



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

Phone: 0483-2891623, Fax: 2891623, E mail: [devakiammapharmacycollege@gmail.com](mailto: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 2022-2023**

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

**Action taken**

**(2022-2023)**

*S. Babu*

**Dr. G. Babu, M. Pharm., Ph.D.**  
Principal  
Devaki Amma Memorial College of Pharmacy  
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## **DEVAKI AMMA MEMORIAL COLLEGE OF PHARMACY**

### **ACADEMIC AUDIT SCHEDULE 2022-2023**

#### **(ODD & EVEN SEMESTER)**

#### **Introduction**

The Academic Audit was conducted on 09.09.2023. 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. Jisha Mohan  
Assistant Professor, Department of Pharmaceutics College  
of Pharmaceutical sciences, Govt Medical College  
Thiruvananthapuram.
2. Dr. Sreena K  
Prof. Department of Pharmaceutical  
Chemistry Crescent College of Pharmacy,  
Kannur.



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Schedule of the Academic Audit on 09.09.2023

Sl.No.	Time	Auditor -I (Department Audited)	Auditor II (Department Audited)
1.	09:30 am to 10:30 am	Pharmaceutics	Pharmaceutical Chemistry
2.	10:30 am to 11:30 am	Pharmacology	Pharmaceutical Analysis
3.	11:30 am to 12:30 pm	B Pharm	Pharm D
4.	12:30 pm to 01:30pm	Lunch	
5.	01:30 pm to 02:30 pm	Library and general amenities	NSS
6.	03:30 pm to 04:30 pm	PVS Hospital	
7.	04:30 pm to 05:30 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, SWA, AM, NPTEL, etc.			
	Students undertaking field projects/ internships/ student Projects		Dr. G. Babu, M. Pharm., Ph.D. Principal Devaki Amma Memorial College of Pharmacy Chelembra, Pulliparamba P.O. Malappuram Dt Kerala - 673 634	





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4	Structured feedback for design and review of syllabus (semester wise /year wise) is obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumini			
<b>Teaching Learning and Evaluation</b>				
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)			

*S. Anwar*



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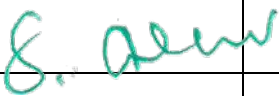
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	(Please verify Internal Test marks' entry details in Anna Web portal).			
<b>Research, Innovations and Extensions</b>				
12	Grants received from Government and non-governmental agencies for research projects			
13	No. of Research Supervisors and 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			
<b>Infrastructure and Learning Resources</b>				
18	Department Budget			
19	procedures for laboratory maintenance			
<b>Student Support and Progression</b>				
20	Students benefited by scholarships and free ships provided by Government and Management			
21	Capacity development and skills enhancement activities			



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	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 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			
<b>Governance Leadership and Management</b>				
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 non-teaching staff			



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	teaching staff participating Faculty in development Programmes (FDP), Management 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 Audit Files were maintained properly.
- ❖ Student's participation in Value Added Courses, Internship and Field visit are appreciable
- ❖ Students are given good training and placements and it may further be continued.
- ❖ All committee related activities are appreciable.
- ❖ Basic amenities and infrastructures in the college are very good
- ❖ More Academicians and Industry Experts visited college for knowledge transfer
- ❖ All the departments conducted technical programme effectively
- ❖ IQAC formats are drafted with format numbers and are regularly updated in needy basis.
- ❖ Feedback on curriculum and ambiance of the Institution from the stakeholder is obtained accordingly, Value added courses / Certificate courses are conducted
- ❖ 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.
- ❖ Faculty members with PhD Qualification are appointed.



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## 2. Suggestions for Improvement:

- ❖ Providing seed money for innovative research work may be initiated.
- ❖ Faculties with Ph. D can be encouraged to register as supervisors.
- ❖ More startup idea must be encouraged among the students
- ❖ Students can be motivated to participate in Project and related competitions.
- ❖ More workshops can be organized for students to motivate them to become entrepreneurs.
- ❖ Students may be motivated to prepare for higher studies and Competitive Exams.

## Expert Peer Team members' Signature



Auditor 1  
Jisha Mohan  
Associate Professor,  
Department of Pharmaceutics  
College of Pharmaceutical sciences,  
Govt Medical College  
Thiruvananthapuram.



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



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# **Academic and Administrative Audit Report**

## **Sample Audit Report**

### **B Pharm Course**



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Sl.No.	Description	Evaluation	Comments	Points
<b>Curricular Aspects</b>				
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	8
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	9
<b>Teaching Learning and Evaluation</b>				
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	9
6	Usage of ICT enabled class rooms and tools for effective teaching and learning process followed by the faculty members	Yes	Verified the tools, smart classrooms.	10



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7	Internal Test Analysis for all classes	Yes	Verified the internal test analysis booklets	10
8	End Semester Exam Result Analysis for all classes.	Yes	Verified the end semester exam result analysis	9
9	PO for the Programme and CO for all the courses and Attainment of PO and CO.	Yes	Verified the documents	9
10	Feedback on Teaching Learning process. Remedial coaching classes details.	Yes	Verified the documents	9
11	Course file (Theory and laboratory courses) (Please verify Internal Test marks' entry details in Anna Web portal).	Yes	Verified the documents	10
<b>Research, Innovations and Extensions</b>				
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	10
14	Workshops/seminars/conferences conducted including programs on Research Methodology, Intellectual Property Rights (IPR) and entre entrepreneurship	Yes	Verified the documents	10
15	1. Research paper publications International / National Journal and Conference) 2. Books and chapters published by Faculty	Yes	Verified the documents	10
16	Extension Activities and awards 1. NSS activity 2. NCC activity	Yes	Verified the documents	09



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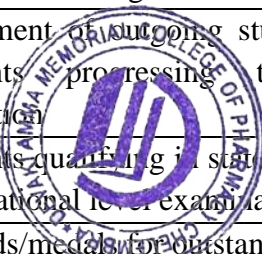


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	3. Club activities 4. Societal activity			
17	Number of MoUs and MoU related Activities	Yes	Verified the documents	08
<b>Infrastructure and Learning Resources</b>				
18	Department Budget	Yes	Verified the documents	08
19	procedures for laboratory maintenance	Yes	Verified the documents	09
<b>Student Support and Progression</b>				
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 skills) 4. Awareness of trends in technology	Yes	Verified the documents	09
22	Students benefitted by guidance for competitive examinations and career counseling	Yes	Verified the documents	09
23	Placement of outgoing students and students progressing to higher education	Yes	Verified the documents	07
24	students qualifying in state / national / international level examinations	Yes	Verified the documents	08
25	Awards/medals for outstanding performance in sports/ cultural	Yes	Verified the documents	04



*S. Alen*

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	activities at university / state/ national / international level			
26	Sports and cultural programs in which students participated (Internal and External)	Yes	Verified the documents	09
27	Alumini interaction	Yes	Verified the documents	09
<b>Governance Leadership and Management</b>				
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	09
<b>Institutional Values and Best Practices</b>				
31	Promotion of gender equity and initiatives to celebrate / organize national and international commemorative days, events and festivals	Yes	Verified the documents	09



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## Expert Peer Team members' Signature



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