



# **Dayananda Sagar College of Arts, Science, and Commerce**

## **Internal Quality Assurance Cell**

### **REPORT OF INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT -2025**

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- 2. Allotment of Auditors**
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**Dayananda Sagar College of Arts, Science and  
Commerce**  
**Internal Quality Assurance Cell**

**Internal - Academic & Administrative Audit (AAA) – 2025–2026**

**AAA Documentation Compliance Report – Department-wise Analysis**

**AAA Venue: Respective Departments, Auditors: DSCE Professors**  
**Date of AAA: 17<sup>th</sup> Nov. 2025 and 20<sup>th</sup> Nov. 2025**

**1. Purpose of the Report**

This report presents an analytical summary of documentation compliance across **seven departments** based on **85 AAA audit questions**. The objective is to understand the strengths, gaps, and readiness of each department regarding documentation and quality assurance.

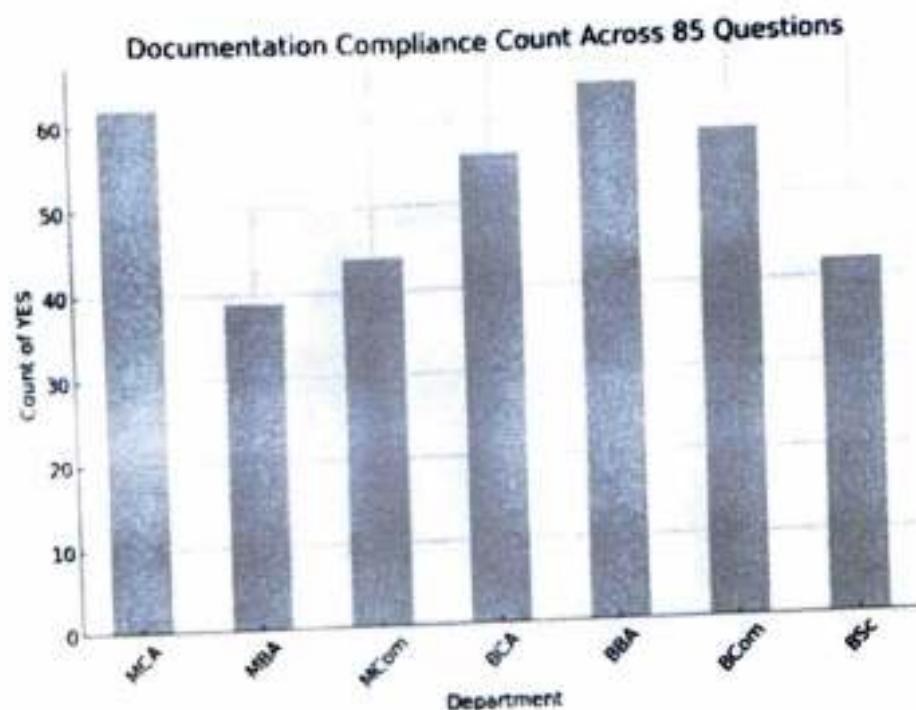
**2. Methodology**

- The AAA audit template contains **85 quality parameters**, each marked as YES, NO, or NA.
- For the purpose of compliance measurement:
  - YES – 1 (Compliant)
  - NO/NA – 0 (Non-compliant)
- Total "YES" responses were counted for each department.

**3. Department-wise Compliance Summary**

Department	YES Count (out of 85)	Compliance %
BBA	64	75.3%
MCA	62	72.9%
BCom	58	68.2%
BCA	56	65.8%
MCom	44	51.7%
BSc	42	49.4%
MBA	39	45.8%





#### Key Observations

- **BBA, MCA, BCA, and BCom**, have demonstrated strong documentation practices.
- **MBA, BSc, and MCom** require significant improvement in completing and maintaining mandatory records.

#### 4. Strength Analysis

Departments performing well (above 60% compliance):

- **BBA**: Highest compliance; strong across Teaching-Learning, Student Support, Governance.
- **MCA**: Good in Research, ICT usage, Results analysis, and Student support.
- **BCom**: Good documentation across most NAAC criteria.
- **BCA**: Excellent documentation in teaching-learning, ICT usage, and overall academic processes.



#### 5. Gap Analysis

Departments below 55% compliance show missing documentation in:

- Previous audits and action-taken reports
- Feedback mechanisms (parents, alumni, employers)
- Research and consultancy-related documents
- Infrastructure augmentation records
- PhD, research advisory, and funded project records
- Departmental best practices and SWOT-based planning

These departments (MBA, BSc, MCom) need targeted support.

#### 6. Category-wise Observations

##### A. Strong Areas Across Departments

- Attendance records
- Academic calendars
- Internship/project documentation
- Placement records
- Student association activities

#### B. Common Weak Areas Across Most Departments

- Employer feedback
- Consultancy revenue
- Patents, innovations, start-up activities
- Research fellowships and project proposals
- PhD-related documentation
- e-Content development facilities
- Competitive coaching records

These categories need institution-wide intervention.

#### 7. Recommended Actions

##### Short-term (within 1–2 months)

1. Create a standardized documentation folder for all 85 parameters.
2. Internal training for MBA, MCom, and BSc faculty on documentation standards.
3. Immediate preparation of missing documents such as:
  - o Action Taken Reports
  - o Feedback analysis
  - o Value-added course records
  - o Research and events documentation
4. Departmental SWOT and strategic plan updates.

##### Medium-term (3–6 months)

1. Launch e-content development facilities (studio setup).
2. Improve industry linkage, MoUs, and consultancy opportunities.
3. Initiate at least one minor funded project proposal from each department.

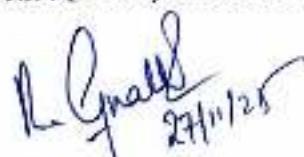
##### Long-term (6–12 months)

1. Encourage book chapters, patents, publications per faculty.
2. Set up Innovation & Incubation cells in all departments.
3. Build data dashboards for IQAC using MJS.

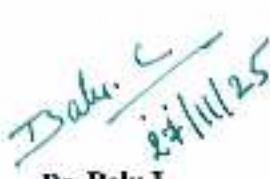
#### 8. Conclusion

The AAA documentation analysis highlights strong performance from BBA, MCA, BCA and BCom, while MBA, BSc, and MCom require immediate attention. Strengthening documentation practices will improve NAAC readiness, internal processes, and departmental effectiveness.

The IQAC may schedule reviews every quarter to ensure continuous improvement.



Dr. Gurunath R  
IQAC coordinator  
IQAC Co-ordinator  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumaraswamy Layout, Bengaluru - 560 111

Dr. Balu L  
Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
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DAYANANDA SAGAR College of Arts, Science & Commerce  
Shavige Malleshwara Hills, Kumaraswamy Layout,  
Bangalore 560 011



Internal Quality Assurance Cell (IQAC)

Schedule for Internal Academic and Administrative Audit (AAA)  
17<sup>th</sup> November 2025

Departments	External Auditor 1	External Auditor 2
MCA	Dr. T Ratha Jeyalakshmi, Associate Professor (MCA) 9952224456 ratha-mca@dayanandasagar.edu	Dr. Srinivasan N (Department of MCA) 9865113159 srinivasan-mca@dayanandasagar.edu
MBA	Dr. Vinod Krishna M U, Professor (MBA) 9986057935 vinod-mba@dayanandasagar.edu	Dr. Shreevamshi, Associate Professor (MBA) 9986444074 shreevamshi-mba@dayanandasagar.edu
BCA	Dr. S. Hema Priyadarshini (Medical Electronics) 99453 34336 priyahemera@gmail.com	Dr. Hemakumar C (Biotechnology) 7019238054 hemakumar-bt@dayanandasagar.edu
B-COM	Dr. K. T. Shivarao ( Maths) 94480613804 shivarao-maths@dayanandasagar.edu	Dr. T. Uthayakumar (Department of Physics) 7598196315 uthayakumar-physics@dayanandasagar.edu
BBA	Dr. Reshma S (AIML) 9886073786 reshma-aiml@dayanandasagar.edu	Dr. Mary Metilda J 9886941912 metilda-mba@dayanandasagar.edu
M-COM	Dr. Naveena B E (Automobile) 9164945151 naveena-ae@dayanandasagar.edu	-
BSC	Dr. Dinamani (Department of Chemistry) 0844596125 dinamani-ches@dayanandasagar.edu	-

*Shobha K.R.*

Dean IQAC

**Dr. SHOBHA K.R. Ph.D.**  
Professor & Head of the Department  
Dept. of Electronics & Communication Engg.  
Dayananda Sagar College of Engineering  
5th Main, 7th Cross, Bellary Road, Bangalore - 560 070

*Balu ✓  
11/11/25*

*PRINCIPAL*

*Principal  
Dayananda Sagar College of Engineering  
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*Kiran  
11/11/25*  
*Venkatesh  
17/11/25*  
*Amala Devi  
14/11/25*  
*Sh. Venkatesh  
14/11/25*  
*Reeta - P  
14/11/25*  
*Sanjali  
14/11/25*  
*Andy Sath  
14/11/25*

BBA

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



The documents are well maintained in most of the points.

Suggestions:

- ① Result analysis required by comparing previous year results.
- ② Placement count & employee feed back to be improved.
- ③ Quality of publications to be increased.
- ④ Slow learners identification process to be improved.
- ⑤ Students achievement files are required.
- ⑥ Placement collect joining letter & ID cards.
- ⑦ Higher studies joining from university & ID card.

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

The files presented are well maintained in all details. It required some improvement mention below:

- 1- Some files required undersigned by Principal.
- 2- M.O.V file should required documents, which are complicated.
- 3- Slow learners/weak learners or high learners requires some more relevant certificates.
- 4- Library documents verify by Librarian incharge.

K. T. Az.

Sanjay 2

Signature of the Auditor (1) Signature of the Auditor (2)

Signature of the Auditor (3)

Name: Dr. Rishma S

Designation: Asst. Prof

Dr. SANJAY 2

Assistant Professor

Dr. K. T. Shivarao

Assistant professor

Date: 17/11/2025

17/11/2025

17/11/2025

14

Dr. T. Uthayakumar,  
Asst. Professor.  
Dept. of Physics  
17/11/2025

IQAC Coordinator  
Dayananda Sagar College of Arts  
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Kumara Mills Layout, Bengaluru - 560 111

Bala C  
Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
Kumara Mills Layout, Bengaluru - 560 111

MCA

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

1. Assignment marks are to be entered in the register.
2. Separate stock registers can be maintained for consumables and non consumables.
3. Quality Action plan can be provided with action taken.
4. Consolidated report on admission of students should be maintained in the department.
5. Activities like consultancy, live industry projects.
6. More events can be conducted related to IPR, entrepreneurship etc.
7. No. of patents, chapters and book publication can be improved.
8. WOS & h index is to be recorded.
9. Submitted project proposals are to be filed.
10. Coaching classes can be conducted for NET/SET.

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

Department academic processes demonstrate consistency, clarity and adherence to the institutional standards. Supporting documents are well maintained.



V. Srinivas  
17/11/25

Signature of the Auditor (1)

Repl

Signature of the Auditor (2)

Signature of the Auditor (3)

Name: Dr. V. Srinivasan Dr. T. Ratha Jayalakshmi  
Associate Professor.

Designation: Associate Professor.

Date: 17- 11- 2025

14

Principals  
Dayananda Sagar College of Arts  
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Kumaraswamy Layout, Bengaluru - 560 111

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

B.Com

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

- \* Research output, Collaborations, and funded projects can be further extended to the next level.
- \* Student progression, including placement statistics, internships, and alumni engagement, to showcase employability outcomes.
- \* Benchmark documentation and quality assurance practices against peer institutions to identify gaps and adopt best practices for continuous improvement.



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

- \* The department has maintained all required documents in complete and appropriate formats, reflecting strong compliance and preparedness.
- \* Faculty and staff show commendable commitment to academic excellence, student support, and holistic development, as evidenced by well-documented initiatives.
- \* Student participation in co-curricular and extension activities is well recorded, highlighting the department's balanced approach to academics and personal growth.
- \* Few suggestions related to enhance documentation has been suggested in remarks.

Signature of the Auditor (1) Signature of the Auditor (2)

Signature of the Auditor (3)

Name: Dr. T. Uthayakumar  
Designation: Associate Professor,  
Dept. of Physics  
P.S.C.I.

Date: 17/11/25

IQAC Co-ordinator  
Jayananda Sagar College of Arts,  
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Principal  
Jayananda Sagar College of Arts  
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BCA

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



- As per the previous recommendations given by the auditors few points needs to be addressed
- Index page for majority of the criteria files required.
- Ad attestation needs Date & Seal in majority of the files.
- Proctoring system needs to be strengthened.
- Assessment rubrics needs to be properly defined.
- More Active MoU's with assessment years needs to be done.
- Impact analysis for all the feedbacks need to be done.
- Various formats to be uniform at Institutional level.
- Industry collaborations needs to be strengthened through coe.
- Faculty publications in quality journals needs improvement.

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

- Faculty retention is good.
- All the files are well maintained in the department.
- Good strength of ~~student~~ in the academic year.
- ICT Tools used for the dissemination of TLP is good.
- All criteria files are very well documented but needs organization.
- Good number of curricular & extra curricular activities were performed by the students & well recorded.
- Calendar of events is very well reflected with all the activities.
- Distribution of work load to all the faculty are well assigned.
- TLP is well aligned with Bangalore University curriculum.
- A well structured bridge course was organized in the dept. to equip students with essential skills in par with technology.

Signature of the Auditor (1)

Signature of the Auditor (2)

Signature of the Auditor (3)

Name: Dr. Meharunni R. S.P.  
Designation: Associate professor  
Dept. of ECE  
Date: 31/11/05

C. Hemalatha 21/11/25  
Associate Professor  
Dept. of Biotechnology  
DSCE

14

Balu C  
22/11/25

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Coordinator  
Dayananda Sagar College of Arts,  
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## M.Com

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

- \* The department may strengthen documentation practices, in areas related to TLP, achievements, mentoring records & budget.
- \* Concept of ORE needs further improvement for its implementation.
- \* Implementation of analysis in faculty performance appraisal is not up to the mark.
- \* Increase the regular use of ICT tools and maintain proper evidence.
- \* Strengthen research output by encouraging more publications, in ~~Scopus~~.
- \* Streamline feedback collection, analysis and action taken reports with measurable outcomes.
- \* Expand industry linkages & MOUs with financial institutions/ corporates.
- \* Prepare a clear 5-year strategic plan with goals.
- \* Document & present the department's best practices with clear outcomes & evidence.

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

The M.Com Department is functioning well with committed faculty, structured academic process & consistent student support. Mandatory records such as admission, attendance, time tables, meeting & result analysis are maintained satisfactorily.

To achieve higher quality standards, the department should further strengthen research activities, industry links, documentation quality, & ICT tool usage.

Overall, the department shows good performance with scope for continuous improvement.

*Naveena BE*

Signature of the Auditor (1) Signature of the Auditor (2)

Signature of the Auditor (3)

Name: Dr. Naveena BE  
Designation: Associate professor.

Date: 17/11/2025

*Alphabets*  
IQAC Co-ordinator

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*Principals*  
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B.Sc.

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

Vision & Mission Statements can be Considered. Usage of ICI tools need to be improved. Action taken reports for quality action plan for the academic year & its outcomes to be filed. Course objectives of the courses to be defined. Supply of PEs & PCs needs to be strengthened. Certification programs under Value added courses needs to be organized. Records of student issues & redressal needs updation. Teacher feedback on students, parent feedback on TLP were not found. TLP is not documented & displayed at the dept. Documentation on strategies for progress of fast learners & average learners need to be strengthened. Dept. Library to be established. Records of Remedial classes need to be maintained. Proofs to be made available for the implementation of best practices.

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

Most of the required files were available at the Dept, except those which maintained in centralized place. Teaching Learning process needs proper documentation. The faculty can strengthen their research culture with more numbers of quality publications. Faculty can highlight the importance of Continuous Quality Improvement through regular monitoring. Few files that are marked in the audit form needs to be formed newly & some files need to be strengthened. The department can enhance Student Support Systems by using digital learning resources.

*Dinamani N*  
Signature of the Auditor (1)

17.11.25

Signature of the Auditor (2)

Signature of the Auditor (3)

Name: DR. M. DINAMANI  
Designation: Associate professor

Date: 17.11.2025

*Alfred*

IQAC Co-ordinator  
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14

*Bala* ✓  
17.11.25  
Principal  
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Science & Commerce  
Kumaraswamy Layout, Bengaluru - 560 111

MBA

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



Complete Report Required related to  
Students, faculty, achieve country events  
organized, conducted, publications, etc.  
Documentation of the details all the factors  
has to be done properly.  
Front sheet for each file has to  
be done, stamp on the Co Po, Course file  
has to be done.  
Placement state with offer letter has to  
done.

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

Data is sufficient & Re-organizing  
of the available data

**Signature of the Auditor (1)      Signature of the Auditor (2)**

Name: Dr. VINOD KRISHNA  
Designation: Professor

Dr. Shreya Jaiswal  
Associate professor

**Signature of the Auditor (3)**

Date: 17/11/2025

17/11/2025

14

Principal  
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Dayananda Sagar College of Arts  
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Kumaraswamy Layout, Bengaluru - 560 111



IQAC DSCASC &lt;iqac-dscasc@dayanandasagar.edu&gt;

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## Seeking Assistance for Conducting Internal AAA Audit – Request for Auditors from DSCE

3 messages

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**Principal DSCASC** <principal-dscasc@dayanandasagar.edu>  
To: dean-iqac@dayanandasagar.edu  
Cc: IQAC DSCASC <iqac-dscasc@dayanandasagar.edu>

Tue, Nov 4, 2025 at 3:34 PM

Good evening Madam,

Warm greetings from Dayananda Sagar College of Arts, Science and Commerce (DSCASC).

We are in the process of conducting the Internal Academic and Administrative Audit (AAA) for our institution. The audit is scheduled to commence from 17th November 2025 onwards.

The number of students and departments for which the AAA needs to be conducted are as follows:

Department No. of Students

MCA 240  
MBA 420  
M.Com 50  
BCA 420  
B.Com 1200  
BBA 540  
B.Sc 70

We kindly request your support in nominating auditors from DSCE as per the following requirements:

- Two auditors each for MCA, MBA, BCA, B.Com, and BBA departments
- One auditor each for M.Com and B.Sc departments

The audit dates may be scheduled as per your convenience and availability.

We sincerely appreciate your continued cooperation and support in this quality assurance process.

With Warm Regards,

**Dr. BALU L**

PGDIM, MBA, M.Phil, Ph.D.

**Principal**

**Dayananda Sagar College of Arts, Science and Commerce**

Shavige Malleshwara Hills, Kumaraswamy Layout

Bengaluru – 560 078, Karnataka, India.

Ph: 080 4370 4728

*Excellence is our Motto*

---

**Dean IQAC DSCE** <dean-iqac@dayanandasagar.edu>  
To: Principal DSCASC <principal-dscasc@dayanandasagar.edu>  
Cc: IQAC DSCASC <iqac-dscasc@dayanandasagar.edu>

Tue, Nov 4, 2025 at 3:40 PM

Dear sir

We are happy to support you sir..I will schedule the dates and auditors and get back to you soon

With Regards,

---

**Dr. Shobha K R,**

**Fellow-IETE, President ISoc, 2024 Secretary IEEE Bangalore Section, Sr. Member IEEE,**

**MISTE, Excom member IEEE ComSoc, Excom member IEEE Sensors Council**

Dean IQAC, Professor & Head - Dept. of ECE, DSCE

Bengaluru-560 078, Karnataka

Mob : 9886493763

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**Dean IQAC DSCE** <dean-iqac@dayanandasagar.edu>  
To: Principal DSCASC <principal-dscasc@dayanandasagar.edu>  
Cc: IQAC DSCASC <iqac-dscasc@dayanandasagar.edu>, "Dr. B. G. Prasad , Principal, DSCE Bangalore" <ppl-dsce@dayanandasagar.edu>

Wed, Nov 12, 2025 at 3:58 PM

Respected sir

Please find the audit schedule requested by you attached herewith as per your requirements.. The email has been sent to respective auditors as well. Kindly get in touch with them to fixup a time convenient to both the auditor and the auditee

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## Photos

### BBA Internal AAA - 2025



Audit Review



Committee Discussion



Faculty Interaction



Document Verification



Final Scrutiny & Closure

### MCA Internal AAA - 2025



## **BCOM Internal AAA - 2025**



## **BCA Internal AAA-2025**



## MCOM Internal AAA - 2025



## BSC Internal AAA - 2025



# MBA Internal AAA - 2025



Academic Review Committee Interaction



Recognition & Outcome