REPORT OF ACADEMIC AUDIT FOR THE YEAR 2018-2019

DATE: 09.09.2019 – MONDAY &

10.09.2019 – TUESDAY

INTRODUCTION

SRDCH was started by SNR charitable Trust in the year 2000 with 60 Undergraduate students. The intake was increased to 100 UG seats in 2011. In 2012, SRDCH started with Post graduate program in 5 specialties. Academic auditing of departments is an important part of improving quality in higher education institutions. Therefore, in line with its mission "to develop a learner centred educational environment" the College Curriculum committee, in the meeting dated 22.07.2019, recommended to conduct an Academic Audit to evaluate the system of teaching-learning by assessing the protocol followed by the Departments.

As per the above recommendations it was decided to conduct an academic audit on 9 & 10.09.2019. The Audit Committee constituted a team of experienced faculty members. A common format for collecting baseline information was prepared by the Academic Committee and provided to the teams visiting the Departments.

A personal visit to all departments by the designated auditors was undertaken, and important concerns were discovered after a thorough assessment of documents and records.

Due to the excellent contributions of all members of the Academic Audit team whose names are stated in the document, as well as the collaboration of the audited departments, this Audit Report in Sri Ramakrishna Dental College and Hospital has been made possible.

AIMS AND OBJECTIVES:

1. To analyze the teaching learning process while following Tamil Nadu Dr. MGR University and DCI regulations and syllabus and curriculum

2. To collect primary baseline data regarding evaluation and assessment system followed by the Departments.

3. To interact with the faculty regarding completion of allotted work, projects undertaken, knowledge and skill development programs attended etc.

4. To assess the research potential and suggest areas that could be taken up for research.

5. To assess various activities and achievements of the students and the Department.

6. To examine and suggest improvements in academic record keeping of the Departments.

7. To collect Feedback on curriculum and syllabus from the stakeholders.

ACADEMIC AUDIT SCHEDULE

DATE	TIME	PROCESS / DEPARTMENT	AUDITOR	AUDITEE
9/9/19	10am - 12	Periodontics	Dr. Deepanandan L	Dr.Koshy
9/9/19	10am - 12	Orthodontics	Dr. Gowri S	Dr.Vijayakumar
9/9/19	10am - 12	Conservative &	Dr. Karthikeyani S	Dr.Prabhakar V
9/9/19	10am - 12	Anatomy	Dr.Praveen Krishna M	Dr.Ilavenil K
9/9/19	10am - 12	Physiology	Dr.Karthik.R.S.	Dr.Suresh M
979/19	10am - 12	Biochemistry	Dr. N. Vandhana	Dr.Muthuvel R
9/9/19	2pm - 4 pm	Pcdodontics	Dr.Koshy Chithresan	Dr.S.Karthikcyani
9/9/19	2pm - 4 pm	Oral Medicine	Dr. Gowri S	Dr.Vennila P
9/9/19	2pm - 4 pm	Pharmacology	Dr. N. Vandhana	Dr. Para mas i
9/9/19	2pm - 4 pm	Microbiology	Dr.Karthik.R.S.	Dr.Gandhimathi
10/9/19	10am - 12	Prosthodontics	Dr.Vennila P	Dr. Rahul G R
10/9/19	10am - 12	Oral surgery	Dr.Koshy Chithresan	Dr Deepanandan
10/9/19	10am - 12	General pathology	Dr Pravecn Krishna M	Dr.Karpagam
10/9/19	10am - 12	General Medicine	Dr.Karthik.R.S.	Dr.Ramasamy M
10/9/19	10am - 12	General Surgery	Dr. Dccpanandan. L	Dr.Pahmh/elu. S
10/9/19	2pm - 4	Oral Pathology	Dr. S. Karthikeyani	Dr.Gowri S
10/9/19	2pm - 4 pm	Public Health Dentistry	Dr. N. Vandhana Dr. Ronak Nazir Kaul	Dr. M.J. Mathew

METHODOLOGY:

Auditors for each Department and audit schedule were drawn out and a circular was sent to all the departments from the Principal's office. A pre-audit meeting was conducted for Auditors and the format was provided and doubts clarified related to the set parameters. The auditors visited their designated departments at the scheduled time and assessed the records of the respective departments as per the given format.

Detailed discussions with the faculty of the department about all aspects of academics and other allied activities were made. All records relevant to curricular activities were analyzed to determine the degree of sufficiency and insufficiency in academic management, and recommendations were made to improve the departments' delivery mechanisms. Records showcasing the teachers' and students' activities like

1. Curriculum & Syllabus copy
2. Timetable & Posting Records
3. Teaching schedule
4. Lesson Plan
5. Lesson Format
6. Summative & Formative Evaluation records
7. Parent Teacher meeting
8. Faculty Profile
9. Student Profile
10. Department MOM, Programs conducted & Best practices

were accessed and duly analyzed to evaluate the quality of teaching learning.

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ACADEMIC AUDIT - CHECKLIST

FORMAT FOR DEPARTMENT ACADEMIC AUDIT – SEP' 2019

Name of the Department: Date:

Name and Designation of Academic Audit Experts:

1.

2.

Members of Staff Present:

Sl.No		Professors	Readers	Senior lecturers
1.	DCI requirement			
2.	Available			

A. Curriculum Delivery

Sl.No	Items	Verification Yes / No	Comments	Suggestions for improvement
1.	Copy of the Curriculum & syllabus			
2.	Timetable			
3.	Student's name list			
4.	Preparation of teaching schedule – content distribution term wise-			

	Theory/ Practicals			
5.	Preparation of Lesson plan MDN Format followed Teaching methods & teaching aids CO-PO mapping			
6.	Preparation of Lesson format			
7.	ICT enabled tools used (links)			
8.	Feedback from students			

B. Evaluation & Assessment

Sl.No	Items	Verification Yes / No	Comments	Suggestions for improvement
	Summative assessment -1			
9.	Preparation of Question paper (2 sets) on time			
10.	Submission of QP to academic cell			
11.	Sessional exams			
12.	Correction & mark submission to AC			
13.	Display of marks In notice board			
14.	Feedback given to students			
15.	Grievance meeting			
16.	Result analysis sent to academic cell			
17.	**Formative assessment -1**			
	Summative assessment -2			
18.	Preparation of Question			

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	paper (2 sets) on time			
19.	Submission of QP to academic cell			
20.	Sessional exams			
21.	Correction & mark submission to AC			
22.	Display of marks In notice board			
23.	Feedback given to students Grievance meeting			
24.	Result analysis sent to academic cell			
25.	**Formative assessment -2**			
	Summative assessment -3			
26.	Preparation of Question paper (2 sets) on time			
27.	Submission of QP to academic cell			
28.	Sessional exams			
29.	Correction & mark submission to AC			
30.	Display of marks In notice board			
31.	Feedback given to students			
32.	Grievance meeting			
33.	Result analysis sent to academic cell			
34.	PTM			
35.	Mentor meeting			
36.	Remedial classes			
37.	**Formative assessment - 3**			
38.	**University Result Analysis**			

C. Faculty Profile

Sl.No	Items	Verification Yes / No	Comments	Suggestions for improvement
39.	Lecture classes allotted/ Taken			
40.	Projects completed / on going			
41.	Seminars / conferences attended			
42.	Papers / articles / books published			
43.	FDP / Training Program / Workshop – Attended / Organised			
44.	Preparation of E-learning materials/ Content			

D. Student Profile

Sl.No	Items	Verification Yes / No	Comments	Suggestions for improvement
45.	Students involvement in Cocurricular activities			
46.	Study tour / industrial visits / extension activity / Training			
47.	Achievements			

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E. Activities of the Department:

48.	Department MOM	Upto date till Aug Month 2019		
49.	Best practices			
50.	Others			

RECOMMENDATIONS OF ACADEMIC AUDIT REPORT 2018-2019

Observations made on the basis of the documents provided by the departments are given below.

Staff pattern is as per DCI requirement in almost all departments. All departments are adhering to the regulations set by the statutory bodies in completion of the syllabus on time. An efficient system of curriculum delivery is practiced by all the departments. Robust evaluation system is followed as per the academic calendar for the UG students. However, no structured system for continuous internal assessment of PG students
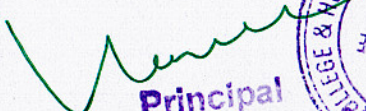
UG Student projects are very minimal and so they can be encouraged to take up more projects.
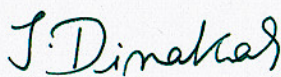
Participation in conferences, workshops by Faculty can be improved.

Faculty pursuing research is limited. Few papers have been published. This is an area which needs improvement

E-learning material developed by faculty is very limited and there is lot of scope in this area.

Poor Record Maintenance like no records or no hard copy of documents was noticed in by few departments and this needs to be improved.

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