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Acharya Pathasala College of Arts & Science

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Prof. B. Jayashree, M.Sc., (Phy), M.Phil., Ph.D.,
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No. APS/A&S/ **231** /2023-24

Date: 17/08/2024

Circular

As an IQAC Initiative, Academic and Administrative audit and Department wise meetings with the Principal are scheduled from 19-08-2024 to 22-08-2024 as per the timings mentioned below.

SI. No	Department	Day/Date	Timings
01	Kannada	Monday/19/08/2024	3:00 to 3:30pm
02	English	Monday/19/08/2024	3:30 to 4:00 pm
03	Psychology	Monday/19/08/2024	4:00 to 4:30 pm
04	Economics.	Monday/19/08/2024	12:30 to 1:00 pm
05	Mathematics	Tuesday/20/08/2024	3:00 to 3:30pm
06	Physics	Tuesday/20/08/2024	3:30 to 4:00 pm
07	Chemistry	Tuesday/20/08/2024	4:00 to 4:30 pm
08	Political Science	Tuesday/20/08/2024	12:30 to 1:00 pm
09	History	Wednesday/21/08/2024	3:00 to 3:30pm
10	Sociology	Wednesday/21/08/2024	3:30 to 4:00 pm
11	Music	Wednesday/21/08/2024	4:00 to 4:30 pm
12	Botany	Wednesday/21/08/2024	12:30 to 1:00 pm
13	BCA	Thursday/22/08/2024	11:30 to 12:30 pm

Note: All the HOD's of the above departments are informed to keep the list of documents according to the given format attached to the circular.


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Report on Department-wise Academic and Administrative Audit (AAA)

Meetings for the Academic Year 2023-24

Department-wise Academic and Administrative Audits (AAA) were carried out for the academic year 2023-24 from August 19, 2024, to August 22, 2024 by the Principal and Coordinator, Internal Quality Assurance Cell (IQAC). The objective was to evaluate departmental activities, ensure compliance with academic standards, and encourage continuous improvement.

Objective: The audit aimed to:

1. Assess the academic performance and administrative effectiveness of each department.
2. Verify adherence to IQAC guidelines and policies.
3. Identify strengths, weaknesses, opportunities, and challenges within departments.

Schedule and Process:

The audit were conducted as per the schedule:

Sl. No.	Department	Day/Date	Time
01	Economics	Monday, 19th August 2024	12:30 to 1:00 PM
02	Kannada		3:00 to 3:30 PM
03	English		3:30 to 4:00 PM
04	Psychology		4:00 to 4:30 PM
05	Political Science	Tuesday, 20th August 2024	12:30 to 1:00 PM
06	Mathematics		3:00 to 3:30 PM
07	Physics		3:30 to 4:00 PM
08	Chemistry		4:00 to 4:30 PM
09	Botany	Wednesday, 21st August 2024	12:30 to 1:00 PM
10	History		3:00 to 3:30 PM
11	Sociology		3:30 to 4:00 PM
12	Music		4:00 to 4:30 PM
13	BCA	Thursday, 22nd August 2024	11:30 AM to 12:30 PM

All departments demonstrated preparedness, presenting their reports and records systematically. Active discussions were held on curriculum implementation, student engagement, and research initiatives. Departments showcased their achievements, including faculty publications, student results, and participation in co-curricular activities. The presentations highlighted the commitment of faculty members to academic excellence and their proactive efforts to address challenges in teaching and learning processes.

Outcomes:

1. Enhanced clarity on departmental goals and benchmarks.
2. Identification of areas for improvement, such as teaching methodologies and resource utilization.
3. Strengthened communication between the Principal and departmental heads.

Conclusion:

The Department-wise Academic and Administrative Audits (AAA) was successfully conducted, reflecting the commitment of APS College of Arts and Science to maintain academic excellence.

The audit helps the IQAC to evaluate the findings and to further strengthen the overall quality of the institution.


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CHECKLIST FOR ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):

Department: BCA

- Lesson Plan till Date. ✓
- Time Table of the Department. ✓
- Question Paper – BCU & IA Question Paper. ✓
- Minutes of Meeting / Meeting Book (Departmental). ✓
- Calendar of Events – University / College/Department. ✓
- Attendance Registers/Work Diaries. ✓
- Result Analysis up to Date. ✓
- MOUs and Documents. ✓
- Department Activities-Circulars / Invitations / Reports with Geo Tag Photos. ✓
- Syllabus Copies – NEP/BCU. ✓
- PPTs and Study Materials. ✓
- Paper Publications. 02
- Conference / Seminar / Workshops Certificates. ✓
- Departmental Library Register. ✓
- Remedial Classes Register. ✓
- Value Added Course / Certificate Course Documents. ✓
- Stock Registers. ✓
- Student Achievements File. ✓
- Faculty Achievements File. ✓
- Kannada Medium Notes.
- BOE / BOS / Paper Setting / Appointment and Attendance Letter. ✓
- News Paper Clippings.


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Department: Economics

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- Time Table of the Department. ✓
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- Syllabus Copies – NEP/BCU. ✓
- PPTs and Study Materials. ✓
- Paper Publications. 03
- Conference / Seminar / Workshops Certificates. ✓
- Departmental Library Register.
- Remedial Classes Register. ✓
- Value Added Course / Certificate Course Documents.
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Department: Psychology

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CHECKLIST FOR ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):

Department: Botany

- Lesson Plan till Date. ✓
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Department: Music

- Lesson Plan till Date. ✓
- Time Table of the Department. ✓
- Question Paper – BCU & IA Question Paper. ✓
- Minutes of Meeting / Meeting Book (Departmental). ✓
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Department: Sociology

- Lesson Plan till Date. ✓
- Time Table of the Department ✓
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Department: Chemistry

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Department: Physics

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Department: Mathematics

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- Time Table of the Department. ✓
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- Paper Publications. *One*
- Conference / Seminar / Workshops Certificates. ✓
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Department: English

- Lesson Plan till Date. ✓
- Time Table of the Department. ✓
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