



# **St. Francis**

## **College for Women**

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

**Internal Quality Assurance Cell (IQAC)**

**ACADEMIC AND ADMINISTRATIVE AUDIT  
REPORT**

**2020-2023**

## **Introduction:**

The dynamics of Higher Education require an Academic Audit to achieve and sustain academic excellence. The Academic Audit encourages continuous evaluation and introspection by the Departments for quality enhancement and sustenance of best practices.

Academic Audit Cell reviews the progress of the departments every semester to ensure continuous improvement. The Internal Audit by the Academic Audit cell is conducted each semester and a detailed report is prepared and submitted to the Principal. Principal, Audit team, IQAC and HoDs review the same and prepare a detailed Plan of action. This process gives an insight to progress made in the previous semester. Many departments identify their shortcomings and corrective actions are designed as per the recommendations given by the team.

IQAC initiated the External Academic Audit process for the academic years 2020-23. The Internal Audit to check the preparedness of the Departments was held on 7<sup>th</sup> August 2023. The External Audit was conducted on 8<sup>th</sup> and 9<sup>th</sup> August 2023. The Audit team comprised of the following Panel members:

- 1. Prof.M.N.Rajesh**  
**Department of History, Hyderabad Central University, Hyderabad.**
- 2. Dr. Sreehari.V**  
**Asst Prof Gokaraju Rangaraju Institute of Engineering & Technology, Hyderabad.**
- 3. Prof.Asif Mohammed Pasha**  
**Director, CMR University, Hyderabad.**

## **Objectives:**

- To review the departments' vision and mission and check if the activities planned are in accordance with the same and make suggestions for improvement.
- To discuss the department's accomplishments, difficulties and challenges- SWOC Analysis.
- To determine the effectiveness of the teaching-learning process and to develop a methodology to ensure the highest output from both faculty and students.
- To confirm that the departments are adhering to Outcome Based Education.
- To evaluate the research potential of each Department, identify and recommend areas to pursue research.
- To ensure the needed infrastructure is in place.

## Overview of the Academic Audit:

### Planning for the Audit:

The Academic and Audit Committee was constituted by the Management, IQAC and Academic Audit cell members for the appraisal of the reports for the years 2020 to 2023. A meeting was held on \_\_\_\_\_ to decide the External panel members, finalise the checklist to be shared with HoDs and the dates to conduct Internal and External Audit.

### Audit Process:

Check list of documents was shared with the HoDs of all the departments. Prior to the External Audit an Internal audit was conducted to ensure the readiness of the Departments.

Check list of documents (Attached- Annexure –I)

The Internal Audit team and schedule is as follows:

### Internal Audit Schedule

**Date: 07/08/2023**

### Arts:

S.No	Department	Time	Audit Team
1.	Hindi	10:30 am-10:45am	<b>Dr. Margaret Selvaraj</b> Head, Department of Social Management  <b>Dr. R. Shiny</b> IQAC Member  <b>Dr. Alice Esther</b> CoE and Head, Department of Economics
2.	Telugu	10:45 am -11:00 am	
3.	Sanskrit	11:00 am -11:15 am	
4.	French	11:15 am -11:30 am	
5.	English	11:30 am -12:00 pm	
6.	Psychology	12:00 pm -12:30 pm	
7.	Mass communication	12:30 pm -1:00 pm	
8.	History	1:30 pm -1:45 pm	
9.	Political Science	1:45 pm -2:00 pm	
10.	Public Administration	2:00 pm - 2:15 pm	
11.	Economics	2:15 pm -2:30 pm	
12.	Social Management	2:30 pm -2:45 pm	

### Commerce, BMS & B.Voc

S.No	Department	Time	Audit Team
1.	Commerce	10:30 am -11:30 am	<b>Dr. Sr. Sujatha Yeruva</b> Vice Principal – Administration  <b>Dr. Mallika Shetty</b> Vice Principal- Academics  <b>Dr. Vidya Jayaram</b> Audit Cell and IQAC Member
2.	BMS	11:45am -12:30 pm	<b>Ms. Deepa James</b> Head, Department of Commerce
3.	B.Voc	1:30pm -2:30pm	<b>Ms.B.Kavitha</b> IQAC Member

### Physical Sciences:

S.No	Department	Time	Audit Team
1.	Computer Science	10:30 am -11:00 am	<b>Dr. Shailaja Raj</b> Vice Principal (R&D)
2.	Electronics	11:00 am -11:30 am	
3.	Maths	11:30 am -12:00 pm	
4.	Statistics	12:00 pm -12:30pm	
5.	Physics	12:30pm -1:00 pm	<b>Dr. Savitha Sukumar</b> Academic Audit Cell Member

### Life Sciences:

S.No	Department	Time	Audit Team
1.	Biotechnology	10:30 am-11:00 am	<b>Dr. Lalitha</b> Senior Faculty Member
2.	Biochemistry	11:00 am -11:30 am	
3.	Chemistry	11:30 am-12:00 pm	
4.	Botany	12:00 pm-12:30 pm	
5.	Zoology	12:30 pm -1:00 pm	<b>Ms. Padmashree</b> Senior Faculty Member
6.	Applied Nutrition	1:30 pm- 2:00 pm	
7.	Microbiology	2:00 pm -3:00 pm	
8.	EVS	3:00 pm-3:30 pm	

The Suggestions made by the above team were shared with the HODs.

**External Audit:**

**Dates: 8<sup>th</sup> and 9<sup>th</sup> August 2023**

**Audit Team:**

- 1. Prof.M.N.Rajesh**  
**Department of History, Hyderabad Central University, Hyderabad.**
- 2. Dr. Sreehari.V**  
**Asst Prof, Gokaraju Rangaraju Institute of Engineering & Technology, Hyderabad.**
- 3. Prof. Asif Mohammed Pasha**  
**Director, CMR University, Hyderabad.**

**External Academic Audit Schedule:**

**Date: 08/08/2023**

**External Audit Member: Prof. M. N. Rajesh**

**ARTS**

<b>S.No</b>	<b>Department</b>	<b>Time</b>
1	History	<b>09:30 am -12:00 pm</b>
2	Political Science	
3	Public Administration	
4	Economics	
5	Social Management	
6	Psychology	
7	English	
8	Hindi	
9	Telugu	
10	Sanskrit	
11	French	
12	Mass communication	

**Date: 09/08/2023**

**External Audit Member: Mr. Asif Pasha**

**COMMERCE, BMS & B.VOC**

<b>S.No</b>	<b>Department</b>	<b>Time</b>
1.	Commerce	<b>10.30 am – 11.30 am</b>
2.	BMS	
3.	B.Voc	

**PHYSICAL SCIENCES**

<b>S.No</b>	<b>Department</b>	<b>Time</b>
1.	Computer Science	<b>11.30 am - 1.00 pm</b>
2.	Electronics	
3.	Maths	
4.	Statistics	
5.	Physics	

**Date: 09/08/2023**

**External Audit Member: Dr. Sreehari. V**

**LIFE SCIENCES**

<b>S.No</b>	<b>Department</b>	<b>Time</b>
1.	Biotechnology	<b>10.30 am – 1.00 pm</b>
2.	Biochemistry	
3.	Chemistry	
4.	Botany	
5.	Zoology	
6.	Applied Nutrition	
7.	Microbiology	
8.	EVS	

A Pre Audit meeting was held with the Audit Team, Principal, Vice Principals and IQAC Coordinators to discuss the schedule. The committee members went through the presentation by the Departments, documents displayed and interacted with HoDs and staff members on 8<sup>th</sup> and 9<sup>th</sup> August 2023.

The external members were highly appreciative of the commendable work of the Management and faculty in facilitating effective learning environment within a comprehensive and interactive learning system, instilling values, providing holistic education, supportive facilities and for having a good evaluation system.

After thorough inspection and checking the Audit team has given the following suggestions for Quality enhancement.



Audit - Social Mgmt by M. N Rajesh & Academic Audit



Pre Audit Meeting in Principal Room by M. N Rajesh & Academic Audit



Audit – Political Science by M. N Rajesh & Academic Audit



Audit – Commerce by Asif Mohammed Pasha & Academic Audit



Audit – Microbiology by Dr. Sheehari & Academic Audit



Audit – Computer Science by Asif Mohammed Pasha & Academic Audit



Audit – B.Voc by Asif Mohammed Pasha & Academic Audit



Audit – Electronics by Asif Mohammed Pasha & Academic Audit





Audit – Physics by Asif Mohammed Pasha

### **Recommendations by the team:**

- Vision, Mission of the Departments to be displayed in the Notice Boards of the Department.

### **Recommendations for Curriculum Design and Development:**

- Need to conduct Department meeting after BOS and ATR as for the minutes and suggestions has to be maintained.
- To introduce new programs and certificate courses.
- To introduce drone journalism (photography/videography)
- To include Media History subject in PG programme
- Introducing new topics like Cyber Psychology and Sports Psychology for the M.Sc. students.
- To introduce modules which contain works translated from minor Indian languages in the paper on 'Indian Writing in English'.
- To introduce papers such as History of Britain in Literature.
- Syllabus revision references list should include latest publications
- To introduce Papers like History of Economic Thought and Political Economic Theory
- Collaboration for B. Com IPP with ACCA.
- To Start Swayam course on International Relation

### **Recommendations for Teaching Learning and Evaluation:**

- Encouraged faculty to complete their Ph.D at the earliest.
- Need to maintain internal and external question papers and CO to the questions.
- Need to have ATR after each exam and do the analysis after the final exam.
- Maintain the performance of each student after Internal and External exam and study the progress of the student.

- Use Psychopac for psychometric tests.
- Use new books from newbooksnetwork.com for reference.
- To access databases of South Zone Regional Cultural Centre, Hyderabad NGO Directory, World of Learning (List of Colleges & Universities) to find out opportunities for students.
- Try to see more students go internships; it can be 3 days or 1 week.
- To make posters for projects completed /on-going.
- Need to maintain single format for Project thesis and have plagiarism report to be included in the thesis.
- To publish student projects into papers.
- Have poster and 5 to 10 minutes video of project and have a college wide project expo for all projects.
- To include voiceover in PPTs which will benefit visually challenged students in our college.

### **Recommendations – Research and Consultancy**

- Faculty to register in Scopus, maintain a Scopus profile and to increase the publications in Scopus listed journals.
- Need to have more Consultancy works and offer intra and inter Department consultancy.
- Need to have a split for budget under various headings like Equipment, Consumables Software, R& D, Training & Travel, Maintenance and Miscellaneous.
- Uploading of research dissertations onto Shodhganga. Starting online journal.
- It was suggested that every department should have MoU with different organisations.
- Departments can have MoU with TISS and other universities.
- To sign MoU with UoH, EFLU, Srerampore College to promote library access and student exchange programmes.
- MoUs for PGD Fintech to leverage the profitability of the course.
- Tie- up with T-Hub for encouraging entrepreneurship among students.
- Engage students in faculty research /work with in house internship program
- Students Project can be refined and Published with ISSN Number
- Faculty can contribute to MOOC Courses
- To Have more research Publication for faculty
-

### **Recommendations – E Content Development:**

- As part of e-content a suggestion was given to create podcast modules.

### **Recommendations for Student Progression, Placements and Alumni Engagement**

- Need to highlight Student Achievements.
- Have to maintain record of the number of students passed and do a statistical analysis on number of students placed and pursuing Higher education.
- To establish a Higher Education Commission/Centre of Excellence to guide Study abroad Programs.
- To have more Alumni talks for interaction and engagement. A google form can be shared with Alumni to check their availability and the ways in which they can contribute for Quality Sustenance or Enhancement.
- Each event needs to have a report and its outcome for both faculty and students.
- All photos need Photo captions

### **Recommendations for Governance and Leadership:**

- Faculty should register and be part of various Professional bodies pertaining to their field
- Faculty should undergo more short term training programmes

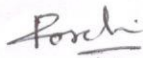
### **Recommendations for Institutional Distinctiveness and Best Practices**

- Should highlight the Projects carried out, Green initiatives and awareness programs held.
- The Green initiatives to be displayed
- To have MoUs with Government organisations and collaborate with NGOs to bring visibility

### **Action Taken Report:**

To monitor and improve academic quality and standards, which are required to achieve goals and objectives, Academic Audit was conducted. It also served as an opportunity to comment on the extent to which the procedures were implemented effectively and to consider best practices for sustaining quality. Three external experts from different fields visited the departments and provided their perspectives. They were highly appreciative of the commendable work of the faculty in delivering a holistic teaching, learning and evaluative system. The suggestions made by the audit team were shared with the Heads of the departments.

During the academic year 2023-24, the HoDs were asked to share and discuss the same with the faculty members and have a plan of action to work on the recommendations given by the experts that could be implemented for Quality Enhancement. The Heads of Departments were asked to submit a detailed report on the Plan of action. To ensure that the curriculum, teaching, learning, and evaluation procedures implemented at St. Francis College for Women are of the highest standards and are intellectually stimulating and gratifying, the academic audit was a demanding exercise that proved to be a worthwhile endeavour.



Signature of IQAC Coordinator



Signature of the Principal

*Principal*

**St. Francis College for Women  
Begumpet, Hyderabad - 56.**