



PIONEER KUMARASWAMY COLLEGE

Reaccredited with B++ Grade by NAAC
(Govt. Aided College, Affiliated to M. S. University, Tirunelveli)
Nagercoil- 629003, Kanyakumari District
E. Mail: pk_college@yahoo.co.in, pioneercollege67@gmail.com
Website: www.pkc.edu.in, Phone: 04652 -232448



Internal Quality Assurance Cell

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023-24

PERIOD OF ASSESSMENT JUNE 2023 TO MAY 2024

The Audit Committee:

1. Dr. N. Indira, Chairperson, IQAC
2. Dr. P. Palanisamy, Coordinator, IQAC
3. Ms. V. Tamil Selvi, Head, Department of Physics
4. Dr. R. Santhi, Head, Department of Zoology
5. Dr. J. Christabel Sudha, Assistant Professor of Mathematics
6. Dr. Susan G. Varghese, Associate Professor of English

Audit Schedule:

S. No	Name of the Department	Academic and Administrative Audit	
		Date	Time
Aided			
1	Department of Tamil	12.06.2024	09.30-10.30
2	Department of English	12.06.2024	10.30-11.30
3	Department of Mathematics	12.06.2024	11.30-12.30
4	Department of Physics	12.06.2024	12.30-01.30
5	Department of Chemistry	12.06.2024	02.30-03.30
6	Department of Zoology	12.06.2024	03.30-.04.30
7	Department of Commerce	12.06.2024	04.30-05.30
Self- Supported			
8	Department of UG Commerce	13.06.2024	09.30-10.30
9	Department of UG Computer Science	13.06.2024	10.30-11.30
10	Department of PG English	13.06.2024	11.30-12.30
11	Department of PG Mathematics	13.06.2024	12.30-01.30
12	Department of PG Mathematics	13.06.2024	02.30-03.30
13	Department of PG Commerce	13.06.2024	03.30-.04.30

General Observations:

- The institution is a government-aided, coeducational college affiliated to Maronmaniyan Sundaranar University, Tirunelveli. It holds a CGPA of 2.92 and has received NAAC accreditation for the second cycle.
- The management and principal follow a progressive vision, supported by a decentralized administrative structure with a well-defined action plan.
- The faculty comprises both experienced and newly appointed members who are qualified and dedicated, adhering to institutional quality standards.
- The college offers 9 undergraduate, 4 postgraduate, and 4 research programs.
- There are 69 faculty members (38 doctorates), 12 administrative and 11 supporting staff. The institution has a total student enrollment of 745.
- It offers two certificate courses (Certificate course in Rubber Technology & Certificate course in Library and Information Science). Additionally, there is 1 institutional MoU and 3 MoUs related to extension activities.
- An active Internal Quality Assurance Cell (IQAC) is in place, and the institution is preparing for its third NAAC accreditation cycle.
- The library is well-equipped with adequate facilities.

College Office

- Periodic surveillance audits are conducted and records are updated.
- Fee payments are made at the office, via online banking system.

Programmes, Curriculum, and Supportive Courses

- Additional programs, particularly at the postgraduate level, are introduced to align with NEP guidelines and stakeholder needs.
- Each department maintains specific records related to curriculum activities such as remedial classes, tutorials, bridge courses, industrial visits, and educational tours.
- Cross-cutting issues are documented separately and clearly identified.

Suggestion

- All departments must implement a more student-focused approach.
- The feedback process should be carried out following IQAC recommendations.
- Departments should establish a system to monitor the quality of supportive courses like certificate programs, skill training, spoken English and value education.

Teaching Learning and Evaluation

- All teachers undergo structured and planned training in both academic and extracurricular duties.
- Professional skill development for both teaching and non-teaching staff are given priority to enhance the quality of education on campus.
- Teachers are encouraged to explore and participate in activities that provide national and international exposure.
- The tutorial system, especially at the undergraduate level, enhances the learning experience. Continuous evaluation and formative assessments are implemented to monitor student progress

Suggestion

- Additional training is necessary for teachers, with proper evaluation and analysis of outcomes.
- The current curriculum feedback system should be enhanced for better effectiveness, with IQAC providing guidelines to departments through curriculum audits.

Research and Extension

- Research activities on campus are encouraged , with a recommendation to establish additional research centers.
- All departments are involved in a extension activities and systematic sensitization programs for students in specific communities are organized.

Suggestion

- A strong research culture should be fostered throughout the institution.
- The Innovation Centre should focus on promoting research and development with a student-centered approach.
- Both faculty and student publications need improvement.
- Faculty members can effectively implement institutional policies in their research and publications.

Administrative Staff

Suggestion

- Training opportunities may be extended to all administrative & supporting staff.
- Training should be offered to enhance e-governance.
- Additional IT skill development programs to be provided for administrative staff.
- Annual soft skills training to be conducted to improve interactions between students and faculty.

Governance

- The institution's vision and mission are integrated into the planning process.
- An inclusive management system has been established.
- A development plan and policy document are in place and are being executed as intended.
- Staff are provided with appropriate welfare measures.
- Student Teacher Evaluations and PBAS have been processed effectively.
- Both teaching and non-teaching staff have completed specific professional training.

Suggestion

- The fund mobilization cell requires further strengthening.

Infrastructure

- Despite space constraints, significant efforts have been made to include all essential facilities.
- Additional land has been acquired as a part of institution's growth plan.
- Several resources, such as the language lab and ICT laboratory are to be utilised effectively.
- Appropriate facilities are provided for individuals with physical disabilities.
- ICT resources are limited, but used effectively.
- The integration of modern amenities is impressive.

Student Support and Progression

- Students health is being monitored in collaboration with the primary health center in Vadasery.

Suggestion

- Further emphasis should be placed on skill development with potential collaborations with external agencies like the Skill Development Corporation of India and Tamilnadu Government Naan Mudhalvan Skill Development Programme.
- A monitoring committee should be established to assess the quality of the institution's add-on or certificate courses

Library

- The overall atmosphere of the college library is satisfactory.
- An improved reading ambience is commendable.
- Digital remote access and online repositories are helpful in fulfilling the demand for online reference materials.

Suggestion

- More events to be organized to enhance students' overall development.
- A structured process has to be established to ensure the efficient functioning of these clubs and fora.

Departmental Observations

- The staff room offers a pleasant working environment.
- Stock registers are verified by the HoD and Principal.
- Departmental records need to be updated with proper formatting.
- The chemical waste management system is effective and fully operational.
- Compilation of annual report effectively summarizing all activities from the previous year is done effectively.
- Current tutorial and remedial classes are inadequate.

Suggestion

- Communication with universities regarding the curriculum should be documented.
- Certificate programs for students should be initiated
- The use of ICT in curriculum delivery should be encouraged.
- Documentation is needed to track the percentage of cross-cutting issues included in the curriculum.
- The departments could introduce quality enhancement programs for staff in enhancing language skills.
- Future planning for the development of department is necessary and more extension activities should be initiated.

NSS, NCC, Clubs, and Committees

- Sensitization programs to be introduced for students.
- To undertake socially relevant projects, partnerships with the community and strong student-community relationships should be fostered.
- Documentation must be properly maintained and aligned with the institutional standards.

IQAC

The following initiatives are proposed:

- Staff training on NEP awareness and compiling data/proof using the updated NAAC format.
- Training on a standardized documentation system.
- Workshops on implementing OBE, curriculum development, and mentorship.
- Enhancing student awareness of NAAC and promoting their involvement.

- The quality initiatives and future plans of IQAC has to be systematically planned.
- IQAC will ensure that all departments, cells, clubs, NSS, NCC etc. maintain a comprehensive record of all activities conducted in the college.

General Suggestions

- Overall quality in areas such as personal and professional development, infrastructure, student outcomes, and administration has to be enhanced.
- The development plan to be updated to align with NEP requirements.
- IQAC should provide standardized formats for student attendance, activity reports, continuous evaluation, and outcome analysis.
- IQAC to implement measures to improve instructors' interactive capabilities.
- Monthly test papers should be used for formative assessments to meet CIE standards, and all students to be covered by insurance.
- Specific training programs in areas like OBE, curriculum delivery, student-centred activities, professional skills, counselling, evaluation systems, accreditation, NET preparation, career advancement, content creation, ICT, and curriculum design should be offered.
- Research collaboration and faculty exchange programs to be promoted.
- A clear framework to be established for remedial, instructional, and bridge courses.

Name of the Committee Members	Signature
Dr. N. Indira Chairperson, IQAC	N. Indira 30/08/2024
Dr. P. Palanisamy Coordinator, IQAC	P. Palanisamy
Ms. V. Tamil Selvi Head, Department of Physics	V. Tamil Selvi
Dr. J. Christabel Sudha Assistant Professor of Mathematics	J. Christabel Sudha
Dr. R. Santhi Head, Department of Zoology	R. Santhi
Dr. Susan G. Varghese Associate Professor of English	Susan G. Varghese



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Internal Quality Assurance Cell Academic & Administrative Audit Department Activity Academic Year 2023 - 24

Academic & Administrative Audit Members

Sl. No.	Name of the Department	No of Activity given by department	Completed Activity
1	Department of Tamil	3	7
2	Department of English	6	7
3	Department of Mathematics	4	7
4	Department of Physics	6	5
5	Department of Chemistry	6	5
6	Department of Zoology	2	3
7	Department of Commerce	6	4
8	Department of UG & PG Commerce (SF)	2	4
9	Department of Comp. Science (SF)	7	6
11	Department of PG English (SF)	4	2
12	Department of PG Mathematics (SF)	5	2
13	Department of PG Chemistry (SF)	3	1
14	Department of Library	7	5
15	Department of Physical Education	9	4
Total		70	62

1 *A. Prithvi*

2 *Pushpa*

3 *R. Sathya*

4 *Shobana*

P. Palanivel
Coordinator

N. V. N. 29/08/2024
Chairperson

IQAC

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2023-24 Department Activity List

Departments of Tamil

Sl.No	Date	Activity
1	05.10.2023	University level Quiz competition
2	19.10.2023	Guest lecture on Tamilum Vazvialum
3	03.11.2023	Student seminar
4	13.01.2023	Pongal Vizha
5	20.02.2024	Guest lecture-Padipum Padaipalium
6	06.03.2024	National seminar"Pakthi Elakiyamum Panpadum
7	13.03.2024	Tour Report
8	05.04.2024	Manavar karutharangam

Departments of English

Sl.No	Date	Activity
1	07.09.2023	Essay writing competition
2	25.10.2023	Guest lecture on "A Role in Deception in Shakespeare's Much Ado about Nothing"
3	05.01.2024	Guest lecture on "Leadership Skill"
4	09.01.2024	Guest lecture on Forgotten literature and Culture
5	23.01.2024	Exposure visit
6	02.02.2024	Young Scientist programme
7	07.02.2024	International Conference C"ontemporary Contemplations in Literature, Culture and Society"
8	19.03.2024& 20.03.2024	Tour Report


Academic & Administrative Audit Members

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Coordinator


Chairperson

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Departments of Zoology

Sl.No	Date	Activity
1	06.10.2023	Seminar-Nutrition food
2	01.03.2024	Guest lecture -Medical coding
3	06.03.2024	Field visit to Sericulture Farm, Konam

Departments of Commerce

Sl.No	Date	Activity
1	12.10.2023	Guest lecture on "Awareness about Right for Information Act"
2	20.10.2023	Guest lecture on "Career opportunities for Commerce graduates"
3	27.10.2023	Guest lecture Career opportunities in Insurance sector"
4	4.04.2024	Seminar on Artificial Intelligence

Academic & Administrative Audit Members

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Coordinator

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Chairperson

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Departments (Self Finance)

Departments of Computer Science

Sl.No	Date	Activity
1	21.06.2023	Yoga day
2	21.07.2023	Workshop on "Ethikal Hacking"
3	08.08.2023	Cyber crime awareness programme
4	04.10.2023	Guest lecture on Android App Development"
5	19.10.2023	Inter school competition
6	21.02.2024	Guest lecture on "Artificial Inteligent"


Departments of Commerce

Sl.No	Date	Activity
1	18.08.2023	Awareness programme on "Insurance"
2	04.09.2023	Guest lecture on "Research process"
3	15.02.2024	Seminar on "Insurance as a toll for Disaster management"
4	05.04.2024	International seminar on Using Natural language processing in various branches of commerce"
5	30.03.2024 -01.04.24	Tour Report

Departments of English (PG)

Sl.No	Date	Activity
1	16.10.2023	Guest lecture on "MLA Documentation for Research -Based writing"
2	26.03.2024	National seminar on Cultural Studies "Praxic and politics"

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Departments of Mathematics (PG)

Sl.No	Date	Activity
1	18.10.2023	
2	14.03.2024	Career guidance programme
3	22.03.2024 &23.03.2024	Pi -Day Tour Report

Departments of Chemistry (PG)

Sl.No	Date	Activity
1	08.09.2024	Awareness programme -Food safety and Adulteration
2	15.03.2024 &16.03.24	Tour Report


Central Library

Sl.No	Date	Activity
1	25.07.2023	Awareness Programme on Competitive Exam
2	07.08.2023	SWAYAM- NPTEL Online Course
3	14.08.2023	Certificate course in Library and Information Science
4	21&22/03/2024	Display Programme
5	22.03.24 to 28.03.24	Book Donation Week

Physical Education


Sl.No	Date	Activity
1	30.07.2023	Chess Tournament-2023
2	26.09.2023	Founder's day celebration
3	19.11.2024	Taekwondo Championship-2023
4	23.02.2024	To conduct Sports Day

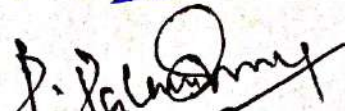
Academic & Administrative Audit Members

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Chairperson 29/08/2024

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Internal Quality Assurance Cell

Academic & Administrative Audit

Clubs & Forums Activity Academic Year 2023 - 24

Sl. No.	Name of the club & Forum	No of activity given by Action Plan	Completed activity
1	Readers Club	0	2
2	Current Affairs Club	2	1
3	Career Guidance Cell	3	5
4	Fine Arts	3	2
5	Ilakkiyamantram	0	6
6	Knowledge Circle	6	8
7	NCC	5	12
8	NSS	9	19
9	Pioneer Quiz Club	5	4
10	Pioneer Science Club	0	2
11	Placement & Training Cell	5	6
12	Red Ribbon Club	4	4
13	Rotaract Club	4	4
14	Vellikalam	4	5
15	Youth Red Cross	3	4
16	Youth Welfare Club	3	3
17	Drug Awareness Club	0	4
18	Naan Mudhalvan	0	2
19	Consumer Club	2	0
20	Womens Forum	3	0
Total		61	93

Academic & Administrative Audit Members

1 *A. Arishin*

2 *Arulha*

3 *Arulha*

4 *Arulha*

P. P. Arulha
Coordinator

N. Arulha
Chairperson
29/08/2024

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Current Affairs Club

Sl.No	Date	Activity
1	24.04.2024	Test on Events of the Year-2023

Career Guidance Cell

Sl.No	Date	Activity
1	25.09.2023	Careers in Logistics and supply chain Management
2	18.10.2023	Personality Development
3	07.02.2024	Careers in Computer Design
4	19.02.2024	Hands on training in computer vision
5	17.04.2024	Workshop on Food Processing- Cake Making

Fine Arts Club

Sl.No	Date	Activity
2	10.08.2023	Competition
5	26.02.2024	To celebrate Fine arts day

Academic & Administrative Audit Members

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Elakiyamantram

Sl.No	Date	Activity
1	11.09.2023	Universal Brotherhood Day
2	15.09.2023	Elakiya manta vizha- Acham Thavir
3	21.09.2023	Ulaga ammithi thina vizha
4	05.10.2023	Vallalar pirantha thina vizha
5	31.10.2023	Desiya ottumai Thina Vizha
6	22.02.2024	Elakiyamanta Vizha

Knowledge Circle

Sl.No	Date	Activity
1	28.07.2023	Series of Lecture -I How to prepare for competitive examination
2	27.09.2023	Series of Lecture -II Employability Skill
3	06.10.2023	Series of Lecture -III Inner Engineering
4	13.10.2023	Series of Lecture -IV What to do after graduation
5	20.10.2023	Series of Lecture -V Growth
6	06.10.2023	Series of Lecture -V Advance Physics & Computer Technology
7	05.01.2024	Series of Lecture -VII Career guidance for better future
8	12.01.2024	Series of Lecture -VIII Vasipin vasalgal

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NCC

Sl.No	Date	Activity
1	09.09.2023	Clean India Campaign
2	23.09.2023	Our waste our responsibility
3	01.10.2023	Clean India Campaign
4	27.11.2023	Blood donation camp
5	11.12.2023	Exhibition on Millets
6	29.12.2023	Trekking to Thachamalai
7	12.01.2024	Workshop on soft skill
8	20.01.2024	Road safety Rally
9	25.01.2024	Swachh bharaoh abiyon
10	25.01.2024	National voters day
11	26.01.2024	Republic day-celebration
12	13.02.2024	National women's day celebration

Academic & Administrative Audit Members

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NSS

Sl.No	Date	Activity
1	23.06.2023	Yoga day
2	26.06.2023	Drive against drugs
3	09.08.2023	Quiz and singing competition
4	16.08.2023	Distribution on Deworming tablet
5	10.08.2023	Orientation programme
6	11.08.2023	Drive against drug
7	15.08.2023	Independence day celebration
8	22.08.2023	Medical camp
9	30.08.2023	Voter awareness programme
10	06.09.2023	Plant of sapling
11	23.09.2023	Rally Cleanliness awareness programme
12	01.10.2023	I Crore palmya seed plantation
13	01.10.2023	Swatchhata hi seva programme
14	11.10.2023	Medical Camp
15	15.10.2023	Dr.Kalam Birthday
16	23.01.2024	Essay competition
17	25.01.2024	Republic day celebration
18	09.02.2024	Pledge on Abolition of Slavery
19	02.04.2024	Voter awareness programme


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Pioneer Quiz Club

Sl.No	Date	Activity
1	11.08.2023	Interdepartmental Quiz- Quiz on Indian Freedom Struggle
2	19.01.2024	Interdepartmental Quiz- Indian Constitution
3	28.02.2024	Interdepartmental "Science Quiz"
4	04.03.2024	Interdepartmental Quiz-"Women Achievers"

Pioneer Science Club

Sl.No	Date	Activity
1	04.10.2023 to 09.10.2023	Space model making Drawing competition
2	31.10.2023	Student Development programme

Placement & Training Cell

Sl.No	Date	Activity
1	21.06.2023 to 07.07.2023	TCS - Training Programme
2	11.07.2023 To 15.07.2023	Career guidance programme to the celebration of skill week
3	26.08.2023	Campus placement Drive -2023-24
4	09.09.2023	Special Mega Job Fair on occasion of Kalaignar centenary celebration
5	28.02.2024	Coaching class for TNPSC Group IV Exam- Started
6	28.04.2024	Campus placement Drive-2023-24 (Muthoottu mini finance)

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Red Ribbon Club

Sl.No	Date	Activity
1	27.06.2023	Celebrating Life-Orientation programme
2	14.08.2023	Importance of Millets awareness Programme
3	21.03.2024	Awareness programme on Communicable disease
4	26.03.2024	Elocution competition on the topic "Awareness programme on HIV/ AIDS

Rotaract Club

Sl.No	Date	Activity
1	05.01.2024	Guest lecture on leadership Skill
2	25.01.2024	Students participation in Walkathon
3	23.02.2024	Students participation in Rally
4	14.03.2024	To conduct a workshop on Drug abuse

Vellikalam

Sl.No	Date	Activity
1	08.09.2023	Katurai Vasithal & Vidugathai
2	22.09.2024	Vivatha Arangam & Vidugathai
3	20.10.2023	Karutharangam
4	09.02.2024	Quiz
5	05.04.2024	Election Awareness Seminar

Academic & Administrative Audit Members

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Youth Red Cross

Sl.No	Date	Activity
1	23.06.2023	To Serve-Orientation programme
2	30.08.2023	Awareness programme on "First Aid"
3	11.01.2024	Awareness programme on "Road safety Rally"
4	27.03.2024	Conduct a training programme for YRC Volunteers

Youth Welfare Club

Sl.No	Date	Activity
1	21.06.2023	Personality Development-Orientation programme
2	26.02.2024	Eye Donation awareness programme
3	26.03.2024	Awareness programme on HIV/AIDS

Drug Awareness Club

Sl.No	Date	Activity
1	11.08.2023	Pledge against drug abuse
2	30.10.2023	Awareness programme on "Addiction Disorders"
3	29.02.2024	Literary competition
4	21.03.2024	Drug abuse prevention among youth


Naan Mudhalvan

Sl.No	Date	Activity
1	17.06.2023	Campus Placement
2	10.02.2023	State-wide placement programme

Readers Club


Sl.No	Date	Activity
1	17.07.2023 to 27.07.2023	Reading wide range of books
2	24.08.2023	Graphic novel- Tintin in Tibet

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Website: www.pks.ac.in, Phone: 94471 70000



Internal Quality Assurance Cell Academic & Administrative Audit Library -Academic year 2023-24

S. No	Documents	Fully Updated	Partially updated	Not Updated	Remarks
1	Library is automated using Integrated Library Management System (ILMS)	✓			
2	Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year	✓			
3	Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year	✓			
4	Number per day usage of library by teachers and students	✓			

[Signature]
Librarian

Academic & Administrative Audit Members

1 *[Signature]*

2 *[Signature]*

3 *[Signature]*

4 *[Signature]*

[Signature]
Coordinator

[Signature]
Chairperson

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Academic & Administrative Audit

Office Documents -Academic year 2023-24


S. No	Documents	Fully Updated	Partially updated	Not Updated	Remarks
1	Number of courses offered by the institution across all programs during the year	✓			
2	Number of students during the year	✓			
3	Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	✓			
4	Number of Add on /Certificate programs offered during the year	✓			
5	Total number of final year students who passed the university examination during the year				
6	Number of students benefited by scholarships and free ships provided by the Government during the year	✓			
7	Students union Election	✓			
8	Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year	✓ 5			

9	Funds / Grants received from non-government bodies, individuals, philanthropers during the year				
10	Finance Statement -2023-24				

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Office Superintendent

Academic & Administrative Audit Members

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Coordinator


Chairperson

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