



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2019-2020



RAJAGIRI DAWOOD BATCHA COLLEGE OF ARTS AND SCIENCE

Saliyamangalam Road, Papanasam-614205
Thanjavu Dt, Tamil Nadu



**RAJAGIRI DAWOOD BATCHA
COLLEGE OF ARTS & SCIENCE**
Recognized by UGC under Section 2(F) & 12(B)
Affiliated to Bharathidasan University, Tiruchirappalli

Introduction:

RAJAGIRI DAWOOD BATCHA EDUCATIONAL & CHARITABLE TRUST

Rajagiri Dawood Batcha Educational & Charitable Trust Established in 1997, the Dawood Batcha Educational and Charitable Trust has been dedicated to offering education to underprivileged populations in rural regions. With a specific emphasis on advancing higher education opportunities for girls, the trust has successfully inaugurated numerous educational institutions over the years.

Rajagiri Dawood Batcha College of Arts and Science is the first of the premier institutions established by the RDB Educational and Charitable Trust in Papanasam in 1999. Under the leadership of Dr. M.A. Dawood Batcha, RDB College of Arts & Science has grown to be the most accessible institution for higher institutions in the district of Thanjavur.

The institutions' high quality fosters self-reliance and success among students, equipping them to become conscientious citizens of India, driven by commitment, dedication, loyalty, and sincerity.

The motto "AIM HIGH, AIM FAR" has been adopted as the guiding principle for the educational institutions administered by the Trust.



**INTERNAL QUALITY ASSURANCE CELL
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT –EXTERNAL
PERIOD OF ASSESSMENT 2019-2020**

Name of the Auditee : Rajagiri Dawood Batcha College of Arts and Science

Year of Establishment : 1999

Date on which audit was conducted: 27-04-2020 to 28-04-2020

Audit Peer Team Committee Members:

As per the names suggested with their consent, Academic and Administrative Audit Committee for the year 2019-20 consisting of the following members was constituted by the Principal:

S.No	Dept. to visit	Name of the External Member	Designation	College/Industry	
1	Commerce and Management	Dr. M. Sugumar	IQAC Coordinator	Bharath College of Science and Management, Thanjavur	Chairman
2	Science	Dr. M. Saravanan	IQAC Coordinator	Meenakshi Chandrasekaran College of Arts and Science, Pattukottai	Member
3	Arts	Dr. M. Sivabalan	Associate Professor	Arputha College of Arts and Science, Alangudi	Member
4	Life Science	Dr. Arun. Das	Associate Professor	PGP College of Arts and Science, Namakkal	Member
5	Commerce and Management	Dr. V. Tamilvendan	Associate Professor	Rajagiri Dawood Batcha College of Arts and Science	Member
6	Arts	Dr. M. Maduraveni	Associate Professor	Rajagiri Dawood Batcha College of Arts and Science	Member



AUDIT SCHEDULE

Day 1: 27/04/2020

Time	Activities
9.30 - 9.45 am	Welcome Address
9.45 – 10.30 am	Meeting with Principal
10.30 - 11.15 am	Visit to IQAC
11.15 - 11.30 on	Department of Computer science
11.30 - 12.15 am	Department of Arts and Commerce
12. 15 - 12:30 am	Break
12:30 - 1.00 pm	Department of Management
1.00 - 2:00 pm	Lunch Break
2:00 - 3:30 pm	Visit to Science Departments
3:30 - 4:00 pm	Library and Digital Information Centre
4:00 — 4:30 pm	Visit to Yoga Centre & Physical Education
4:30 — 5:00 pm	Incubation Centre

Day 2: 28/04/2020

Time	Activities
9:30 — 11:00 am	Visit to All Laboratory's
11:00 — 12:00 am	NSS ,RRC,YRC and student Council
12:00 — 12:10 am	Break
12:10 — 12:30 am	Innovation Centre
12.30 - 1:00 am	Training and Placement Cell
1:00 — 1:45 pm	Lunch Break
1:45 - 3:30 pm	Final Report

INTERNAL QUALITY ASSURANCE CELL
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT –EXTERNAL
PERIOD OF ASSESSMENT 2019-2020

Dates of Audit: 27-04-2020 to 28-04-2020

S. No.	Parameter	Verification Yes/No	Observations / Suggestions
Curricular Aspects			
1	Is curriculum in line with local/national/regional/global needs and with PO, PSO	Yes	Verified curriculum formulation process and CO & PO attainment process
2	Is the curriculum focus on employability / skill development/ entrepreneurship	Yes	Verified curriculum components
3	Is new course introduced periodically updated and syllabus	Yes	Verified University BoS minutes
4	Is CBCS / elective system implemented	Yes	Verified curriculum and regulation
5	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics addressed by courses	Yes	Offering Course On Universal Human Values, Ethics Professional
6	Is value added course/ field projects /research projects/ internships introduced and students enrolled	Yes	Value Added and Skill Development. Courses are conducted, Funded and field Reserch projects have been carried out – Internships are arranged for the students.
7	Is Stakeholder feedback taken for the design and review of syllabus and action taken	Yes	Verified University BoS minutes
Teaching, Learning and Evaluation			
8	Is measures taken for supporting advanced learners and slow learners?	Yes	Verified the supporting methodologies and Mentor Documents
9	Student – Full time teacher ratio	Satisfied	1:8
10	Is student centric method used for enhancing learning experiences?	Yes	Experimental and participative learning methodologies are practiced. Efforts need to be taken for motivating all the students to Get involved in such practice.
11	Is ICT enabled Teaching / Examination / evaluation practiced?	Yes	Efficient Learning Management System in place
12	Full-time teachers with Ph.D./SET/NET	Yes	26 with Ph.D/SET/NET staff

13	Number of teachers who received awards and recognitions	Yes	Two International awards received
14	Is grievances related to teaching - learning / examination / evaluation / facilities addressed?	Yes	Fully functional Grievances redressal Cell
15	Availability /Dissemination /Attainment of POs, PSOs,Cos	Yes	Verified dissemination strategies and outcome attainment.
18	Average Pass Percentage	Yes	UG -90% result
			PG-85 % result
19	Is Student Feedback on teaching learning process / action taken?	Yes	Feedback ATR available in the Institutional website
Research and Development			
20	Is Seed Money received for research?	Yes	- Management has granted seed money for research promotion. - Students are provided with Funds for Research.
21	Is national/ international fellowship received/ financial support for advanced studies/ Research/ innovation and incentives provided by the institution?	Yes	- Funds received by researchers - Financial support for advanced studies can be improved. - Incentives are provided for Research activities
22	Is Extramural funding for Research /by Govt/ / Non-govt. agencies/Fund for organizing seminars and conferences received?	Yes	- Funding received from many External organizations
23	Eco system for innovations including Incubation center and other initiatives	Yes	Functional Innovative Project Cell and Incubation cell and start up initiated
24	Is workshops/seminars conducted on Research methodology, entrepreneurship, skill development	Yes	Organized Workshops and Seminars on Research methodology, entrepreneurship, skill development.
25	Patents published/awarded	Yes	Patents Granted and Published - 01
26	Research papers / books and chapters / e-content / Citation Index/ h-index	Yes	Research Papers – 18 Book Published - 02

27	Extension activities in the neighborhood community / awards received / programs conducted/ students participated	Yes	Outreach Programs organized Awards received students participated
28	Collaborative activities/functional MoUs	Yes	- Functional MoUs -10 - Actively collaborated with national organizations
Infrastructure			
29	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories	Yes	- Smart Classrooms all departments - New faculty cabins furnished - ICT enabled classrooms - Seminar halls available. - New Labs Established
30	ICT - enabled facilities	Yes	- ICT enabled class rooms and seminar halls available. - Conference hall - 34 laboratories Available.
31	Student - Computer ratio / available bandwidth of internet	Yes	- 4:1 - Available Bandwidth :50Mbps - Wired and Wi-fi
32	Facilities for e-content development	Yes	- Media Centre Available.
33	Budget allocation	Yes	- Verified finance committee Minutes.
Student Support and Progression			
34	Students benefited by scholarships / career counselling/ guidance for competitive examinations	Yes	- 90% of the students are getting scholarships - Students are getting career counselling sessions - Students are Properly guided for competitive With Exams.
35	Capacity development and skills enhancement initiatives	Yes	20 Capacity development and skills enhancement program were organized
36	Redressal of student grievances / ragging / Sexual harassment	Yes	- Verified Minutes of Meeting in Student grievance cell - Ragging & Sexual harassment cells
37	Students qualifying in state/ national/ international level examinations	Yes	- Very few students only - Verified database with students advisory bureau and Higher studies - Need improvement

38	Placement of outgoing students/ progressed to higher education/Capability enhancement programs for Placement	Yes	<ul style="list-style-type: none"> - 85 % to 90 % of students have been placed - Verified database with placement cell and students
39	Awards won by students for outstanding performance in sports/cultural activities	Yes	- 40 students have won Awards in sports and cultural activities
40	Presence of Student Council and its activities / Representation of students on Academic and administration activities	Yes	<ul style="list-style-type: none"> - 4 student council members for 2019-20 - Various sports, cultural and club activities are conducted by student's council
41	Sports and cultural events / competitions organized	Yes	- Events are organized for students
42	Registered and functional alumni association alumni contribution	Yes	- Student mentorship programmes, Induction programmes, lecture series, mock interviews were organized by the Alumni association Records are maintained for the Activities and their contributions.

Governance, Leadership and Management

43	Is Statutory committee meetings held periodically	Yes	- Verified Minutes of Meeting
44	Is e-governance implemented?	Yes	- Admission, teaching, learning, Evaluation, Placement, are done through ERP and Learning management system (LMS)
45	Performance appraisal system, promotional avenues	Yes	<ul style="list-style-type: none"> - PAS (Performance appraisal system)Followed - Promotional avenues given in Service policy.
46	Faculty and staff effective welfare measures *	Yes	<ul style="list-style-type: none"> - Medical insurance, Dental cleaning, General hospital concession for treatment and pharmacy, Regular increments, P.F ,Casual leave, Maternity leave, semester holidays, Tuition fee concession, Children day care facility , Faculty appreciation with cash awards for Teaching research and service achievements for staffs. - TA-DA for research activities - Maternity Leave for female staffs - Remuneration for Ph.D Registration - Special Allowance for Higher studies - 10 days special leave for marriage
47	Financial support to attend conferences / workshops and membership fee of professional bodies	Yes	- Faculty were provided with financial assistance as per the norms in

			Guidelines for attending conferences and Workshops.
48	Professional development / administrative training Programmes organized / attended	Yes	- FDP and administrative training Programmes were organized
49	Grants received for development and maintenance of infrastructure from govt./ non-govt. bodies	Yes	- Grants are received from Non-government bodies - Needs improvement in this area
50	Internal and external financial audits *	Yes	- Verified Audited statements
51	Revenue generated from consultancy	Yes	- Needs concentration
52	Facilities for / cultural activities, yoga and sports *	Yes	- Indoor stadium, many sports and cultural activities conducted - Sports, Football, Cricket, Handball grounds, Yoga center facilities,
53	Hostel facility / guest room facility / Secured Campus*	Yes	Security personnel guarding the entire campus area One ladies hostels & one Boys Hostel with securities allotted both day and night shift. CCTV cameras located at all the strategic locations in the campus Biometric devices are available for faculty Fire extinguishers and first aid boxes are kept at all the necessary rooms, locations.
54	Infrastructure augmentation*	Yes	Classrooms, Labs, Garden, play ground, facilities, established
55	Innovation and Start up cell*	Yes	- Seed grant is being provided to facilitate the conversion of innovative research and development ideas into products and services

Institutional Values and Best Practices

56	Promotion of gender equity	Yes	Gender equity programmes organized Female faculty is available in Internal complaints committee for Sexual Harassment, Women grievance cell, Anti- discrimination cell, Students Help Desk, Anti-Ragging committee, Counselling division International women's day celebrated
57	Is facilities available for alternate sources of energy/ energy and water conservation/ management of degradable and non-degradable waste /e-waste management*	Yes	- Solar panel for lights and fans - Sensor-based energy conservation, - LED bulbs and power efficient initiative Equipment are used

			<ul style="list-style-type: none"> - Water conservation facility Available - Waste management is carried out efficiently (solid, liquid,)
58	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting*	Yes	<ul style="list-style-type: none"> - Tree plantation done , Fish pond herbal garden, Environment, energy and water audit is carried out ,Percolation tank for Rainwater Harvesting
59	Efforts/initiatives in providing an inclusive environment*	Yes	<ul style="list-style-type: none"> - Diverse Religious festivals celebration - Implementation of Minority Protection Policy and Anti- Discrimination policy
60	National and international commemorative days, events and festivals	Yes	<ul style="list-style-type: none"> - Religious Festivals, National and International Days of Importance are celebrated such as World Food Day , Telecommunication day Information Society Day, International Computer Literacy Day, women's day National Leaders Birthday celebrations etc - Verified Annual report of the activities
61	Best practices	Yes	<ul style="list-style-type: none"> - Village adoption and school adoption schemes - Scholarship schemes for underprivileged - Faculty motivation by way of Cash prize for research related activities. - Psychological counseling centre - Blood donation camp - Eye checkup campaign - Tree plantation - Swatch Bharat

Suggestions:







- Efforts to be taken to generate funds from Non-Government sources.
- Alumni Association must be strengthened.
- Incubation Centre must be strengthened.
- Functional MOU's should be established with premiere institutions, industries and professional agencies to enhance experiential learning among students.

Observation:

Need improvements in the following areas.

- Financial support for Research activities.
- Number of programs on entrepreneurship(EDC)
- Programmes on FDP & administrative training
- Placement in core companies
- Industry based projects

Audit peer team committee members:

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M. Mahavel Maniam

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