

Nallamuthu Gounder Mahalingam College

(Autonomous)

Re-Accredited by NAAC and ISO 9001:2015 Certified Institution

Affiliated to Bharathiar University, Coimbatore

Pollachi – 642 001



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic and Administrative Audit (AAA)

Minutes for the Academic Year 2022-2023

1. Introduction

The Academic Administrative Audit (AAA) was conducted at Nallamuthu Gounder Mahalingam College, Pollachi, Coimbatore District, Tamil Nadu to assess the quality of academic processes and administrative efficiency. The audit aimed to identify strengths, areas for improvement, and recommendations for enhancing overall institutional effectiveness.

2. About the institution

Nallamuthu Gounder Mahalingam (NGM) College, Pollachi, Tamil Nadu, India, is a renowned institution offering quality education in various disciplines. Established in 1957, it has consistently maintained high academic standards and a commitment to holistic development. The college offers undergraduate, postgraduate and research programs in fields such as arts, science, commerce, and management. The institution continues to strive for excellence in education, aiming to empower students with the skills and knowledge necessary for success in their chosen fields.

3. Criterion-wise Observations, Comments and Suggestions

I. Curricular Aspects:

Observations:

- Diverse Programs:

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- Institution offers a wide range of undergraduate and postgraduate programs across various disciplines.
- **Curriculum Design:**
 - The existing curriculum aligns with academic standards and industry requirements including Indian Traditional Knowledge courses.
- **Online Courses:**
 - Many students have finished their MOOCs.

Comments:

- **Inclusion of Skill-Based Courses:**
 - Consider integrating skill-based courses (such as communication skills, data analytics, and entrepreneurship) into the curriculum.
- **Interdisciplinary Approach:**
 - Encourage interdisciplinary courses that foster holistic learning.

Suggestions:

- **Regular Curriculum Review:**
 - Conduct periodic reviews to ensure curriculum relevance and update it as needed.

Online Courses:

- Motivate the students to select and complete MOOCs.

Student Feedback:

- The Action Taken may be aligned with Feedback analysis.

II. Teaching Learning and Evaluation:

Observations:

- **Dedicated Faculty:** Faculty members are committed to effective teaching.
- **Student Engagement:** Active student participation in classroom discussions.
- **ICT enabled teaching:** A less amount of videos for e-content

Comments:

- **Pedagogical Training:** Provide faculty with professional development opportunities related to teaching methodologies particularly in blended mode.



Suggestions:

- **Innovative Teaching Techniques:** Encourage faculty to explore ICT enabled innovative teaching methods (such as flipped classrooms, case studies, and experiential learning).

III. Research, Innovations, and Extension:

Observations:

- **Research Initiatives:** Research initiatives are promoted for faculty members. Encourage faculty members to engage in research projects.
- **Industry Collaborations:** Limited industry tie-ups for research and innovation.

Comments:

- **Research Culture:** Strengthen the research culture by promoting scholarly activities.
- **Publication Output:** Encourage faculty to publish collaborative research papers in reputed journals.

Suggestions:

- **Promote Research Integrity:**
 - Engage all staff across the organization by hosting a research culture and integrity day with presentations, workshops, and panel discussions.

Celebrate Research Achievements:

- Recognize faculty and student research accomplishments through awards.
- Showcase successful research stories within the college community and publish them on the website.

Promote Interdisciplinary Research:

- Encourage Research Collaborations.
- Organize interdisciplinary seminars, workshops, and joint research projects.

Research Grants: Facilitate access to research grants and funding.

Extension Activities: Engage with the local community through extension programs.

IV. Infrastructure and Learning Resources:

Observations:

- **Library:** Well-stocked library with digital resources.

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- **Classrooms and Labs:** Adequate infrastructure for teaching and practical sessions.

Comments:

- **Upgradation:** Regularly upgrade infrastructure (computers, lab equipment, smart classrooms etc.).
- **Digital Learning:** Promote e-learning platforms and virtual labs.

Suggestions:

- **Library Access:** Extend library hours to accommodate diverse study schedules.
 - **ICT Classrooms:** Implement ICT Enables classroom for interactive teaching.
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V. Student Support and Progression:

Observations:

- **Counseling Services:** Available for academic and personal guidance.
- **Placement Cell:** Assists students in career planning.

Comments:

- **Holistic Support:** Strengthen Mentor-Mentee Counseling Sessions.
- **Alumni Engagement:** Foster alumni connections for Institutional Growth

Suggestions:

- **Soft Skills Training:** Offer workshops on communication, leadership, and interview skills.
 - **Internship Opportunities:** Enhance industry internships (National/International) for practical exposure.
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VI. Governance, Leadership, and Management:

Observations:

- **Autonomous Status**
- **Leadership:** Effective leadership by the management.

Comments:

- **Transparency:** Ensure transparent decision-making processes.
- **Faculty Empowerment:** Involve faculty in governance decisions.

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Suggestions:

- **Strategic Planning:** Develop a long-term strategic plan aligned with institutional goals.
- **Faculty Development:** Leadership training for faculty and administrators must be given importance.

VII. Institutional Values and Best Practices:

Observations:

- **Ethical Environment:** Upholds ethical values.
- **Best Practices:** Some successful practices in place.

Comments:

- **Dissemination of Best Practices:** Share successful initiatives across departments.
- **Social Responsibility:** Strengthen community engagement and social responsibility.

Suggestions:

- **Code of Conduct:** Develop and communicate a clear code of conduct for all stakeholders.
- **Benchmarking:** Benchmark against other successful institutions for continuous improvement.

4. SWOC Analysis Strength, Weakness, Opportunities/ Challenges

1.Strengths:

- **Academic Excellence:** NGM College has a strong track record of academic excellence, with dedicated faculty and quality education programs that meet NEP 2020 criteria.
- **Infrastructure:** The college campus spans 44.6 acres, providing ample space for learning, research, and extracurricular activities.
- **Student Support Services:** Transparent grievance redressal systems and student-centric services contribute to a positive learning environment.

2.Weaknesses:

- **Research Culture:** Strengthening research culture and encouraging faculty publications can enhance the college's reputation.

3. Opportunities:

- **Skill Development:** Leveraging opportunities for skill development and industry-relevant training can prepare students for the competitive job market.



- **Technology Integration:** Embracing technology in teaching, learning, and administrative processes can improve efficiency.
- **Collaborations:** Exploring partnerships with other institutions, research centers, and industries can open up new avenues.

4. Challenges:

- **Competition:** The educational landscape is competitive, necessitating continuous improvement to stay ahead.
- **Resource Allocation:** Efficient allocation of resources (Financial, Intellectual, and infrastructure).
- **Quality Assurance:** Maintaining and enhancing quality standards.


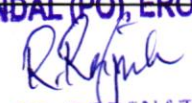
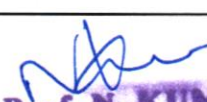
Suggestions and Recommendations

1. Integrate and transferable skills in the curriculum across all programmes.
2. Implement innovative pedagogies to engage students in active, experiential and project-based learning to foster higher order thinking and Problem-solving abilities among students.
3. Enhance Technology for personalized and adaptive learning such as online courses.
4. Enhance the quality and capacity of teachers by creating opportunities for collaborations and innovation among teachers.
5. Establish and maintain MoUs with industry and community stakeholders.
6. Facilitate students with guidance and support for higher education, professional examinations or entrepreneurship.
7. Facilities regarding coaching for competitive exams can be explored.
8. Filing needs to be maintained in a sequential order along with indexing pages so that the metric-wise details can be accessed quickly.
9. All the documents need to be signed, scanned and filed.
10. Blogs can be initiated by all the departments, so that the study materials and other supportive contents can be uploaded, which the students can access 24/7.



11. Value Added courses need to be strengthened.

12. Alumni Connect to be strengthened.

Name and Designation of the Auditor	Date	Signature of the Auditor
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Dr. R.Rajesh, IQAC Coordinator, Associate Professor & Head , Department of Commerce, Hindusthan College of Arts and Science, Coimbatore.	19/2/24	 CO-ORDINATOR IQAC Hindusthan College of Arts and Science Coimbatore- 641 028.
Mr. N.Kumar IQAC Coordinator, Assistant Professor of Computer Science Dr.N.G.P Arts and Science College, Coimbatore-641048.	19/2/2024	 Prof. N. KUMAR IQAC Coordinator Dr. N.G.P. Arts and Science College Coimbatore - 641 048


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Academic and Administrative Audit Report

Auditor: **Dr. S. N. Suresh**

Designation: Vice Principal & Director, IQAC

Rathinam College of Arts and Science

Rathinam Techzone Campus

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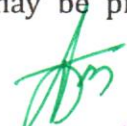
Mobile- **9791200300**

An Academic and Administrative Audit was conducted at NGM College, Pollachi on 20/02/2024 in the following areas and observations / suggestions were listed below

General Observations

- ✓ The process is in place and documents are well maintained in the audited departments
- ✓ The supporting documents have been maintained and there is scope for more improvement after thorough feedback from the stakeholders
- ✓ The audit may be conducted at stipulated time with regular intervals in semester / yearly basis
- ✓ More specific audits may be conducted to enhance the efficiency of the audited departments
- ✓ The CoE section has maintained the documents well and a process flowchart may be displayed for better understanding of the CoE process
- ✓ The admission files and other documents are maintained in the office and further routine process may be initiated for better maintenance of documents.
- ✓ The Placement Cell has done excellent job and all records are maintained and well documented.
- ✓ Assistance may be provided to placement cell for improved performance and all documents to be maintained in portal/online for better access
- ✓ HR Cell needs SOP's and should be communicated to all the faculty and staff regarding the process
- ✓ An orientation may be conducted at the beginning of each academic year on the process of HR Policies.
- ✓ Library documents are well maintained
- ✓ The usage of digital library is limited and more systems may be provided considering the strength of the college




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- ✓ The department of training has experienced faculty to handle the training sessions. Additional faculty may be provided for the benefit of students preparing for placement
- ✓ The placement cell & Training department may be combined to improve the process and combining might give more manpower
- ✓ Department coordinators may be assigned for placement cell
- ✓ A good system for the benefit of students and faculty is observed in the cooperative store. The documents are maintained in proper order.
- ✓ The Internal Quality Assurance Cell (IQAC) needs experienced faculty aware on the institutional process and expectations of NAAC
- ✓ The maintenance department has maintained records properly and more systematic approach may be followed.
- ✓ The computer laboratories are equipped with latest systems and a positive approach is observed with the team. Documents are well maintained and an external audit may be initiated periodically.
- ✓ The department of physical education has good performance. More events may be organized at the institution level for students
- ✓ Faculty Developments Programs may be organized in the administrative process for better understanding of the system and HR Policies.
- ✓ The overall observations are excellent process and system is in place. The institution maintains all documents in a systematic manner. A very good approach is seen among the faculty at the time of audit.

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4. Dr. S.N.Suresh,
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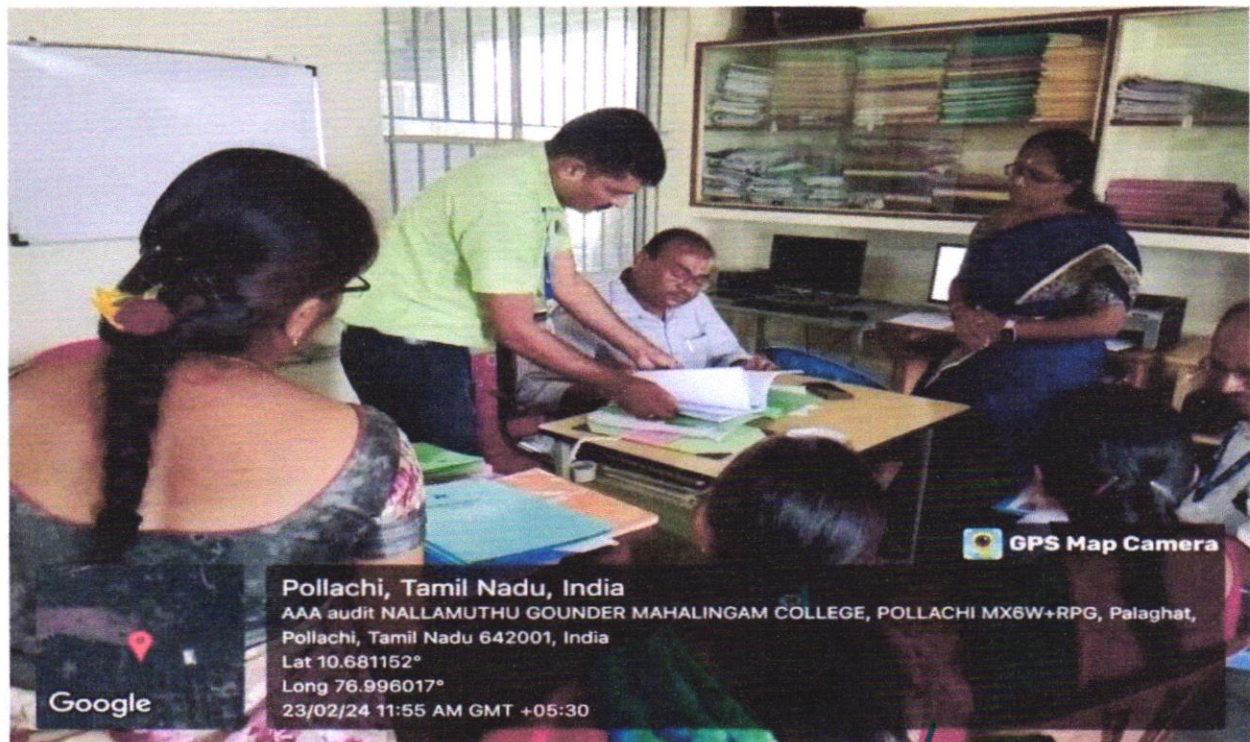
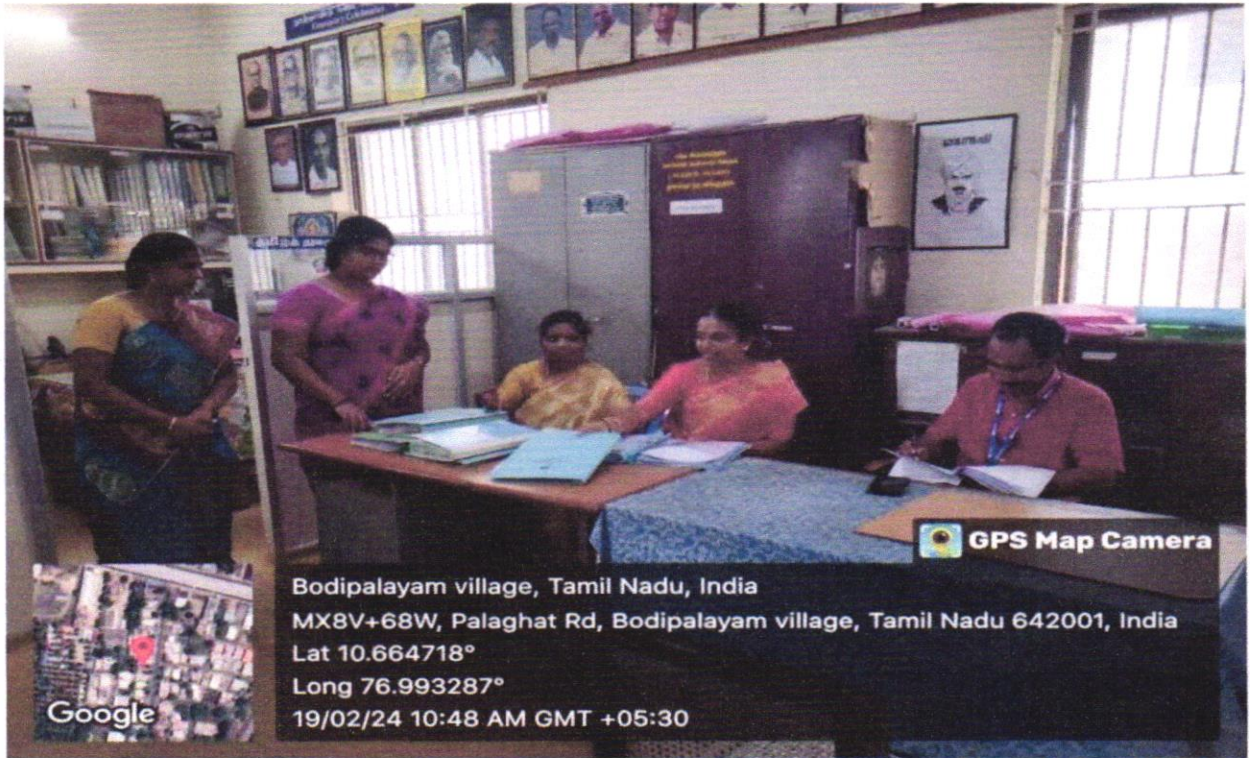


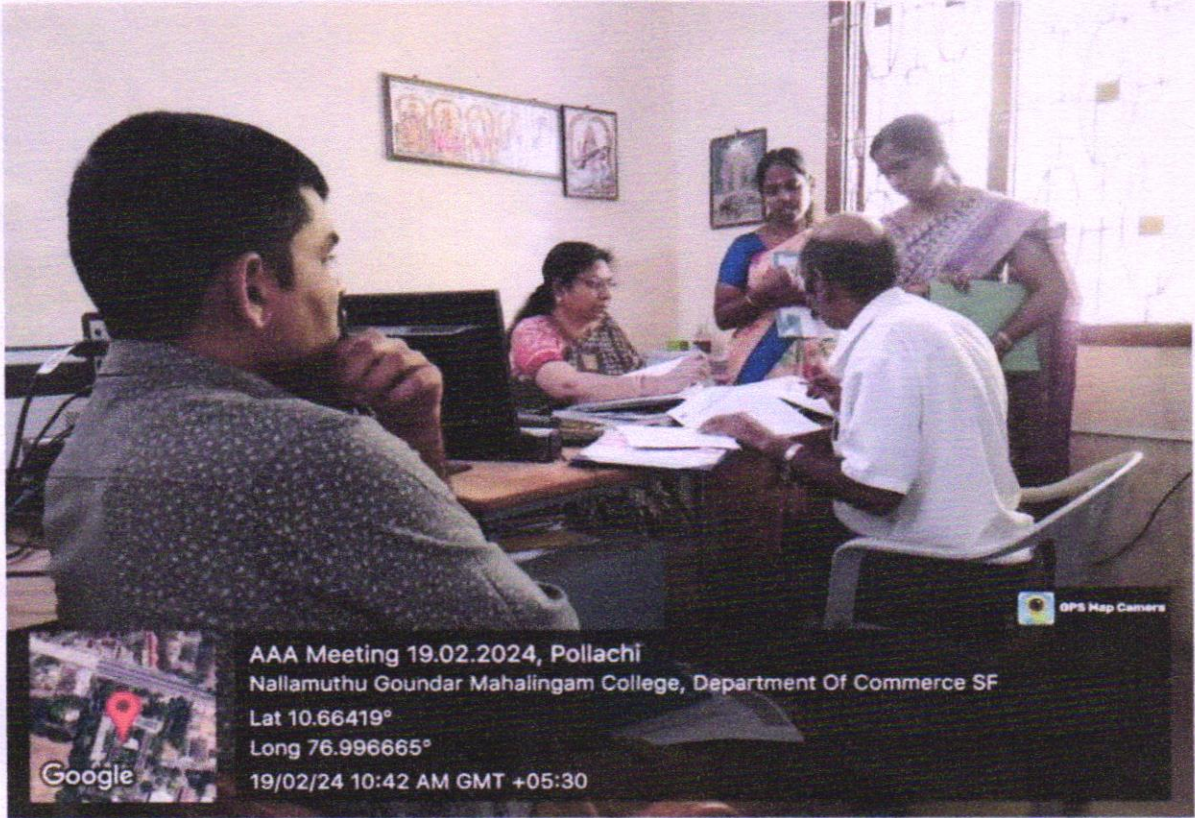
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Glimpses of Academic and Administrative Audit (AAA)

Academic Year - 2022-2023

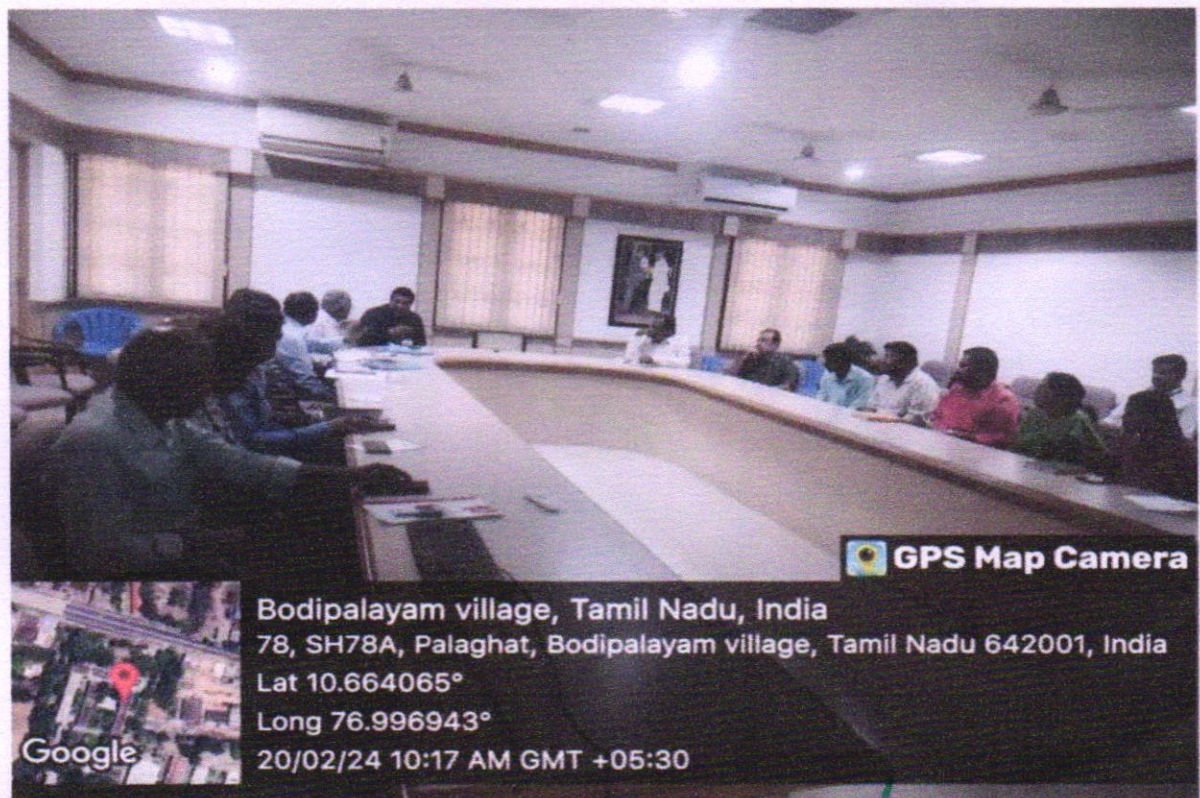
Date of Audit: 19/02/2024, 20/02/2024 & 23/02/2024





AAA Meeting 19.02.2024, Pollachi
 Nallamuthu Gounder Mahalingam College, Department Of Commerce SF
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 Long 76.996665°
 19/02/24 10:42 AM GMT +05:30

GPS Map Camera



Bodipalayam village, Tamil Nadu, India
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 Lat 10.664065°
 Long 76.996943°
 20/02/24 10:17 AM GMT +05:30

GPS Map Camera

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