor levels are appointed and further suggested to initiate the research works by registering PhD in all the departments, to follow the regulations needed for student teacher ratio.

Number of faculty with PhD	07
Number of faculty with M Pharmacy	30
Number of faculty with Pharm D	05
Number of faculty in S & H	03
Total	45

3.RESULT ANALYSIS FOR ACADEMIC YEAR 2018-2019

Year	Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Percentage
2018-2019	1R	B. PHARMACY	61	57	93.40%
2018-2019	1S	M.PHARMACY	13	13	100.00%
			74	70	94.50%




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4. STUDENT INFORMATION SUPPORT AND PROGRESSION

S.N	CRITERION	OBSERVATIONS
1	Add on courses	Add on courses list verified
2	Student participation and activities	Student participation and activities lists verified
3	Details for coaching provided for GPAT /CRT/any other competitive examinations	External CRT Classes are Provided
4	Student Alumni	Student Alumni lists verified

5. GOVERNANCE, LEADERSHIP AND MANAGEMENT

S.N	CRITERION	OBSERVATIONS
1	Display of Vision and Mission with quality objectives at prominent places	Yes
2	Staff and Students attendance *Biometric *Attendance *Registers	Regular follow up of biometric as well attendance registers

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3	Financial support/leaves for qualification /skill up gradation	Faculty members are sanctioned with Registration fees, TA and academic Leaves are also providing for attending conferences and workshops.
4	Risk evaluation/safety measures	Maintaining fire extinguishers in all the prominent places and needed corners of college.

6. RESEARCH CONSULTANCY AND EXTENSION

S.N	CRITERION	OBSERVATIONS
1	MoU's with industries/ R&D /Premier institutes	MoU's with industries/R and D /Premier institutes lists verified
2	Incentives for Faculty R&D	Incentives for Faculty for research publications as per HR Policy.






3	Funded R&D projects and consultancy works	Verified list
4	No of workshops/Seminars/conferences including on research methodology	Verified list
5	Faculty publications in Journals	Verified list
6	Faculty publications in National/ International Conferences	Verified list

7. INFRASTRUCTURE AND LEARNING RESOURCES

Sufficient numbers of systems are provided for student academic purpose. Labs are provided with equipment's and internet facility. ICT facilities are provided to both staff and students for various teaching and learning process.




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8. STRENGTHS, WEAKNESS AND AREAS OF IMPROVEMENT

STRENGTHS

- High retention rates among educators
- Encouraging atmosphere among department personnel
- Substantial departmental backing for academic research initiatives
- Good number of placements

WEAKNESS

- Inadequate proficiency in speaking English among the pupils
- low socioeconomic standing
- lack of NRI students' attraction
- There is a need to digital classrooms

AREAS OF IMPROVEMENT

- Increase the volumes and standard books in library and develop the digital library.
- Digital laboratories to be created
- Increase of research funding
- Stronger relationships to R&D



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9. Suggestions for improvement

To overcome the obstacles and raise the standard of education, evaluations can be conducted on the aforementioned elements, including upkeep of the physical infrastructure, pedagogical expertise, the Caliber of teacher training, and extracurricular and cocurricular activities.

Auditors Signatures

1. K. Sareesh *K. Sareesh*

2. R. Ashok Kumar *AR*

NTH
IQAC Coordinator



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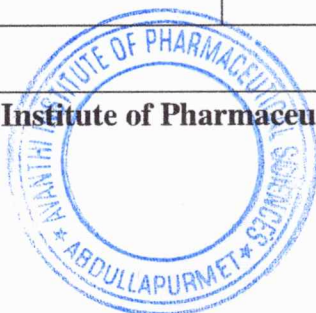
ACADEMIC AUDIT REPORT FOR 2018-2019

PHARM-D

We K. Usha, B. Srikanth were entrusted to carry out the audit work of Pharm - D by the IQAC. The audit work was carried out in the presence of the Head of the Department and Department Coordinators. The overall internal audit report was prepared and drafted based on the academic Information including Strengths, Weakness and Opportunities.

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8. STRENGTHS, WEAKNESS AND AREAS OF IMPROVEMENT

STRENGTHS

- Well qualified and experienced team of faculty.
- Encouraging atmosphere among department personnel





WEAKNESS

- Inadequate proficiency in speaking English among the pupils
- low socioeconomic standing

AREAS OF IMPROVEMENT

- Increase the volumes and standard books in library and develop the digital library.

9. Suggestions for improvement

The maintenance of the physical infrastructure, pedagogical skills, the caliber of teacher training, and extracurricular and cocurricular activities are among the aspects that can be evaluated in order to get beyond the challenges and improve the quality of education.

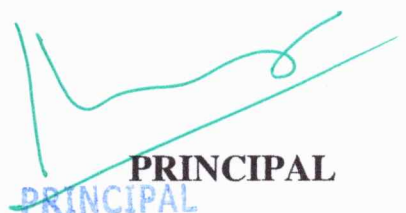
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2. B. Srikanth 


IQAC Coordinator




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