

BHARATHIAR UNIVERSITY: COIMBATORE-641046

INTERNAL QUALITY ASSURANCE CELL

FORMAT FOR DEPARTMENT ACADMEIC AUDIT [2018-2019]

Name of the Department: *Extension and Career Guidance*

Date : *24-08-2019*

Name, Designation and Address of Academic Audit Experts: *Dr. J. Arthi*
Professor
Dept. of Business Administration
Arinashilingam Institute for Home Science and
Higher Education for Women
Coimbatore - 641043.

Faculty Members Present:

- 1. Dr. A. Vimala, Professor & Head*
- 2. Dr. J. Sadhasivam, Associate Professor*
- 3. Dr. C. Dhayanand, Assistant Professor*

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & Curriculum	Yes	The design of syllabus & curriculum is prepared in an organized way with the help of Bos.	The curriculum includes inter-disciplinary supportive course is much appreciable. A credit based open some course may be introduced.
	Contents of the Curriculum	Yes	- Learner-Centric Curriculum - Describe KSA that student should attain	*Looks satisfactory *Internship may be introduced for UG program.
	Validation done	Yes	- Validated by collecting & processing the feedback	Feedback Analysis may be presented in the Bos.
	Credits allotted / distribution - logic	Yes	- The curriculum follows the minimum credit requirement - No. of credit are allotted as per contact hours for each course.	As per the UGC norms, it is followed.

Curriculum Transaction	Teaching Methods & Teaching aids	Yes	<ul style="list-style-type: none"> - Blend of teacher - learner centric methods - Technology based teaching - Interactive methods 	Lesson plan to be prepared and circulated to students
	E-Learning Modules [Give details including MOOC courses]	Yes	<ul style="list-style-type: none"> - Spoken Tutorial Project, IIT Bombay 	Faculty may be encouraged to prepare e-learning modules and access may be given to students through university portal.
	Project Work UG/PG	Yes	<ul style="list-style-type: none"> - Students having an independency to choose and work - Collection/experimental/simulation based. 	
	Internal Assessment - Components - Uniqueness	Yes	<ul style="list-style-type: none"> - Rigorous and periodic test/seminars/Assignment - Case study for ph 	The pattern of CIA may be structured and marks allocation may be uniformly followed.
	Student Support - remedial coaching	Yes	<ul style="list-style-type: none"> - Comprehensive measures taken for the needed student to improve academic skills. 	- Satisfactory -
	Feedback from students	Yes	<ul style="list-style-type: none"> - Feedback forms are periodically collected & processed 	- Satisfactory -
	Steps taken on the feedback	Yes	<ul style="list-style-type: none"> - Syllabus updation is done with the help of student feedback 	- Satisfactory -

Verification Comments

Infrastructure in the department	No. of classrooms	8	verified	LEDs for each classroom may be provided.
	No of laboratories	1	verified	Appropriate softwares uploaded.
	No of computers – for teachers	3	verified	Adequate
	No of computers – for students	42	verified	Satisfied.
	No of computers – for research scholars	10	verified	Adequate
	Details of Servers, Battery Backup System	2	verified	Adequate
	Names of Instruments (Only Major)	NA	-	-

Verification
(Y/N)

Comments

Improvement

Profile of students	Demand Ratio (Applications received Vs Sanctioned Strength)	Verification (Y/N)	Comments	Improvement
	Students involved in extra-curricular & co-curricular activities	Yes	Record is maintained	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Uy Sanctioned Strength - 30 Improvement shown in 2018-19</p> </div> <div style="width: 45%;"> <p>Pu Sanctioned Strength - 20 Course may be populated</p> </div> </div>
	Study tour / industrial visits / exhibitions / internship / Training	Yes	Record is maintained	<p>IV may be planned. Internship/ training given local Study tours may be planned.</p>
	Achievements of students (Academic, cultural etc)	Yes	Record is maintained	Encourage students to participate in cultural events.
	Newsletters / Magazines of the Department	Yes	Found documentation of activities in department	The departmental activities are documented in the form of pamphlets, books, can be converted as newsletters.
	Placement (Ratio, Salary Level) Mention few companies	Yes	Record is maintained	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>V connect Boardmark Infosys Cognizant</p> </div> <div style="width: 45%;"> <p>15,000 per month on an average. 2 pu students pursued Entrepreneurship - "Imperial pathways"</p> </div> </div>
	% of students going for Research	Yes	<p>2017-18 = 33% 2018-19 = 33%</p>	- Satisfied -

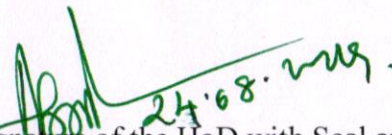
Activities of the department	MoUs Signed	Yes	- Significant no of MoU are signed by the Dept	NASSCOM - IT, ITeS Sector Skill based - Media & Entertainment. Infosys, IIT Bombay, TCS
	Consultancy [Nature, Amount]	Yes	- Service consultancy	Revenue may be generated as the scope is more.
	Collaborations	Yes	- Industry Collaboration - Research Collaboration	Infosys, TCS - Skill development - Satisfied - collaborations with intercollegiate universities.
	Department/Association Meetings	Yes	- Meeting Registry is present	- Satisfied -
	Guest lectures [Per semester]	Yes	21	Adequate
	Conference / Seminars / Workshop conducted [Per Year]	Yes	15	- Satisfied -
	Extension Activity	Yes	- Student development Programme - Faculty development Programme - Employment exchange coaching - Placement drive	- Satisfied -
Interaction with Industry / Research Centres / Educational Institutions	Yes	- For the above Said - To introduce new Courses based on Industrial Relevance	- Satisfied - Skill development programs conducted well attended institutions for safety.	

Best Practice(s) / Innovations of the Department:

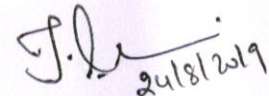
- Career Counselling
- Admission to Transgender
- NSQF assessment
- Free Skill Coaching for Competitive exams with District employment office, Govt. of TN

Future Plans of the Department:

- Future Plan of the department are set
- Disclosed in File # 7.4
- To introduce Ph Diploma in Career Guidance.


Signature of the HoD with Seal and Date

Dr. A.VIMALA MBA, Ph.D
Professor & Head
Dept. of Extension & Career Guidance,
Bharathiar University, Coimbatore - 46


Signature of the Academic Audit Expert
(With Address)

Action taken report – 2018-19

Based on the suggestions of the Academic audit Expert on 24.08.2019, the following actions were taken.

- SWAYAM course of 2 credit was introduced as per the University norms
- Course promotion were done by the department in the form of press release, Boucher circulation to the colleges through mail, whatsapp.
- Department activities are converted as Magazines as per the Academic audit feedback
- Internships were introduced in all semesters through the student feedback and the expert suggestion
- Structured pattern of CIA was introduced as per the University norms
- PG Diploma in Career Guidance for Executives was introduced



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