SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
DIRECTORATE OF DISTANCE EDUCATION
CENTRE FOR INTERNAL QUALITY ASSURANCE
Appointment of Internal Quality Audit Member

Date: 30.06.2023

The Centre for Internal Quality Assurance (CIQA) of the Directorate of Distance Education, SRMIST appoints the following expert as Internal Quality Auditor to review the academic and administrative progress of the Directorate of Distance Education for the period of 2022 - 2023. The expert member is recommended to execute the audit on or before 2ND Week of AUG -2023 and submit the report in the prescribed format.

1.	Name of the Expert	Dr. Sridharan.R
2.	Designation	Associate Professor
3.	Department / School	Department of Commerce
4.	College / University	SRM Institute of Science and Technology
5.	Mail ID	sridharr1@srmist.edu.in
6.	Mobile No	9788147946

DIRECTOR
Directorate of Distance Education
SRM Institute of Science and Technology
Kattankulathur - 603 203, Chengalpattu Dist.

Signature of the Director (DDE)

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
DIRECTORATE OF DISTANCE EDUCATION
CENTRE FOR INTERNAL QUALITY ASSURANCE
Internal Quality Audit Report

Part A. General Information

1.	For the Academic Period	2022-2023
2.	Date of Formation of Audit Committee	03.07.2023
3	Data submitted to the Auditors	17.07.2023
4.	Date of Audit held on	02.08.2023
5.	Internal Quality Audit Member	
	Name of the Faculty	Dr. Sridharan.R
	Designation	Associate Professor
	Department / School	Department of Commerce
	College / University	SRM Institute of Science and Technology
	Mail ID	sridharr1@srmist.edu.in
	Mobile No.	9788147946
6.	Director (Distance Education)	Dr. Rajagopal. R

Part B. Academic Audit

1.	Academic Strength

Degree	I	II	III	IV	V	VI	Total
UG	49	125	38	92	20	113	437
PG	342	1235	282	858	-	-	2717

2.	New Programmes	B.C.A & M.C.A	
3.	**Academic Parameters**	**Yes /No**	**Remarks**
i.	Statutory approvals	Yes	SRMIST DDE obtains the necessary approvals of BOS, Academic Council.
ii.	Curricula Mapping with Conventional Program	Yes	More than 80 % of the courses are followed from conventional mode
iii.	Academic counsellor orientation	Yes	Recommended to maintain the report for the same
iv.	SLM Preparedness	Yes	Recommended to include more innovative practices
v.	Academic Schedule	Yes	Updated in Website and Students are communicated well within the timeline
vi.	Conduct of PCP classes	Yes	Personal contact classes are conducted as per the guidelines

viii.	Internal assessment mechanism	Yes	Minimum two internal assessments are conducted as per the guidelines
ix.	Conduct of Examinations as per the norms	Yes	The examination is conducted rigorously
x.	Result announcement at right time	Yes	The results are announced within a month of exam
xi.	Conduct of student workshops / training	Yes	More number of training programs to be conducted
xii.	Collection of Feedback & Review	Yes	Course-wise feedback to be collected
xiii.	Usage of Technology enabled learning	Yes	The recorded video-lectures of PCP classes are shared with students
xiv.	Remedial action	Yes	The students facing difficulty / failures are shared with question banks and doubt clarification. Recommended to conduct few remedial classes.

Part C. Administrative Audit

1.	**SWOC analysis of the DDE**		
	Strength: • SRMIST is one of the reputed institutions in India with NIRF, ARIIYA ranking and has high grades in national and international accreditation boards • SRMIST DDE is established with well thought out vision and mission **Weakness:** • Market study of new program introduction is to be done extensively • SRMIST DDE placement services to be strengthened **Opportunities:** • Wide scope of improvements in offering both management and technology courses • Scope of improving enrolment through corporate tie-ups **Challenges:** • The growth of online education may affect the distance education enrolment • The expansion of student diversity is limited due to territorial jurisdiction		
2.	**Admin**	**Yes /No**	**Remarks**
i.	UGC Commission Approval	Yes	Obtained at right time
ii.	Strength of Teaching & Non-Teaching faculty as per the requirement	Yes	Maintained as per the guidelines
iii.	Infrastructure availability including ICT	Yes	Have good ICT facilities
iv.	Budgetary approvals & Financial Management	Yes	More utilization is required for Workshops and research
v.	Online Admission Process	Yes	Seamless integration of the admission process
vi.	Online Feekart Facilities	Yes	Available for both tuition and exam fee collection

vii.	Despatch of SLM / Grade card at right time	Yes	Materials are despatched within 10 days
viii.	Prompt addressing of student queries	Yes	The dedicated counsellors attend student queries in quick span of time
ix.	Stock Maintenance and verification	Yes	Recommended to do stock verification audit every six months once
x.	Maintenance of Documents and Records	Yes	Recommended to maintain soft copy of the same in organized folders

Part D.   Recommendations

1. Introduction of skill-oriented certificate courses by mapping the market need
2. Conduct a greater number of industrial guest lectures and trainings especially at the undergraduate level
3. Encourage faculty to take part Distance Education research

Signature of Internal Auditor

Internal Quality Audit Report Received On: 07.08.2023

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