



Chelembra, PO. Pulliparamba, Malappuram Dt., Kerala - 673634.

Phone: 0483-2891623, Fax: 2891623, E mail: devakiammapharmacycollege@gmail.com

Approved by Pharmacy Council of India, New Delhi and Affiliated to Kerala University of Health Sciences, Thrissur

Academic and Administrative Audit (AAA) Report for the Academic Year 2018-2019

Internal Quality Assurance Cell (IQAC) Report on Academic and Administrative Audit (AAA)

Action taken

(2018-2019)



S. Babu

Dr. G. Babu, M. Pharm., Ph.D.
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DEVAKI AMMA MEMORIAL COLLEGE OF PHARMACY

ACADEMIC AUDIT SCHEDULE 2018-2019

(ODD & EVEN SEMESTER)

Introduction

The Academic Audit was conducted on 08.08.2019. The purpose of Audit is to provide the opportunity for a regular strategic overview of the entirety of a Department's Teaching and Learning activity. The Self Evaluation Document (SED) of the Department with the supporting evidences was presented to the peer committee Experts. The Experts Members investigated the different aspects of the document and authenticated them. This report consolidates the findings of the experts and put forth the suggestions and area of improvements possible in the future.

Academic Audit Expert Committee members:

1. Mrs. Jisha Mohan
Assistant Professor, Department of Pharmaceutics
College of Pharmaceutical sciences, Govt Medical College
Kozhikode.
2. Dr. Sreena K
Prof. Department of Pharmaceutical Chemistry
Crescent College of Pharmacy,
Kannur.



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Schedule of the Academic Audit on 08.08.2019

Sl.No.	Time	Auditor -I (Department Audited)	Auditor II (Department Audited)
1.	09:30 am to 10:30 am	PVS Hospital	
2.	11:30 am to 12:30 am	Pharmacology & Pharmaceutics	Pharmaceutical Analysis & Chemistry
4.	12:30 pm to 01:30pm	Lunch	
5.	01:30 pm to 02:30 pm	Library and general amenities	NSS
6.	02:30 pm to 03:30 pm	B Pharm	Pharm D
7.	03:30 pm to 04:30 pm	Report writing and closing meeting	

List of files Audited: evaluation of each component may be done on 10-point scale and mention the points awarded in appropriate column

Sl.No.	Description	Evaluation	Comments	Points
Curricular Aspects				
1	Department Vision, Mission POs, PEO, PSOs			
2	Number of Certificate/ values added courses offered and online courses of MOOCs, SWAYAM, NPTEL, etc.			
	Students undertaking field projects/ internships / student Projects			
4	Structured feedback for design and review of syllabus (semester wise /year wise)			




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	obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumini			
Teaching Learning and Evaluation				
5	1. Students Admitted in AY 2022-23 2. Seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the AY 2022-23 3. Student - Full time teacher ratio 4. Record of Teaching and Non-Teaching staff profile			
6	Usage of ICT- enabled class rooms and tools for effective teaching and learning process used by the faculty members			
7	Internal Test Analysis for all classes			
8	End Semester Exam Result Analysis for allclasses.			
9	PO for the Programme and CO for all the courses and Attainment of PO and CO.			
10	Feedback on Teaching Learning process. Remedial coaching classes details.			
11	Course file (Theory and laboratory courses) (Please verify Internal Test marks entry details in Anna Web portal)			
Research Informations and Extensions				



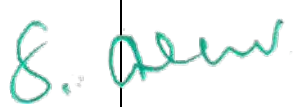
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12	Grants received from Government and non-governmental agencies for research projects			
13	No. of Research Supervisors and Scholar details and Ph. D awarded			
14	Workshops/seminars/conferences conducted including programs on Research Methodology, Intellectual Property Rights (IPR) and entre entrepreneurship			
15	1. Research paper publications International / National Journal and Conference) 2. Books and chapters published by Faculty			
16	Extension Activities and awards 1. NSS activity 2. NCC activity 3. Club activities 4. Societal activity			
17	Number of MoUs and MoU related Activities			
Infrastructure and Learning Resources				
18	Department Budget			
19	procedures for laboratory maintenance			
Student Support and Progression				
20	Students benefited by scholarships and free ships provided by the Government and Management			
21	Capacity development and skills enhancement activities organized for improving students' capability 1. Soft skills			

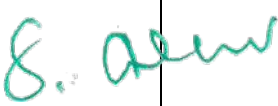


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	2. Language and communication skills 3. Life skills (yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) 4. Awareness of trends in Technology			
22	Students benefitted by guidance for competitive examinations and career counseling			
23	Placement of outgoing students and students progressing to higher education			
24	students qualifying in state/ national / international level examinations			
25	Awards/medals for outstanding performance in sports/ cultural activities at university / state/ national / international level			
26	Sports and cultural programs in which students participated (Internal and External)			
27	Alumini interaction			
Governance Leadership and Management				
28	Performance Appraisal forms for teaching and non-teaching staff			
29	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year			
30	Number of teaching and teaching staff participating Faculty in development Programs (FDP), Management			



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	Development Programmes (MDPs) professional development /administrative training programs during the year			
Institutional Values and Best Practices				
31	Promotion of gender equity and initiatives to celebrate / organize national and international commemorative days, events and festivals			


1. Overall assessment:

- All the audit files were maintained properly.
- GPAT coaching for students are appreciable.
- Student's participation in co-curricular and extra- curricular activities is appreciable.
- Students are given good training and placements.
- More Academicians and Industry Experts visited college for knowledge transfer.
- All the departments conducted programme effectively.
- Faculty members are given with financial support to attend the various programme conducted by other institution.
- More internal FDPs are conducted for the faculty members.
- All the faculty members actively participated in the audit.

2. Suggestions for Improvement:

- Faculty members may be motivated to publish more research papers in Indexed Journals.
- Providing seed money for innovative research work may be initiated.
- Faculties with Ph. D can be encouraged to register as supervisors.
- More activity must be encouraged among the students.
- Students can be motivated to participate in Project and poster presentation competitions.
- More students are to be trained for core companies and Competitive exams.
- More faculties and students may be encouraged to register for NPTEL and SWAYAM course.




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Expert Peer Team members' Signature



Auditor 1
Mrs. Jisha Mohan
Assistant Professor, Department of Pharmaceutics
College of Pharmaceutical sciences, Govt Medical College,
Kozhikode.



Auditor 2
Dr. Sreena K
Prof. Department of Pharmaceutical Chemistry
Crescent College of Pharmacy,
Kannur.



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Academic and Administrative Audit Report

Sample Audit Report

Department of Pharmacology




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Sl.No.	Description	Evaluation	Comments	Points
Curricular Aspects				
1	Department Vision, Mission POs, PEO, PSOs	Yes	Verified the documents	10
2	Number of Certificate/ values added courses offered and online courses of MOOCs, SWAYAM, NPTEL, etc.	Yes	Verified the certificate courses documents	07
3	Students undertaking field projects/ internships / student Projects	Yes	Verified the project details, internship certificates.	10
4	Structured feedback for design and review of syllabus (semester wise /year wise) is obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumini	Yes	Verified the feedback documents	07
Teaching Learning and Evaluation				
5	1. Students Admitted in AY 2022-23 2. Seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the AY 2022-23 3. Student - Full time teacher ratio 4. Record of Teaching and Non-Teaching staff profile	Yes	Verified the documents	08
6	Usage of ICT- enabled class rooms and tools for effective teaching and learning process used by the faculty members	Yes	Verified the tools, smart classrooms.	07
7	Internal Test Analysis for all courses	Yes	Verified the internal test	10

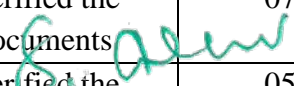


			analysis booklets	
8	End Semester Exam Result Analysis for all classes.	Yes	Verified the end semester exam result analysis	08
9	PO for the Programme and CO for all the courses and Attainment of PO and CO.	Yes	Verified the documents	09
10	Feedback on Teaching Learning process. Remedial coaching classes details.	Yes	Verified the documents	07
11	Course file (Theory and laboratory courses) (Please verify Internal Test marks' entry details in Anna Web portal).	Yes	Verified the documents	08
Research, Innovations and Extensions				
12	Grants received from Government and non-governmental agencies for research projects	Yes	Verified the project documents	6
13	No. of Research Supervisors and Scholar details and Ph. D awarded	Yes	Verified the documents	07
14	Workshops/seminars/conferences conducted including programs on Research Methodology, Intellectual Property Rights (IPR) and entre entrepreneurship	Yes	Verified the documents	08
15	1. Research paper publications International / National Journal and Conference) 2. Books and chapters published by faculty	Yes	Verified the documents	08
16	Extension Activities and awards 1. NSS activity 2. NCC activity 3. Club activities 4. Societal activity	Yes	Verified the documents 	08



17	Number of MoUs and MoU related Activities	Yes	Verified the documents	08
Infrastructure and Learning Resources				
18	Department Budget	Yes	Verified the documents	07
19	procedures for laboratory maintenance	Yes	Verified the documents	07
Student Support and Progression				
20	Students benefited by scholarships and free ships provided by the Government and Management	Yes	Verified the documents	07
21	Capacity development and skills enhancement activities organized for improving students' capability 1.Soft skills 2. Language and communication skills 3. Life skills(yoga, physical fitness, health and hygiene, self-employment and entrepreneurial kills) 4.Awareness of trends in technology	Yes	Verified the documents	08
22	Students benefitted by guidance for competitive examinations and career counseling	Yes	Verified the documents	08
23	Placement of outgoing students and students progressing to higher education	Yes	Verified the documents	08
24	students qualifying in state/ national/ international level examinations	Yes	Verified the documents	07
25	Awards/medals for outstanding performance in sports/ cultural activities at university national / international level	Yes	Verified the documents	05




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26	Sports and cultural programs in which students participated (Internal and External)	Yes	Verified the documents	07
27	Alumini interaction	Yes	Verified the documents	09
Governance Leadership and Management				
28	Performance Appraisal forms for teaching and non-teaching staff	Yes	Verified the Appraisal documents	08
29	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year	Yes	Verified the documents	10
30	Number of teaching and non-teaching staff participating Faculty in development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the year	Yes	Verified the documents	08
Institutional Values and Best Practices				
31	Promotion of gender equity and initiatives to celebrate / organize national and international commemorative days, events and festivals	Yes	Verified the documents	08



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