**Academic Audit Report 2015 - 2016**

**Department of Business Administration**

1. **Introduction**

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| Chair Person | **Rev. Fr. Angelo Joseph, SDB**HOD, Dept of Business Administration, Sacred Heart College (Autonomous), Tirupattur |
| Subject Expert – I | **Dr. S. Peter,** Principal, Jaya Arakkonam Arts & Science College, Arakkonam, Vellore District, Tamilnadu |
| Subject Expert – II | **Dr. Jayasagar Adiery**Associate Professor in Commerce,Mahatma Gandhi College (Aided), Irrity, Kerala |
| Industrial Expert | **Mr. B. Mario Thomas**, Asst Manger – Sales, World Gate Express Line International Private Limited, Coimbatore, Tamilnadu |
| Members | **Mr. R. Veerappan**Asst Prof., Dept of Business Administration,Sacred Heart College (Autonomous), Tirupattur**Mrs. A. Arockiamary**Asst Prof., Dept of Business Administration,Sacred Heart College (Autonomous), Tirupattur**Mr. J. Anandraj**Asst Prof., Dept of Business Administration,Sacred Heart College (Autonomous), Tirupattur |
| Date of Audit | 10/12/2015 & 11/12/2015 |
| Academic Years for Which Academic Audit Conducted | 2013 – 2014 & 2014 – 2015 |
| Proceeding of the Audit | The process of Academic Audit of Department of Business Administration was systematically planned and scheduled with Chair Person* Department Presentation
* Verification of Documents
* Interactions with Students
* Interactions with Faculty
* Interactions with Class Leaders
* Interactions with CQC Leaders
* Visit to Library and Browsing Center
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**Schedule**

**10th December 2015**

6.00 pm – Receiving the Panel Members

**11th December 2015**

7.30 am - Breakfast

7.55 am – Welcoming and Introducing Panel to IQAC & Department staff’s

8.05 am – Presentation of Report

8.40 am – Good Morning Talk

8.55 am – Visiting the Library

9.15 am – Documents Verification

10.00 am – Meeting with I BBA students

10.45 am – Meeting with II BBA Students

11.30 am – Meeting with III BBA students

12.05 pm – Meeting with staff individually

1.00 pm - Lunch

2.00 pm – Meeting the student Leaders

2.30 pm – Meeting the CQC Groups

3.00 pm – Report Writing

4.00 pm – Presentation of Report

4.30 pm – Tea & Snacks

5.00 pm – Leaving the campus

1. **Milestones of the Department**
* So far BBA dept has won 19 overall championship (From 2006 to till date)
* Major Winning Events of BBA dept - won Overall Championship in SRM University in 2010 among 48 colleges
* MOU with Audacious Academy – Leadership training and Communicative skills

**Sponsored Programs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year**  | **Event** | **Level**  | **Title of the Event**  | **Agency Funded**  |
| 2007  | Conference | National | Corporate Social Responsibility  | MALCO, Mettur  |
| 2009  | Inter College Competitions  | State | 10 Events  | Wonderla, Bangalore |
| 2011 | Inter CollegeCompetitions | State | 12 Events  | Wonderla, Bangalore |
| 2015 | DB Inter School Quiz Competition  | State | 99 teams participated | Wonderla, Bagalore |
| 2015 | Conference  | National | Rural Marketing | NABARD, Chennai |

1. **Faculty Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name | Designation | Qualification | Specialization |
| 1 | Fr. Angelo Joseph | HOD | M.B.A.,P.G.D.H.R.M.,Ph.d Pursuing | HR |
| 2 | Mr. R. Veerappan | Asst Prof | M.B.APh.d Pursuing | Marketing & HR |
| 3 | Mrs.A.Arockiamary | Asst Prof | M.ComM.PhilPh.d pursuing | Finance |
| 4 | Mr. J. Anandraj | Asst Prof | M.B.AM.Phil | HR & Marketing |

**Roles and Responsibilities of Staff Members**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name | Roles  | Responsibilities |
| 1 | Fr. Angelo Joseph | HOD | Leave LetterGood Morning TalkRemedial program – Co-ordinatorPlacement Incharge |
| 2 | Mr. R. Veerappan | PresidentIII Class Teacher | III BBA Leave LetterAssociation ActivitiesDocumentationIndustrial VisitRemedial program – III InchargeAlumini InchargeProject Incharge |
| 3 | Mrs. A. Arockiamary | I Class TeacherGirls Incharge | I BBA Leave LetterBible ReadingPrayer inchargeRemedial program – I Incharge |
| 4 | Mr. J. Anandraj | II Class TeacherDeeds InchargeYRC Incharge | II BBA Leave LetterDiscipline Dept MinutesVillage VisitRemedial Program – II Incharge |

1. **Students Profile**

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| --- | --- | --- | --- |
| **Student’s Strength** | **Gender Wise** | **Community Wise Strength** | **Overall Attendance** |
| I BBA – 68II BBA – 64III BBA – 63 | Male – 138Female – 57 | SC & ST– 14BC – 80MBC – 93OC - 8 | 85% |

1. **Curriculum**

Once in five Years revised and updated

Syllabus is Excellent.

Accounts Subjects Syllabus should be modified

1. **Evaluation of the courses**
* Evaluation process is well defined and communicated to all the students.
* The college has an open and participative mechanism for evaluation of teaching
* Theory Evaluation – Excellent
* Practical Evaluation – No practical papers

Question Paper Pattern

**CA**

Section A – 5 x 3 = 15 marks

Section B – either or 3 x 5 = 15 marks

Section C – 3 out of 2 x 10 = 20 marks

Total CA marks 50 marks

2 class hours

**Semester**

Section A - 10 x 2 = 20 marks

Section B – either or 5 x 5 = 25 marks

Section C – 5 out of 3 x 10 = 30 marks

Total SE 75 marks

3 hours duration

 Department is also maintaining the Student Profile

1. **Research and Consultancy**

**Research output of the Department**

**Journal Publication**

|  |  |  |
| --- | --- | --- |
|  | **2013-14** | **2014-2015** |
| National | 13 | 14 |
| International | 16 | 7 |
| **Total** | **29** | **21** |

**Book Publication**

Managerial Economics – 978 93 82249 06 1

1. **Infrastructural Facilities**
* Laptop – 1
* Projector OHP – 1
* Mike set – 1
* Amplifier – 1
* Computer – 1
* Class Room – 3
* Staff Room – 1
* LCD Projector in the class – 3
* Camera – 1
* Internet connection
* Browsing Center
* Library

Indian Books – 376

Foreign Books – 84

Indian Journals – 19

Foreign Journals - 17

1. **Outcome of the Students Meeting**

|  |  |
| --- | --- |
|  | **Observations** |
| Sanitation | Sanitation facilities are satisfactory provided in the campus |
| Drinking water facilities | Water facility for drinking is available.  |
| Assignments | Group Discussion, Case Study analysis, Management games, Seminars, Role Play |
| Association Activities | ExcellentAdminfest, SHAPE, Conference, IDEA Meet etc |
| Intellectual Talents | Excellent |
| Non Major Elective | Online selection of the NME course is Excellent |
| Class Quality Circle | Well Organized |
| Students Guidance Program | Personal Attention is given to each student to develop their skills |
| Counseling | They are able to solve their problems periodically |
| DEEDS | Village exposure is given to the students |
| SHELTERS | Program on social awareness |
| Good Morning Talk | Excellent |
| Working Hours | Excellent |
| Add on course | Tally, IGNOU Courses |
| Class Room Environment | Well furnished furniture and AV system |
| Technical Support | Excellent in internet support |
| Students Participation in other colleges | Excellent – many students participated and won many prizes in competitions |
| Inter / Intra Departmental Sports | Well participated |
| Writing Skills | Biz World Magazine is published every year |
| Remedial Coaching Program | Weak students are benefited from remedial coaching class |
| Work Scholarship | Financial support is given to the poor students |
| Study Materials | Excellent |
| Student Progression | Student Progression is monitored effectively |
| Placement Services | Still improve |
| Library | The library provides facilities such as digitalization, Cybernet etc. |
| Seminar Halls | Excellent facilities of Seminar halls like Carrenno Hall, Oasis, DMT Hall, DBIS, AKRC  |
| Extra Curricular Aspects | Student are actively participated in NCC, NSS, Rovers, Rotaract, MNI etc |

1. **Outcome of the Faculty Meeting**

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| --- | --- | --- |
|  | **Observations** | **Remarks / Suggestions by Academic Advisors** |
| Teaching Diary and Teaching Notes | Since the Institution is Autonomous the staff are following the conventional teaching diaries and lesson planStudy Materials are given to the students  | Coaching classes and remedial programme are conducted for the weak students. Still it may be tuned to get 100% results |
| Conduct of Classes | Classes are conducted as per the time table | Excellent |
| Conduct of Classes in Non Major Elective, Religion, Ethics, Environmental Studies, Skill Electives | Are being followed including inter disciplinary | Worth appreciating |
| Use of Supplementary teaching | PPT, Audio Visual Class, Online Assignment, Group Discussion, Case Study, Role Play  | Excellent |
| Student Assignments | A good number of worthy assignments are given to the students by the department facultyOnline Assignments & PPT Presentations are given to the students | Excellent |

1. **Overall Assessment**
2. **Teacher’s contribution towards**
3. Development of Institution
4. Development and Career Growth of the Students
5. Self Development
6. Passing SLET/NET/Ph.d
7. Research Publication
8. FDP
9. Major and Minor Projects
10. Book Publication
11. **Student’s Feedback**
12. Increase placement based program’s
13. Increase skill based program’s (Communicative, Employability and Interview skills)
14. Increase Class Room Seminars
15. Weak end projects (Field Study)
16. **Suggestions**
17. Research activity be strengthened.
18. National and international linkages be initiated.
19. Faculty exchange and Students exchange programme be encouraged.
20. Accounts Subject Syllabus can be modified.
21. Updated Companies Act & Cyber Laws can be included in Legal Aspects of Business.
22. Starting of Entrepreneurial Development Club.
23. Work with Scholar can be initiated. (Advanced Learners)
24. Application of modern technology in teaching has to increase.
25. Admission priority should be given for the Maths and Accountancy background students.
26. The undertaking letter must be given by the students at the time of admission to confirm their continuity in completing the course, so that the drop outs can be avoided.
27. Remedial coaching shall be further intensified to ensure that results are more consistent.
28. **Conclusion**

The students are very much impressed by the college and department which providing academic support. Also the students are happy with teacher’s contribution and infrastructure facilities.

We suggest that some more steps should be taken for the student’s communication development, placement program, creating awareness to apply competitive examinations and field study.

1. **Signature**

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| Subject Expert  | **Dr. S. Peter,** Principal, Jaya Arakkonam Arts & Science College, Arakkonam  |  |
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