



Dayananda Sagar Institutions

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, 1st Stage, Kumaraswamy Layout,
Bengaluru, Karnataka 560111

Academic and Administrative Audit (AAA) Report for Academic Year-2022-23



E-Mail ID – principal-dscasc@dayanandasagar.edu

Website - <http://dscasc.edu.in>



Table of Contents

Sl. No.	Contents	Page No
1	Introduction to Academic and Administrative Audit	02
2	Profile of the college	04
3	Schedule of the audit	06
4	Observations	07
5	Conclusion	10
6	Recommendations	11
7	AAA Team	12



Introduction:

About Academic and Administrative Audit

Academic and Administrative Audit (AAA) would help the Institutions', efficiency, effectiveness and transparency in administration in general. It will also help in maintaining a sound record-keeping system with adequate checks and balances to ensure a sound information system for decision-making by the Higher-ups, and Management.

Types of Internal Audits

Types of Internal Audits consist of Academic Audits and Administrative Audits.

The **Academic Audit** process emphasizes reflection and improvement rather than compliance with predetermined standards. The purpose of an academic audit is to encourage departments or programs to evaluate their "education quality processes". It emphasizes faculty members' and departments/programs' approach to how they organize their activities, use the resources available to them and work collectively to provide quality education in the best interests of student learning.

The **Administrative Audit** is a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes an assessment of policies, strategies & functions of the various administrative units.

The vision, Mission and action plan of the departments are assessed as a very important facet of the audit system to work upon them for formulating a larger action plan. The process of Academic Auditing intends to monitor and enhance the quality of education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from the Institute.



Aims and Objectives

- To examine and suggest improvement to the vision and mission of the departments.
- To collect primary baseline data regarding the academic eco-system of the respective department.
- To interact with the faculty regarding the department's strengths, weaknesses, challenges, and achievements.
- To define the effectiveness of teaching-learning process and to devise a methodology to confirm maximum output from faculty members as well as students.
- To ensure academic accountability.
- To ensure that the colleges are following OBE in its true sense.
- To understand the existing system, assess the departments' and administrative units' strengths and weaknesses, and suggest methods for improvement and overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms, opportunities for academic reforms, administrative reforms and examination reforms etc.
- To suggest methods for continuous improvement of quality.



College Profile

1	Name of the College & Address	Dayananda Sagar College of Arts, Science and Commerce Shavige Malleshwara Hills, 1st Stage, Kumaraswamy Layout, Bengaluru, Karnataka 560111									
2	Website	http://dscasc.edu.in/									
	Email	principal-dscasc@dayanandasagar.edu									
	Phone number	080 4370 4728									
3	Date of College Establishment	1978									
4	Name of the Principal	Dr. NAGARAJ SHENOY									
	Email	Principal-dscasc@dayanandasagar.edu									
	Mobile Number	9901083132									
5	Name of the IQAC Coordinator I	Prof. R. Gurunath									
	Email	iqac-dscasc@dayanandasagar.edu									
	Mobile Number	9945496722									
6	Affiliating University	Bangalore University									
7	NAAC Grade with Cycle, Accredited Year & CGPA	<table border="1"><thead><tr><th>Cycle</th><th>Grade</th><th>CGPA</th></tr></thead><tbody><tr><td>I</td><td>2004</td><td>B++</td></tr><tr><td>II</td><td>2011</td><td>A</td></tr></tbody></table>	Cycle	Grade	CGPA	I	2004	B++	II	2011	A
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12	Date of Visit	29.05.2023																																		



Schedule of the event

Date - 29.05.2023

Time of the event	Department
10.00 – 10.45 pm	B.Com & BBA
10.45 – 11.15 pm	B.Sc.
11.15 – 12.00 noon	MBA
12 noon – 12.45	M.Com
12.45 – 1.45 Lunch Break	
1.45 – 2.30 pm	BCA
2.30 – 3.15 pm	MCA
3.15 – 4.00 pm	Admin Office
4.00 – 4.30 pm	Exit Meeting
4.30 – 5.00 pm	Interaction with the Principal and IQAC coordinator



Observations

Overall Quality

- The duties and responsibilities for the staff members are well defined and procedures for various activities are laid down.
- Stock registers are well maintained
- Centre for Excellence (CoE) has been established in various domains across different programmes. MoU has been signed with external agencies, through which a good number of activities/sessions have been organized by associating the departments
- Admission processes are well established. Relevant documents pertaining to admissions viz., admission register, abstract of admission, fee paid details and such others are well maintained

Curricular Aspects

- Academic plan is prepared and is adhered to.
- Industry Preparedness Programme (IPP) has been introduced in order to develop entrepreneurship skills
- At the end of every month the syllabus completion report is submitted to the Principal through the Head of the Department.
- Faculty members attend the orientation, refresher, short-term courses and FDP
- Faculty and students have completed online courses such as NPTEL, MOOC in their domain.
- To assess the quality of curriculum delivery, student feedback is taken online at the end of the academic year. By taking feedback from Alumni, Students and Teachers, improvements and recommendations are suggested

Teaching Learning and Evaluation

- Calendar of events are prepared at department level based on affiliated university calendar of events
- Lesson plan and work diary are maintained by all departments
- Updated laboratory manual are available for all practical courses
- ICT are adequately used



- Mentoring system is effectively followed and records of the same are well maintained. A Special mention of student counselling sessions were delivered during Covid-19 pandemic
- Feedback on teaching learning process has been taken from student on teachers. Parents, Alumni feedback is also taken.
- Regular tests/exams are conducted as per the university norms
- Advance learners and slow learners are identified. Remedial coaching classes are arranged for slow learners
- Student evaluation is transparent and Continuous Assessment Process is implemented.

Research, Innovation and Extension

- Faculty members published papers in UCC listed journals, Scopus, and other reputed journals. Its worth mention that few of the faculty members have won best paper awards
- Few faculty members have good citation and H-index
- IQAC takes initiative to promote research in the college.
- Student participate in seminars, conferences and workshops hosted by the College and at other colleges
- Total number of research publications are 110 and 150 conference papers.

Infrastructure and Learning resources

- Classrooms are ICT enabled and Science and computer laboratories are well equipped with necessary facilities
- The College avails hi-speed internet connectivity.
- Stock registers are maintained and periodically updated
- Library is automated and has good number of e-resources
- Adequate sports facilities for both indoor and outdoor is available

Student Support and Progress

- A good number of beneficiaries of SC/ST and minority Scholarships are provided by the college management



Dayananda Sagar College of Arts, Science and Commerce

- Remedial coaching classes are conducted for slow learners and bridge courses for students from other streams. Records of the same are maintained
- Alumni association is registered and Alma mater has extensively contributed in college Development.
- Anti-ragging and Prevention of Sexual Harassment cells are active
- Placement cell has an impressive record. Median salary being 7.50 LPA.
- Student clubs has been established under which several activities are been organized

Governance, Leadership & Management

- The College provides financial assistance to faculty members for attending conferences, seminars & workshops.
- IQAC is functional. It has initiated several quality enhancement activities
- IQAC regularly holds meetings with stakeholders. It also submits AQAR every year.
- Appraisal system is in place, which reviews staff performances at the end of every academic year



Conclusion:

- Administrative department and departments of all programs responded positively throughout the audit committee visit
- Records at all departments were complied with the requirements
- Infrastructure of the college is spacious and Wi-Fi enabled
- Faculty members are well qualified and experienced
- Academic calendar is implemented as per the regulations
- Various welfare schemes are implemented for both teaching and non-teaching staff members
- Student mentoring system is followed
- Student performance is progressive in all programmes
- Text books and reference books are well maintained
- Co-curricular activities are also given weightage for the overall development of the students
- Financial audits are done periodically and is compiled in accordance to statutory requirements
- IQAC sensitizes its staff members on quality related matters by conducting orientation sessions at regular intervals



Recommendations

- Compliance report for the earlier Academic and Administrative Audit need to be prepared, through which the progress could be measured
- POs, PSO and COs need to be identified and mapped. Attainment of the same need to be evaluated
- Feedback taken from various stakeholders need to be analysed. Followed by Action taken report and its impact need to be documented
- There is a huge scope for Industry-academia interaction both under UG and PG programme
- Institution may work towards entering into Memorandum of Understanding (MoU) with NGOs for conducting extension activities
- PG programme can work towards preparation of proposals to various agencies for funded projects and execute the same
- More number of seminars and workshops (National / International) are to be organised
- Departmental students feedback on teaching, learning process to be regularized
- Various formats to be uniform at institutional level



Name and Signature of AAA team

Designation	Name	Signature
Chairperson	Dr. S Anil Kumar, Principal SSMRV College	 PRINCIPAL SSMRV COLLEGE Jayanagar, Bangalore - 41
Member - External	Dr. Nagaraj M S Cordinator – IQAC SSMRV College	 CO-ORDINATOR IQAC SSMRV College Jayanagar, Bang
Member - Internal	Dr. Nagaraj Shenoy Principal Dayananda Sagar College of Arts, Science and Commerce	 Principal, Dayananda Sagar College of Arts, Science & Commerce K.S. Layout, Bangalore - 560 078.
Member - Internal	Prof. R. Gurunath Cordinator – IQAC Principal Dayananda Sagar College of Arts, Science and Commerce	 IQAC Co-ordinator Dayananda Sagar College of Arts, Science & Commerce Kumara any Layout, Bengaluru - 560 111.