

**Academic and Administrative Audit Report
for the Academic Year 2020-21**

Loyola College
Vettavalam
Tiruvannamalai District
Tamil Nadu, India

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Loyola College

Olaipadi, Vettavalam-606 754, Tiruvannamalai - Dist

Academic and Administrative Audit Report for the Academic Year 2020-21

Part - I

- | | |
|--------------------------------------|---|
| 1. Name & Address of the Institution | Loyola College
Olaipadi, Vettavalam-606 754,
Tiruvannamalai - Dist |
| 2. Year of Establishment | June, 2009 |
| 3. Institutional Status | Affiliated College |
| 4. Name of Affiliating University | Thiruvalluvar University |
| 5. Type of the Institution | Co-Education, Minority |
| 6. Programs Offered | UG: 08 PG: 02 |
| 7. Student Strength | UG: - Male: - Female: -
PG: - Male - Female: - |
| 8. Location | Rural |
| 9. Financial Status | Self-Fianancing |
| 10. UGC Recognition | UGC 2f and 12 (B) |

Part - II

***Academic and Administrative Audit Report
for the Academic Year 2020-21***

Academic and Administrative Team for the Academic Year 2020-21

Name and Designation

Dr. Bernard D' Sami Accreditation Ambassador, Paramarsh Scheme - UGC, Auxilium College (Autonomous) Vellore	Chairperson
Dr. A. Xavier Mahimairaj Associate Professor in Commerce, Loyola College (Autonomous) Chennai	Member
Dr. V S Gowri Assistant Professor of Chemistry, Auxilium College (Autonomous) Vellore	Member
Dr. B. Bindu Directress of Physical Education, Auxilium College (Autonomous) Vellore	Member

2. Objective & Scope of the Audit

The broad objective of the academic and administrative audit is to carry out an independent assessment of the College by an external peer team comprising of the above members to review the following:

- Methodology of teaching and learning conducted for the different programmes run by the College
- Functioning of the Laboratories and Computer Facilities
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Preparedness for First Cycle of NAAC Accreditation
- Central Library
- Facility and Sport Office
- Outreach Programmes conducted by the College
- Finance and General Administration
- Alumni/ae and their contributions to the College

3. Methodology

The Audit team began their visit on Saturday, February 20th, 2021 in the College to visit the various departments and facilities, for brief interactions with the faculty of each department, Visits to the laboratories, the Library and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information. Based on the information/data gathered from the available documents and the interactions with management, staff, and alumni of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations. The academic audit report with expectations that these recommendations, when implemented, will best serve the interest of the College is intended.

4. Observations:

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on Saturday, February 20th, 2021 are given below:

Loyola College, Vettavalam, was established in the academic year 2009-2010 to educate and empower the rural poor, the first generation learners, the Dalits, the tribal, women and the marginalized youth of northern Tamil Nadu.

The following programmes are offered by the College:

UG Programmes:

B.A Tamil, B.A English, B.B.A, B.Com, B.C.A, B.Sc Computer Science, B.Sc Mathematics, B.Sc Physical Education

PG Programmes:

M.A English and M.Sc Mathematics

Skill Based Programmes:

- Jesuit Worldwide Learning (JWL) for proficiency in English
- Training Programmes for Competitive Examinations.
- The college has following service units to develop various skills through extension activities. All the units are active and organize variety of programmes to sensitize the students on various current realities and develop the skills.
- National Service Scheme (NSS) unit approved by the University

- All India Catholic University Federation (AICUF)
- Youth Red Cross (YRC)
- Red Ribbon Club (RRC)
- Eco Club

Central Library

The Central Library has good Library and reading room facilities. The library is equipped with 12536 books, 2013 reference books and subscribing to 20 Journals related to the major, core, allied and other courses for the benefit of the staff and students. The library is well maintained with a qualified librarian and for its overall ambience and cleanliness. New book arrival is intimated through the WhatsApp group and Best Library User Award is given every year.

IQAC Office

The IQAC conducts its tasks efficiently. The College has been ably supported by the IQAC towards the preparation for the first cycle of accreditation. IQAC has formed various committees to collect, collate and prepare the SSR. The IQAC plans to submit the SSR during the academic year 2021 - 2022.

Documentation:

Files and registers maintained by the departments are a major concern. Teaching plan and the work done are maintained as sheets of papers. The faculty profile is maintained as a separate file by the departments. However, the registers such as log books, minutes, Parents - Teachers meeting are either maintained only as soft copies in computers or as separate notices. Brochures for the various events conducted/participated are maintained. But, the visitor's notebook register was not maintained. Feedback from the stake holders' was completely missing. Therefore, the suggestions include maintenance of log books, minutes, Parents teachers meeting, Visitors registers as hard copies with the signatures of the faculty and vice principal wherever necessary and the Principal as well. Feedback from stakeholders to be received, maintained and implemented.

Infrastructural Facilities

A well-planned spacious office, computer labs, class rooms, examination halls, auditorium, play grounds and an overall green campus are some of the special features of the college. The College has a good system of managing its various facilities for its constant maintenance and quality enhancement.

Sports and Games

The college has good sports and games facilities. The students are encouraged to take active part in the various sports and games activities. The college has a 3 year UG programme of B.Sc. Physical Education which is the first of its kind in the University jurisdiction and it is capable of providing various job opportunities in the days to come.

Alumni

The Alumni are extremely happy with the quality of education imparted.

The Alumni suggested that they could help in the Placement and organizing academic programmes to motivate and help the students to develop the soft skills.

Outreach Programme:

The compulsory programme for all 2nd year students of UG programme is much appreciated. Their work of 40 hours in a village is praiseworthy extension activity. Nearly 40 tuition centres are created and maintained for the benefit of school students and for their learning. Deaddiction programme, medical camp, 'sucees is ours', bala mela and literarcy programme for the adults are some of the activities undertaken by the outreach department through the involvement of staff and students. There are trained faculty to guide the students on their outreach work. The impact of the work and contributions made are acknowledged and appreciated by the local community.

Strengths

The audit committee is highly satisfied with the inherent strengths of the College and they are mentioned

below.

- Loyola College, Vettavalam is run by the Jesuits who are known for running some of the best institutions today at the international and national level. The leadership provided by the College is extraordinary through sharing of responsibilities by the management.
- Continuous quality improvement is ensured by the decentralized administration.
- Inclusive approach to education by extending the educational facilities and services of the College to a majority underprivileged from rural areas.
- The teaching faculty include Ph.D. holders, NET and SET cleared candidates and a faculty in English department who is a member of the Board of Studies for the PG English programme of the University of Thiruvallur.

- Enforcement of discipline in a fair and just manner
- Committed and competent teaching faculty
- Use of updated pedagogy with supportive ICT
- Committed and supportive non-teaching staff
- Strong social commitments of the College authorities, students and alumni.
- High degree of engagement and satisfaction is revealed from the Alumni feedback during the audit.
- The facilities for sports and games are good. The presence of B.Sc Physical Education adds greater value to the various activities of the sports department.
- In general, the overall feeling of satisfaction on the part of staff, students and Alumni is the great strength of the Institution.

Suggestions for the improvements:

The College can easily raise the bar of its achievement if the following are taken into consideration.

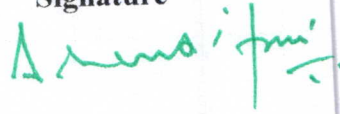

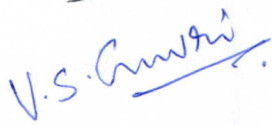
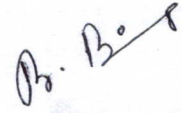
- 1) The General Maintenance of the Classrooms, Staff Room and Auditorium need more attention, continuous follow up and financial investment.
- 2) PG departments should be encouraged to promote research.
- 3) Staff are to be encouraged to write research articles, pursue research and become research guides. A well-planned system to bring research ambiance in the campus is highly recommended.
- 4) Providing financial support to teachers and PG students to participate in conferences/workshops/ applying for projects is recommended. Budget allocation is needed for research component.
- 5) Staff and Students should be given free data to access web resources in the campus.
- 6) Staff turnover is observed. Management has to come up with effective human resource management policy to source the talent and compensate adequately to retain the talents.

- 7) English (spoken and communication) of the teachers has to be enhanced
- 8) Web site of the college is to be updated.
- 9) Publications and participations in FDP, seminars, conferences and workshops by faculty members are minimal, Hence, the management should encourage the staff in this respect.
- 10) Placement activities and placement related training are to be strengthened. A placement officer is needed (either part-time or full-time)
- 11) Incentives may be given to the faculty by the management for publishing papers and producing 100% results.
- 12) External funded research projects to be taken up by the faculty members.
- 13) Rare Book Collections to be strengthened other than old Tamil Books.
- 14) Library could be automated.
- 15) Book bank for the benefit of poor students is to be added at the earliest.
- 16) Though college has 42 endowments to support the students, it is recommended that the college should explore more financial resources to augment the financial support to the needy.
- 17) There is immense scope for expanding the college by starting new courses.
- 18) More staff empowerment/capacity building programmes are recommended
- 19) Encouraged to go for NAAC accreditation at the earliest.

Conclusion:

- Fundamental rules and regulations are followed by the college management and department staff members are very good.
- Basic amenities and infrastructure in the college and the department is good.
- Library facility is good and there is a greater scope of development.
- Faculty Attrition ratio is high and that is to be reduced appropriately with effective policy measures.
- Faculty members are reasonably experienced, qualified, and talented and need more motivation in the form of incentives for publications, research works and training.
- Students are given good placements and it may further be improved by placing them in companies which pay high compensation.

Academic and Administrative Team for the Academic Year 2020-21

Name and Designation		Signature
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Dr. B. Bindu, Directress of Physical Education, Auxilium College (Autonomous) Vellore	Member	



Appendix

Academic and Administrative Audit*

(*Under the Paramarsh Scheme of the UGC Auxillum College, Vellore)

Loyola College, Vettavalam

20.02.2021

Programme Schedule

Time	Department
11.00 am - 11.15 am	Meeting with the Principal
11.20 am - 01.30 pm	Department Visit
11.20 am - 11.35 am	Tamil
11.35 am -11.50 am	English
11. 50 am - 12.05 pm	Business Administration
12.05 pm -12.20 pm	Commerce
12.20 pm - 12.35 pm	Mathematics
12.35 pm -12.50 pm	Physical Education
12.50 pm - 01.05 pm	Computer Science
01.05 pm - 01.20 pm	Computer Application
01.30 pm - 02.15 pm	Lunch
02.15 pm - 03.30 pm	<u>Visiting Facilities:</u> Office / Library / Play Ground/ Loyola Outreach Programme (LOP)/ Loyola Alumni/ Green Initiatives - Extra Curricular Activities/IQAC
03.30 pm - 04.00 pm	Report Preparation
04.00 pm - 05.00 pm	Exit Meeting with Principal and Faculty

Team Members:

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Accreditation Ambassador, Paramarsh Scheme - UGC,
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