

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore – 78

Internal Quality Assurance Cell

Academic and Administrative Audit report 2019-20

Introduction

For the 2020-21 AQAR, an Academic and Administrative Audit was undertaken during the Feb-March 2021. The auditors who have been invited for this audit are DSCE professors who are familiar with NAAC and NBA procedures. Seven of our departments, namely MCA, MBA, M.Com, BCA, BBA, B.Com, and B.Sc., has been audited. The audit's accompanying schedule is listed below. We designed a detailed structure for the audit that covered all aspects of academic and administrative inquiries. The evaluation is based on adequate documentary evidence and a point scale of 0 to 4.

The AAA evaluating format includes 85 quality parameters, files that must be submitted, and any comments for each quality parameter. The format includes suggestions for improvement as well as any comments or recommendations by the auditors. All of the relevant points from the NAAC manual were incorporated in the evaluating format. This report includes the audit schedule for all departments, a photocopy of the auditors' recommendations and suggestions for further improvement in quality elements, and images of the audit process. The observations and recommendations of the reputable auditors have been taken into consideration. Many of the suggestions have been implemented, and others will be done on regular basis.

Schedule of Audit

Date & Day	Time	Auditee Department	Details of the Auditor	Observers
09.02.2021 Tuesday	9:45 AM onwards	BCA, DSCASC, Bangalore -78	<ol style="list-style-type: none"> 1. Prof. Vivek Das CTM, DSCE, Bangalore -78 2. Prof. Desai Chemical, DSCE, Bangalore -78 	<ol style="list-style-type: none"> 1. Dr. Nagaraj Shenoy, Principal, DSCASC 2. Prof. R. Gurunath IQAC, DSCASC
12.02.2021 Friday	1:45 PM onwards	BBA-B.Com DSCASC, Bangalore -78	<ol style="list-style-type: none"> 1. Prof. Venkatesh M. Mechanical, DSCE, Bangalore -78 2. Prof. Priya Physics , DSCE, Bangalore -78 	<ol style="list-style-type: none"> 1. Dr. Nagaraj Shenoy, Principal, DSCASC 2. Prof. R. Gurunath IQAC, DSCASC
13.02.2021 Saturday	9:45 AM onwards	MCA DSCASC, Bangalore -78	<ol style="list-style-type: none"> 1. Prof. Vivek Mechanical, DSCE, Bangalore -78 2. Prof. Vinod Telecommunication DSCE, Bangalore - 78 	<ol style="list-style-type: none"> 1. Dr. Nagaraj Shenoy, Principal, DSCASC 2. Prof. R. Gurunath IQAC, DSCASC
04.03.2021 Thursday	2:00 PM onwards	MBA DSCASC, Bangalore -78	<ol style="list-style-type: none"> 1. Prof. Venkatesh M. Mechanical, DSCE, Bangalore -78 2. Prof. Vinod Telecommunication DSCE 	<ol style="list-style-type: none"> 1. Dr. Nagaraj Shenoy, Principal, DSCASC 2. Prof. R. Gurunath IQAC, DSCASC
25.03.2021 Thursday	9:30 AM onwards	M.Com & B.Sc. DSCASC, Bangalore -78	<ol style="list-style-type: none"> 1. Prof. Vivek Das CTM, DSCE, Bangalore -78 2. Prof. Karthik M. CTM, DSCE, 	<ol style="list-style-type: none"> 1. Dr. Nagaraj Shenoy, Principal, DSCASC 2. Prof. R. Gurunath IQAC, DSCASC

Recommendations and Suggestions from the Auditors

MCA

Auditors' Suggestion for further improvement: (Use additional sheets if required)

Improvement is required in the following areas

- Publication of Vision & mission & disseminated among the state holders
- Course file updation for TLP improvement
- Research, Innovation, Incubation & Extension
- Teaching Learning & evaluation methods

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

The faculty of the department are well qualified & competent to handle the assigned teaching learning process. The students & the faculties are continuously deriving joy for the research work through the publication & upgrading their knowledge through the Mooc & NPTEL courses. The faculty need to transform from basic level to advanced research by submitting the project proposals to funding agency. Overall the department is growing in every aspect, still more growth can be achieved.

Signature 20/02/2021

Signature of the Auditor (1)

Name: Dr. Vinod B. Durdi
Designation: Associate Professor
Department of Electronics & Telecommunication Engg.
DSCCE, Bangalore-79

Date: / /

Signature 20/02/21
IQAC Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumaraswamy Layout, Bangalore - 560 111.

Signature of the Auditor (2)

Signature
Vivek Bhandarkar Vin
Asst. Prof.
& Telecommunication Dept. MIE
DSCCE
Bangalore - 79

Signature 20/02/21
Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

Improvement is required in the following areas

- Course file updation
- Stock registers updation related to laboratories
- Publications by the faculty
- consultancy / Research work
- Document updation for 5 years, since for NAAC more soft copies are required in future for SAR preparation.

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

The highly qualified & experienced faculty is the greatest asset of the department & can handle assigned teaching learning process. Department is ~~been~~ conducting the webinars & workshops which can be continued for betterment of the department. Faculty needs to concentrate on submitting the proposal to funding agency & work towards the consultancy for revenue generation.

Signature of the Auditor (1)

Signature of the Auditor (2)

Name: Dr. Anand B. Durdi
Designation: Associate Professor
Department of Electronics & Telecommunication Engg.
DSCCE, Bangalore - 560078

Coordinator
Dayananda Sagar College of Arts,
Science & Commerce
Koramangala Layout, Bangalore - 560 111.

Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.

M.Com.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

- ① **Minimum permanent Faculty** to be appointed as per the University / UGC guidelines in the department.
- ② **Department PPT** has to be prepared showcasing complete details.
- ③ **Files** to be as per AAA Format
- ④ **Small files** papers to be organised and necessary data to be collected. **Hand the loose** and to be updated.

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

Satisfactory

Signature of the Auditor (1)

Name: KARTHIC . M
Designation: ASSISTANT PROFESSOR

Signature of the Auditor (2)
Dr. Vivek . R. Das
Professor.

Date: 30.03.2021.

30.3.21

HOD
HAC Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumaraswamy Layout, Bengaluru - 560 111.

Principal
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

It was noted that in major documents like authority signature is missing. Similarity documents whenever required to be provided.

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

Overall the documents was good. It can be further improved by adding the points given in the each category with initials. Also → Principal signature is needed with dates.


Signature of the Auditor (1)

Name: Dr. S. M. Das
Designation: Accounts Officer
Dept of Chemical Engg
OSCE

Date: 09/02/21


IQAC Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumaraswamy Layout, Bangalore - 560 111.


Signature of the Auditor (2)

Dr. Vivek R. Das
Professor,
Dept of C.T.M
Doce


Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

1. Suggested to Prepare different questionnaire for students, faculty, parents, alumni, employer while collecting feedback.
2. Suggested to keep 2 different files (Personal file and academic file) for each faculty & to include form 16 in personal file.
3. To update 16 Research Publications in the journals.
4. Suggested to improve the format (include date of death) in the file where teachers are served as resource persons.
5. Suggested to make MoU's with Companies for the benefit of students - Company, (eg: internship).
6. Suggested to improve listing format in departmental library. (which includes title, author, publication, edition, v.op etc)
7. Suggested to create facilities for E-Content development.

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

- It was pleasure to visit DSCASE for audit academic and administrative audit.
- We, 16 panel members verified documents pertaining to BBA and BCom Courses for 15 AY 2019-20.
- We observed 15 quality maintained by the faculties in maintaining the documents.
- Certain suggestions made by the auditors are mentioned in remarks section.



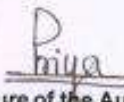
Signature of the Auditor (1)

Name:

Dr. Venkatesh M K

Designation:

Associate Professor,



Signature of the Auditor (2)

Dr. Priya. A. Hoskote
Asst. Prof.

Department of Physiotherapy
DSCCE, B'lore - 78

Date:


HAC Coordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumaraswamy Layout, Bengaluru - 560 011.


Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Road, Bangalore - 560 078.

B.Sc.

Auditors' Suggestion for further improvement: (Use additional sheets if required)

Department should organise the filing and documentation system completely keeping any one department as Referral dept which has completed accreditation (D.S.C.E).

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

Not Satisfactory



Signature of the Auditor (1)

Name: KARTHIK .M
Designation: Asst Professor

Date: 25/03/2021




K.S. Lakshmi
20/3/21
K.S. Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumaraswamy Layout, Bangalore - 560 078



Signature of the Auditor (2)

Dr. Vivek R. Das
Professor

25/3/21



Dr. Vivek R. Das
20/3/21
Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078

Photos



Audit Conducted on 9.02.21 for BCA Department.
Auditors: 1) Prof. Vivek Das – CTM Dept, DSCE, 2) Dr.Sudhanva M. Desai, Chemical Dept, DSCE



Audit Conducted on 12.02.21 for B.Com & BBA Department. Auditors: 1) Prof. Venkatesh M. – Mechanical Dept, DSCE, 2) Dr. Priya A Hosakeri – Physics Dept, DSCE



Audit Conducted on 13.02.21 for MCA Department. Auditors: 1) Prof. Vivek Bhandarkar - Mechanical Dept, DSCE, 2) Dr. Vinod B Durdi - Telecommunication DSCE



Audit Conducted on 04.03.21 for MBA Department. Auditors: 1) Dr. M.K. Venkatesh - Mechanical Dept, DSCE, 2) Dr. Vinod B Durdi Telecommunication Dept, DSCE

R. G. ...
30/03/21

IQAC Coordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumaraswamy Layout, Bengaluru - 560 111.

[Signature]
30/03/21

Principal
Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. Layout, Bangalore - 560 078.