

# **ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE**

Recognized by UGC under sections 2(f) & 12(B) of the UGC Act 1956,  
Permanently affiliated with Thiruvalluvar University,  
Accredited by NAAC with B Grade  
10, By-pass Road, Vaniyambadi-635751; Phone:04174-235266



## **EXTERNAL ACADEMIC AUDIT REPORT**



**PERIOD OF ASSESSMENT 2020-2021 & 2021-2022**

## **Brief History of the Institution**

1997 was an auspicious and a red letter day for the people of Vaniyambadi and the women in particular as it witnessed the founding of Islamiah Women's Arts and Science College under the aegis of the Vaniyambadi Muslim Educational Society.

This College is the manifestation of the hopes of not only the Women of Vaniyambadi but also the region around Vellore and Tirupattur districts who wanted to pursue higher education.

In their zeal for translating into action the message of the leaders and educationists of the nation, the people of Vaniyambadi established the V.M.E. Society in 1903 and registered in 1905.

The V.M.E. Society with its cultural and educational background has started several institutions to cater to the educational needs of the people of this region. They are:

1. Islamiah Elementary School in 1903.
2. Islamiah Boys' Higher Secondary School in 1912.
3. Islamiah College (Men) in 1919 (Autonomous)
4. Islamiah Girls' Higher Secondary School in 1957.
5. Islamiah Industrial Training Centre in 1984.
6. Islamiah Women's Arts & Science College in 1997.
7. Islamiah Skill Development Centre in 2018

Islamiah Women's Arts and Science College got its provisional affiliation from the University of Madras on 7<sup>th</sup> October 1997 and appeared on the educational horizon on 16<sup>th</sup> October 1997 at the premises of Islamiah Girls' Higher Secondary School.

### **Present Day:**

- At present the College is functioning in its own permanent campus at By Pass Road, Vaniyambadi.
- It has got at present permanent affiliation with Thiruvalluvar University, Vellore and is approved by the Government of Tamil Nadu.
- It is also recognized by the University Grants Commission under section 2(f) and 12(B) of the UGC Act of 1956.
- It has been accredited by NAAC with B Grade.
- The students are taught and trained to become better citizens and serve the society.
- The aim of the College is to cultivate good behavior, attitude and high values of life among its students.
- The students are given special training in Personality Development, Women Empowerment and Short Term Value Added Courses apart from regular instructions.

- The College has efficient staff who strive hard to promote equity and gainful education among our students who hail from different socio-economic backgrounds and communities.
- The College actively promotes equality, social justice and communal harmony.
- The College at present offers the following courses:
  - B.Sc. Nutrition Food Service Management and Dietetics
  - B.Sc. Biochemistry
  - B.Com
  - B.A. English
  - B.C.A.
  - B.Sc. Mathematics
  - B.B.A.
  - B.Com. Computer Applications
  - B.Sc. Computer Science
  - B.Sc. Chemistry
  - B.Sc. Interior Design & Décor
  - B.Sc. Zoology
  - M.A. English
  - M.Com.
  - M.Sc. Mathematics
  - M.Sc. Computer Science
  - M.Sc. Food & Nutrition
  - M.Sc. Biochemistry
  - M.Phil. English
  - M.Phil. Mathematics
  - M.Phil. Commerce
  - PhD. English
  - PhD. Commerce

**Audit Committee:**

**1. Dr. A. Liyakath Ali**

Member Syndicate, Associate Professor and Head,  
PG & Research Department of Biochemistry,  
Islamiah College (Autonomous), Vaniyambadi

**2. Dr. H.S. Muthu Mohamed**

Principal  
Merit Haji Ismail Sahib Arts and Science College, Pernambut

## AUDIT SCHEDULE

### Day 1: 14-09-2022

Time	Activity /Department
8.30-8.40 a.m.	Reception
8.45-9.00 a.m.	Discussion with Principal
9.10-10.00 a.m.	Department of English
10.10-11.00. a.m.	Department of Mathematics
11.00-11.15 a.m.	Tea Break
11.15-11.45 a.m.	Department of Commerce
11.50-12.30 p.m.	Department of Commerce (CA)
12.35 -1.00 p.m.	Department of Computer Applications
1.05 -2.00 p.m.	Lunch Break
2.00-2.30 p.m.	Department of Business Administration
2.35- 3.15 p.m.	Department of Computer Science
3.15-3.30 p.m.	Tea Break
3.35-4.00 p.m.	Department of Biochemistry
4.05-4.40 p.m.	Department of Interior Design and Decor
4.45-5.15 p.m.	Department of Zoology

### Day 2: 15-09-2022

Time	Activity /Department
8.40-9.30am	Office
9.35-10.30 am	Department of Chemistry
10.35-11.15 am	Department of Nutrition Food Service Management & Dietetics
11.15-11.30 am	Tea Break
11.35-1.00 pm	Library
1.05 -2.15 pm	Lunch Break
2.15 -3.00 pm	Department of Physical Education
3.05 -3.15 pm	Tea Break
3.15-4.00 pm	Clubs and Cells – YRC, RRC, SBA, UBA etc.
4.05- 5.00 pm	NCC &NSS
5.00-5.15pm	Exam Cell
5.15-5.30 pm	IQAC

## General Observations

CIA	Internal academic audit
C1B	Syllabus (old & revised), opted elective
C1C	Bridge course file
C1D	Workload -( timetable (department timetable, class TT, lab TT, individual TT, subject allotment, academic calendar)
C1E	Staff movement register
C1F	Department monthly report
C1G	External funded project
C17	Department meeting register
C1I	Rules and regulations - code of conduct for both staff and students
C1J	Board of studies – participation of teachers in various bodies/activities
C1K	Leave letter file
C1L	Faculty profile and faculty name list with qualification and experience (separate list for each year)
YEAR/SECTION	Student profile – Bio data
C1M	List of faculty for question paper setting – UG/PG/M.Phil.
C1N	List of approved evaluators with photocopy of the order
C1O	Certificate/diploma courses organized / attended by the department
C1P	Project work/field work/internship (syllabus, approval copy, students name list, minutes report)
C1Q	Feedback back from students - curriculum development - (students, parents & alumni)
C1R	Skill assistant details - lab assistants
C1S	University correspondence
C1T	Value added course
C2A	List of students for slow learner (Remedial coaching )
C2B	List of students for advanced learner( students enrichment programmes)
C2C	Mini-project
C2D	Name list /intake details (no. of approved seats / no. of students admitted with date of enrolment and enrolment number) discontinue list (last date of attendance) /total number of students year wise & category wise(general, OBC, SC & ST)
C2E	Attendance register, condonation file, (tutor note - optional)
C2F	Teaching methodology of the department – ICT tools used
C2G	Mentor and mentee file
C2H	COs, POs, PSOs
C2I	Result file & Result analysis
C2J	Question paper - CIA & university

C2K	CIA- mark register (internal marks & university attendance)
C2L	Syllabus completion status
C2M	Lab - time table/ manual/ requirements & breakage
C2N	List of experiments / activities
C2O	University nominal & fee structure
C2P	Research supervisor file
C2Q	List of Ph.D pursuing/awarded
C2R	Awards - faculty & students (special)
C3A	Seminar / workshop organized related to research methodology, IPR, entrepreneurship
C3B	Research publication and awards
C3C	List of papers & patents published
C3D	List of books/ chapters published with ISBN
C3E	List of m. phil. pursuing/awarded
C3F	Extension activities- Aids, Gender issues, Swachh Bharath, NSS, YRC, Enviro, NCC, RRC, UBA (students & staff involvement)
C4A	Stock register
C4B	Students' engagement in cultural and sports (intercollegiate, interdepartmental, etc.,)
C4C	Book details (department wise - central library & department library)
C5A	Awards - students
C5B	Scholarship received by department students- Govt. & Non-Govt. Agencies
C5C	Soft skill courses offered by the department
C5D	Life skill programmes organized / offered by the department ( yoga, health and hygiene)
C5E	Career counseling programmes/competitive examination coaching
C5F	Grievances and <b>redressal</b> file
C5G	Student placement
C5H	Students progression to higher education
C5I	Number of students appearing for competitive and other examination
C5J	Sports achievement( university, state, national and international)
C5K	Students council – list of union majlis year wise
C5L	Alumni list year wise & list of prominent alumni
C6A	FDP, Orientation, Refresher course, short term course participated & professional development programs attended
C6B	Department circular
C6C	Department association file - programs organized by the department
C6D	PTA register
C7E	Best practices of the department
C7F	Memorandum of understanding- academic and research

## **Departmental Observations:**

### **1. PG & Research Department of English**

- a) The department exhibits a low percentage of qualified staff.
- b) Commendable number of Faculty Development Programs (FDP) and Webinars conducted.
- c) Students' participation in co-curricular activities is more than satisfactory.
- d) The placement activities need to be strengthened.

#### Suggestions

- Implement strategies to attract and retain qualified staff.
- Strengthen the placement cell activities by enhancing industry connections, organizing more campus recruitment drives, and providing specialized training for students to improve their employability.

### **2. PG & Research Department of Mathematics**

- a) Insufficient number of faculty with NET/SET/Ph.D.
- b) Lack of collaboration and Memorandum of Understanding (MOU).
- c) The organized outreach program is a major strength of the department.
- d) The department should focus on increasing publications.

#### Suggestions

- Develop and implement initiatives to encourage faculty members to pursue NET/SET/Ph.D.
- Facilitate collaboration with other academic institutions and industries by actively seeking MOUs to enhance research opportunities and exposure for both faculty and students.

### **3. PG & Research Department of Commerce:**

- a) Appreciable department publications.
- b) Commendable organization of National webinars and hands-on training programs.

- c) Absence of MOU.
- d) Note-worthy training of students on Tally software.

#### Suggestions

- Establish MOUs with relevant industries to provide students with practical exposure and potential job opportunities.

#### **4. Department of Computer Application:**

- a) No faculty with Ph.D.
- b) Good participation in FDPs.
- c) Satisfactory collaboration with ICT.
- d) Strengthen efforts towards job placement.

#### Suggestions

- Encourage faculty members to pursue Ph.D.
- Strengthen ties with the industry to facilitate job placements, perhaps by organizing more industry visits, internships, and networking events.

#### **5. PG Department of Computer Science:**

- a) Absence of Ph.D.-qualified faculty.
- b) Need to enhance efforts towards job placement.
- c) Encourage more involvement in extension activities.
- d) Satisfactory organization of webinars and programs.

#### Suggestions

- Initiate efforts to encourage faculty members to pursue Ph.D. through research collaborations, funding, or mentorship programs.
- Improve job placement outcomes for students.



## **6. Department of Business Administration:**

- a) Collaboration is a strength.
- b) Emphasize further on collaboration efforts.
- c) Good organization of FDPs.

### Suggestions

- Foster further collaboration with industries by organizing industry-specific events, guest lectures, and internships.
- Expand the scope of FDPs to cover emerging trends and practices in business administration, ensuring faculty members stay updated.

## **7. Department of Chemistry:**

- a) Encourage organizing industrial tours and fostering connections to instrumentation centers.
- b) Strengthen collaborative research work.
- c) Limited faculty with NET/SET/Ph.D.
- d) Increase the number of publications.

### Suggestions

- Implement an industrial tour program and create partnerships with instrumentation centers to provide hands-on experiences for students.
- Encourage collaborative research work by incentivizing joint projects and facilitating research collaborations with other institutions.

## **8. PG Department of Biochemistry:**

- a) Collaborate with the Department of Pharmacology and Pharmacy.
- b) Strength lies in MOU.
- c) Focus on improving job placement opportunities.

### Suggestions

- Strengthen collaboration with the Department of Pharmacology and Pharmacy to enhance

interdisciplinary research opportunities.

- Develop and implement strategies to improve job placement outcomes for biochemistry graduates through industry partnerships and placement support.

#### **9. Department of Commerce with Computer Application:**

- a) Satisfactory workshops and webinars.
- b) Lack of collaboration with industries and companies.
- c) Appreciable organization of certificate courses.
- d) Enhance efforts towards job placement.
- e) Commendable organization of value-added courses.

#### Suggestions

- Increase industry collaborations by establishing connections with local businesses and inviting industry professionals for guest lectures.
- Enhance job placement efforts by conducting specialized training programs, mock interviews, and resume-building workshops for students.

#### **10. PG Department of Food & Nutrition:**

- a) Creditable organization of value-added courses.
- b) Commendable conduct of seminars, workshops, and webinars.
- c) Collaboration is satisfactory.
- d) University Rank holders make the efforts of the department worthwhile.

#### Suggestions

- Expand collaboration with industry experts and nutrition professionals to enrich the curriculum and provide practical insights to students.
- Introduce more research-oriented seminars and workshops to promote a culture of academic inquiry among students.

#### **11. Department of Interior Design and Décor:**

- a) Creditable organization of workshops and webinars.
- b) No faculty with NET/SET/Ph.D.
- c) Lack of collaboration.
- d) University Rank holders make the department proud.

#### Suggestions

- Initiate collaboration with design firms and professionals for real-world project involvement to enhance practical skills.
- Encourage faculty to pursue Ph.D. or industry certifications to bring cutting-edge knowledge into the department.

### **12. Department of Zoology:**

- a) Appreciate students winning awards at various competitions.
- b) Fewer seminars and workshops have been conducted.

#### Suggestions

- Organize regular seminars and workshops with experts to expose students to the latest advancements in the field of zoology.
- Encourage faculty to actively engage in research and increase the number of research publications.

### **13. Department of Tamil:**

- a) The strength lies in qualified staff.
- b) Satisfactory department programs.
- c) Documentation has been restricted to Tamil language which hinders assessment.

#### Suggestions

- Develop and implement strategies to encourage more students to participate in department programs, fostering a sense of community.
- Explore opportunities for collaborative projects or events with other language

departments to promote cultural exchange.

- Documents need to be translated in to English and may consider both languages for future documentation.

#### **14. Department of Urdu:**

- a) Satisfactory department programs.
- b) Appreciate students winning awards at various competitions.
- c) Insufficient number of qualified staff.

#### Suggestions

- Enhance the visibility of department programs by actively promoting them within the college community and beyond.
- Encourage students to participate in language-related competitions and events to showcase their skills and earn recognition.

#### **15. Department of Physical Education:**

- a) Well-equipped infrastructure.
- b) Emphasize more on collaboration.
- c) Satisfactory department efforts.

#### Suggestions

- Strengthen collaboration with local sports clubs and organizations to provide students with additional opportunities for sports-related activities.
- Organize workshops and training sessions for faculty to stay updated on the latest trends and techniques in physical education.

#### **16. Library:**

- a) Overall, the college library infrastructure is good.
- b) Efforts to provide better reading facilities are appreciable.
- c) Sufficient availability of research journals for reference.

#### Suggestions:

- Increase the acquisition of research journals to broaden the range of resources available for students and faculty.
- Stakeholders need to be made aware of Technology-driven solutions for library services, such as online catalog, e-journals and e-book accessibility.

#### **17. IQAC:**

- a) IQAC adequately acts as the quality command center of the college.
- b) Future plans seem to include a well-defined timeline.
- c) Documentation of current activities of the IQAC is satisfactory.

#### Suggestions

- Develop a comprehensive timeline for future plans, ensuring a clear roadmap for the implementation of quality enhancement initiatives.
- Facilitate regular training sessions for IQAC members to stay informed about the latest quality assurance practices and methodologies.

#### **Cells and Committees:**

- Placement cell has initiated several steps to facilitate student placement.
- NCC and NSS units of the college are very active.
- A significant number of alumni are connected to the institution.
- The exam cell should concentrate on a common question paper format with an answer scheme.

#### Suggestions

- Strengthen ties with a broader network of industries and companies to diversify job placement opportunities.
- Introduce skill development programs and workshops to enhance students' employability

beyond academic qualifications.

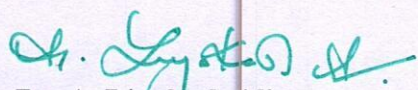
- Encourage more students to actively participate in NCC and NSS activities through awareness campaigns and incentives.
- Foster collaboration with community organizations to expand the impact of social service initiatives.
- Implement regular alumni interaction sessions to facilitate knowledge sharing and mentorship opportunities.
- Establish an alumni-driven support system to connect recent graduates with experienced professionals for career guidance.
- Standardize question paper formats and answer schemes to ensure fairness and clarity in examinations.
- Implement technology solutions for online examination processes, reducing manual workload and minimizing errors.
- Develop targeted strategies to increase core company placements, possibly through industry-specific skill development programs.
- Establish a dedicated research support unit to facilitate faculty engagement in external funded research projects.

#### **Overall Report:**

- Teaching- Learning strategies appears to be inclusive of conventional and modern practices.
- Placements in core companies are not satisfactory.
- Placement activities and programs are commendable.
- Publications need to be increased.
- Concentrate on external funded research projects.
- Importance should be given to communication.

**Conclusion:** The basic facilities of the college and the departments are good. The institution has well-experienced and qualified staff, although more motivation is needed. All faculty and students adhere to rules and culture. The academic standard of the institution is commendable, and it assists in obtaining financial assistance from various trusts. Overall discipline is good.

Continue maintaining and improving the existing facilities, leveraging the commendable infrastructure and initiate motivation programs for both faculty and students to enhance enthusiasm and engagement in academic and extracurricular activities.



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