



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636 308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

1. AARUPADAIVEEDU INSTITUTE OF TECHNOLOGY, CHENNAI
2. SCHOOL OF ARTS AND SCIENCE, CHENNAI
3. SCHOOL OF ARCHITECTURE AND PLANNING, CHENNAI
4. AARUPADAIVEEDU MEDICAL COLLEGE & HOSPITALS, PUDUCHERRY
5. VINAYAKA MISSION'S COLLEGE OF NURSING, PUDUCHERRY
6. SCHOOL OF ALLIED HEALTH SCIENCES, PUDUCHERRY
7. SCHOOL OF PHYSIOTHERAPY, PUDUCHERRY
8. SCHOOL OF ALLIED HEALTH SCIENCES, SALEM
9. VINAYAKA MISSION'S MEDICAL COLLEGE & HOSPITALS, KARAIKAL
10. VINAYAKA MISSION'S COLLEGE OF NURSING, KARAIKAL
11. SCHOOL OF ALLIED HEALTH SCIENCES, KARAIKAL
12. VINAYAKA MISSION'S COLLEGE OF PHARMACY, SALEM
13. VINAYAKA MISSION'S SANKARACHARIYAR DENTAL COLLEGE, SALEM
14. VINAYAKA MISSION'S KIRUPANANDA VARIYAR ARTS & SCIENCE COLLEGE, SALEM
15. VINAYAKA MISSION'S COLLEGE OF PHYSICAL EDUCATION, SALEM
16. VINAYAKA MISSION'S KIRUPANANDA VARIYAR MEDICAL COLLEGE & HOSPITALS, SALEM
17. VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE, SALEM
18. VINAYAKA MISSION'S ANNAPOORANA NURSING COLLEGE, SALEM
19. VINAYAKA MISSION'S HOMEOPATHY MEDICAL COLLEGE & HOSPITAL, SALEM
20. VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY, SALEM



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636 308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

1. AARUPADAIVEEDU INSTITUTE OF TECHNOLOGY, CHENNAI
2. SCHOOL OF ARTS AND SCIENCE, CHENNAI
3. SCHOOL OF ARCHITECTURE AND PLANNING, CHENNAI
4. AARUPADAIVEEDU MEDICAL COLLEGE & HOSPITALS, PUDUCHERRY
5. VINAYAKA MISSION'S COLLEGE OF NURSING, PUDUCHERRY
6. SCHOOL OF ALLIED HEALTH SCIENCES, PUDUCHERRY
7. SCHOOL OF PHYSIOTHERAPY, PUDUCHERRY
8. SCHOOL OF ALLIED HEALTH SCIENCES, SALEM



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**AARUPADAI VEEDU INSTITUTE OF TECHNOLOGY
CHENNAI**

Academic Audit Report 2019-20

Name of the Institution : **AARUPADAI VEEDU INSTITUTE OF TECHNOLOGY, CHENNAI**

Dates of Audit : 6th & 7th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director – Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- The institution maintains separate file as per IQAC and the list is available
- The Statutory council Norms, Regulations, curriculum and syllabus of Academic programmes offered by the institution is available
- The copy of the concern BoS meetings is available but the annexure of the meeting to be enclosed in the file
- The students nominal roll from the university for UG, PG – Full time and Part time are available but for migration students yet to documented
- File maintained for vision and vision of the university and college but objectives to be included
- In faculty attendance register, the designation 'Senior Lecturer' is found in CSE department, suggested restructure the designation as per AICTE
- Academic calendar for next year yet to be prepared

Academic Programmes pertaining to PG and Part time UG and PG seems to be irregular

Department wise Observations

MGMT

- Lesson Plans to be updated.
- Plenty of files need updation.

S&H

- Updation of files to be done in English, Physics and Mathematics departments.
- It seems physics lab is under establishment.

Mechanical

- Part time timetable not available for 5 years.
- PG datas not available in any of the files.
- Attendance percentage of students found to be poor.

Civil

- Certain files need updation.
- PG student datas not available.

Biomedical

- Lesson Plan not controlled.
- Some files are not updated.
- Number of labs limited to only one.
- Non Teaching staff not available.
- Plenty of equipments (very sophisticated and expensive) in the lab are not in working condition.

Biotech

- PG documents not available in many files.
- Lab consumable register has record for purchase of consumables only till 2018.
- There is no record of classes conducted for PG students.

EEE

- Some of the documents to be updated.

ECE

- Few files need updation.

CSE

- Awareness on the required documents and files not available among the faculty.
- Few files need updation.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More classrooms to be made smart
 - Unwanted furnitures to be removed from the class rooms
- Laboratories
 - Labs pertaining to PG programmes to be upgraded
 - Consumable registers and Breakage registers to be maintained in most of the labs

- Library
 - No book purchase in recent times
 - Library rules to be updated and displayed
 - Library committee to be displayed for student benefit
 - New arrivals to be displayed
- IT Infrastructure
 - WiFi to be strengthened
 - Internet Bandwidth is inadequate
 - Softwares to be updated
- Hostels
 - Boys Hostel**
 - Hotel committee and contact to be displayed
 - Hostel rules to be updated
 - No TV hall
 - Housekeeping SoP not available
 - Overhead tanks to be covered with proper lids to avoid contamination
 - Water found muddy color
 - Cleaning not maintained
 - Girls Hostel**
 - Hostel committee to be displayed
 - Ant ragging committee list to be displayed
 - Complaint box kept under CCTV coverage
 - Reading room unused
 - Gym unused many equipment not working
 - TV is not working
 - SoP for cleaning not available
- Canteen
 - Canteen to be improved and time to be extended
- Sports facilities
 - Play ground facilities to be improved and maintained properly
 - Post college hours facilities for sports to be extended with necessary support staff
- Others
 - Toilet facilities to be improved and proper SOP to be followed for maintenance

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- General Observations from Research Centers
- List of equipment to be prepared
- Thrust areas to be displayed
- Manpower with role to be displayed
- Maintenance registers to be followed in all the centers
- Lab safety procedures to be displayed
- Regular Calibration of equipment to be done

- UV spec. found outdated
- Ph.D student individual files to be maintained
- Ph.D students attendance to be maintained
- No. of Ph.D students details to be updated
- Ph.d supervisors files to be updated
- In Many MoU Research activities are not evidenced
- A report can be maintained for research collaborative activities
- Researgence faculty profile to be Updated

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- More Industrial visits requested
- Physical Trainee interaction time to be extended
- Water is dirty in hostels
- Food quality need to be improved in hostels
- Fresher's Day/Farewell Day may be encouraged
- Biomedical lab facility and more exposure requested
- Bus Timing issue still continuing (due to combined bus delay in time)
- Store items in stores to be improved
- Laundry need supervision (dresses missing/no proper cleaning)
- Staggered Time for lunch for Arts/Science and Engineering helps to accommodate sufficient students in canteen dining hall
- As assured scholarship was not provided to 2nd and 3rd Year students
- DTP facilities required in the campus helps student projects and assignments works
- Wi-Fi not working
- During the induction program all the committee and roles shall be briefed
- Students unaware of grievance mechanism

Teaching Staff Interaction observations :

- Structured choice based credit system implementation problem
- Faculty unaware of service rules sent by university
- Bus Quality and timing need improvement
- More books needed in library
- Online feedback not working
- SCOPUS access not possible due to inconsistency in network
- Licensed open source needed

Non Teaching Interaction Observations:

- Need more staff training
- Need technical training staff development programs
- Delay in Stationeries
- Napkin disposal facility needed in all toilets
- Camu to be implemented for admin purpose. Login credentials required for admin staffs
- Need women empowerment cell
- Designation and promotions need to be considered
- Staff unaware of service rules

- Light facility in parking area to be provided (This was immediately attended to before the team left the college)

G. SUGGESTIONS AND RECOMMENDATIONS

- Overall maintenance in the campus including hostel to be improved
- More greenery required in the campus
- Auditorium to be upgraded with fixed seats & AC
- More student facilities inside the campus can be created
- Extension activities done to be widely published in all media and social media and also to the staff and students

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : AVIT, Chn

Date of Visit : 06.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	Y
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	80%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	Files are well maintained and neatly updated. Little finetuning to be done
2	Feedbacks to be collected properly for all years and all categories and Action Taken report to be filed
3	IQAC Meetings - not in the required template and order

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

Name of the Institution: Aarupadai Veedu Institute of Technology, Chennai

Date of Visit : 06.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 23 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the college as per the regulations, but the particulars of the committee and squad should be displayed in various places for students awareness
- The list of committee and squad should be updated in both university and college website
- The minutes of Anti ragging Committee available
- The activities of anti ragging squad are not found in the file
- One complaint is registered in disciplinary action which seems the lack of anti ragging squad activity
- Affidavit are undertaken by the students during the last year
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee has to be as per the regulation
- Awareness to be created among the students community about the committee
- Ledger is maintained for suggestion box and no suggestions found in the box
- Meeting of the committee shall be conducted as per UGC regulations
- The list of committee should be updated in both university and college website and also displayed in various places of the campus

SC/ST Committee

- Meeting has to be conducted periodically and minutes accordingly

Internal Complaints Committee (ICC)

- The Committee is constituted as per UGC regulations
- The particulars of ICC shall display in various places of the campus
- No complaints are registered for last year
- Awareness to be created about the ICC among students

NSS & RRC

- The activities of both NSS and RRC are found good and suggested to update in College/University website
- University meeting minutes are not found in the file

Academic Committee

- The minutes of the meetings are found in the file but these committee not reflected the introduction of new programme, discussion on syllabus update, PO and CO mapping, result analysis for IA
- IA marks are mismatched with IA marks obtained by students

Library Committee

- The committee is constituted and conducted the meeting but in complete minutes suggested to update the minutes

Mentor - Mentee

- The activities of the Mentor – Mentee to be improved

Alumni Activities

- Alumni activities founds good but the Alumni day shall be conducted every year
- Needs to be strengthen the Alumni database
- No alumni contributions are recorded

SWAYAM

- The steps taken for adoption of SWAYAM/NPTEL courses are excellent

College website

- College website updates periodically almost every day
- The events are updated frequently
- College is very active in twitter
- The committee shall be updated in college website

Students Induction Program

- The students induction program are conducted between 22nd August to 06th September 2019 (two weeks)
- Around 211 students are participated
- It has to be conducted as UGC

General observations

- The college is participated in NIRF Ranking 2020
- The College is uploaded the data AISHE 2019 in AISHE website

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 24 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing	There are 23 committees and the same status is maintained The students are not aware about the existence of these committees
2	The activities of NSS are found to be good	Maintained the same but the documentation need to be improved
3	Affidavits for anti ragging to	Affidavits for anti ragging



S. No	Last audit observation	compliances
	be completed every year	completed this year by the students



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**SCHOOL OF ARTS AND SCIENCE
CHENNAI**

Academic Audit Report 2019-20

Name of the Institution : **SCHOOL OF ARTS AND SCIENCE, CHENNAI**

Dates of Audit : 7th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

- Maintenance of Records and files
 - The Statutory Council Norms has to be made available in the file
 - Academic Regulations of the Programmes is available
 - The objective of the school shall be available
 - Copy of the Board of Studies meeting is available but the annexure should be included
 - Academic calendar for last year is available
 - Academic calendar for current year is not available
 - Academic calendar for next academic year should be prepared by the school
 - The school has to obtain the student nominal roll from the university
 - The IA marks are not distributed as per regulation
 - The Following files shall be created as per IQAC pertaining to the school and made available
 - MoU File
 - Conference/workshop/seminar organized by the school (excluding commerce)
 - Minutes of Meeting with management, university officials, faculties, students and their parents
 - Alumni related file
 - Seminar/Conference Proceedings file should be updated
 - Minutes of Meeting with HoDs should be updated
 - Inplant training, Industrial visit and Placement related files should be updated
 - The school has shared the sports, transport, canteen, library and hostel facilities with AVIT
 - NAD registration is yet to complete

Department wise observations :

English

- Many files are not available.
- Some files need updation.
- Class committee not conducted as per regulation.

Tamil

- Many files are not available.
- Even available files need updation.

Mathematics

- In Statutory norms file unwanted letters are kept.
- Many files are not available.
- Class committee not conducted as per regulation.

Chemistry

- Some files are not available.

Physics

- Most of the required files are not available.
- For 3 batches of students studying in the program only 3 faculty are available.

Computer Science

- The letter sent to UGC for starting new programmes is kept here???
- Many files are not available.

Commerce

- Some files are not available and some need updation.
- It is found that the regulation is not followed for IA calculation.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More classrooms are required commensurate to the student strength and number of programmes
 - Classrooms should be equipped with ICT tools and interactive devices and made smart.
- Laboratories
 - More UG and PG labs to be created
 - Physics lab is ill equipped

- Library
 - Separate Library will more books required
 - Journals to be subscribed
 - e-journals to be subscribed
 - Separate Librarian needed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More computers required
 - Internet Bandwidth is poor
- Hostels
 - Students are housed in AVIT hostels
- Canteen
 - Canteen of AVIT used
- Sports facilities
 - They use AVIT facilities
 - Separate Sports kit can be provided with a separate Physical trainer
- Others
 - Files maintenance is very poor
 - Permanent infrastructure should be provided

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No Research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

- Separate interaction with SAP students, Teaching staff and non teaching did not happen it was combined with AVIT

G. SUGGESTIONS AND RECOMMENDATIONS

- Additional staff to be recruited
- Research to be strengthened
- Faculty should be involved in development activities
- Faculty to be trained more on NAAC and IQAC

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : SAS, Chn

Date of Visit : 07.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	60%
11	Fulfillment of Recommendations of IQAC out of 36	70%

S. No.	SPECIFIC COMMENTS
1	Files are available but data is not up to date
2	No AQAR available
3	IQAC to be formed as per composition and meetings to be recorded properly
4	SOPs to be prepared and kept
5	Feedbacks to be collected properly for all years and all categories and Action Taken report to be filed
6	VERY POOR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

Name of the Institution: School of Arts and Science, AVIT Campus, Chennai

Date of Visit : 07.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school has 21 various committees/cell mentioned in the list

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are to be constituted as per UGC regulations
- The particulars of the committee and squad should be displayed in various places for students awareness
- The list of committee and squad should be updated in website
- The minutes of Anti ragging Committee are to be made available
- The activities of anti ragging squad are not found in the file to be updated the activities of the squad

Grievance Redressal Committee

- The Grievance Redressal Committee has to be constituted as per the UGC regulations
- Awareness to be created among the students community about the committee
- Meeting of the committee shall be conducted as per UGC regulations
- The list of committee should be updated in website and also displayed in various places of the campus
- The details of the grievance are obtained from the students and addressed

Internal Complaints Committee (ICC)

- The Committee is to be constituted as per UGC regulations
- The particulars of ICC shall display in various places of the campus and both University and college websites after updating the ICC

- Awareness to be created about the ICC among students

NSS

- The activities of the NSS are found in the file and to be updated in website

Suggestions:

- The activities of Social Media Champion (SMC) as per MHRD to be improved and the details should sent to the university frequently
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card
- The school has to obtain the Anti-ragging affidavit as per the UGC regulations
- The school has mentor – mentee committee, requires the improvement in its activities
- The school has to initiate the Alumni activities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**SCHOOL OF ARCHITECTURE AND PLANNING
CHENNAI**

Academic Audit Report 2019-20

Name of the Institution : **SCHOOL OF ARCHITECTURE AND PLANNING, CHENNAI**

Dates of Audit : 7th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

- Maintenance of Records and files
 - The Statutory Council Norms, Academic Regulations of the Programmes is available in the school
 - Copy of the Board of Studies meeting is available but the annexure should be included
 - Academic calendar for last and current academic years are available
 - Academic calendar for next academic year should be prepared by the school
 - The Following files shall be created as per IQAC pertaining to the school and made available
 - MoU File
 - Conference/workshop/seminar organized by the school
 - Seminar/Conference Proceedings by the school
 - Awards/Recognition received by the faculties/student
 - Minutes of Meeting with management, university officials, faculties, students and their parents
 - Alumni related file
 - Placement related file
 - The school has shared the sports, transport, canteen and hostel facilities with AVIT
 - The UG Degree programme BID found in school website and no students are enrolled till date

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms should be equipped with ICT tools and interactive devices and made smart.
- Library
 - Needs more books
 - Journals to be subscribed
 - e-journals to be subscribed
 - Separate Librarian needed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More computers required
 - Internet Bandwidth is poor
- Hostels
 - Students are housed in AVIT hostels
- Canteen
 - Canteen of AVIT used
- Sports facilities
 - They use AVIT facilities
 - Separate Sports kit can be provided with a separate Physical trainer
- Others
 - Files maintenance is very poor.
 - Effective utilization of space is not done.
 - Faculty are evasive on administrative work and commitments.

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No Research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

- Separate interaction with SAP students, Teaching staff and non teaching did not happen it was combined with AVIT

G. SUGGESTIONS AND RECOMMENDATIONS

- Effective use of space available
- Additional staff to be recruited
- Latest books on interior design and Planning to be procured
- Consultancy work can be taken up with sister institutions

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : SAP, Chn

Date of Visit : 07.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	60%
11	Fulfillment of Recommendations of IQAC out of 36	70%

S. No.	SPECIFIC COMMENTS
1	Files are available but data is available only for 1 year, remaining 4 year data to be made available
2	No AQAR available
3	IQAC to be formed as per composition and meetings to be recorded properly
4	SOPs to be prepared and kept
5	VERY POOR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

**Name of the Institution: School of Architecture, AVIT Campus, VMRF,
Chennai**

Date of Visit : 07.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school has to constitute various committee and maintains separate file for list of various committees
- Few faculties are enrolled in SWAYAM courses and students need attention in this regard
- The school has to be equipped with SWAYAM PRAPHA as per the guidelines
- The school has separate website and the design of the website is looking good, but the information pertaining to committees, Activities, Alumni, and workshop to be uploaded in to the website
- The School has conducted the induction programme on 09.09.2019 and obtained the feedback from students
- Anti-ragging Affidavit should be obtained from the students as per UGC regulations



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

AARUPADAI VEEDU MEDICAL COLLEGE
PUDUCHERRY

Academic Audit Report 2019-20

Name of the Institution : **AARUPADAI VEEDU MEDICAL COLLEGE, PUDUCHERRY**

Dates of Audit : 4th & 5th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- The institution maintains separate file as per IQAC and the list is available
- The Statutory council Norms, Regulations, curriculum and syllabus of Academic programmes offered by the institution is available
- The copy of the concern BoS meetings is not available
- The students nominal roll from the university to be updated
- File maintained for vision and vision of the university and college but objectives to be included
- In faculty attendance register, finger print/Facial attendance mechanism is implemented but it should be properly followed (for eg: The dean name is there in employee absent list as on 04.03.2020! and there are 272 staff are listed in absents list which is received on 04.03.2020 AN)
- University examination particulars file needs to be updated
- The file for the seminar/ conference proceedings by the institution to be updated
- The institution logo should match with college name and there is no documentary evidence available for change of the logo
- Meeting of HOI with faculties and students to be more frequent, planned and properly documented
- Meeting of HOI with management and university officials to be properly documented
- Alumni database and its activities need to be strengthened

Department observation :

Gen Medicine

- There seems to be little lack of co-ordination and co-operation between HOD and faculty.
- Student records not given.

- In wards it was observed that since construction is going on, space between cots is less and congested.
- Man power in ward is less needs improvement.

OBG

- Many files not available.
- Many files need updation
- Patient toilets are not neat.
- In Septic Labour room focus light is not working. It seems complaint was given on 21.06.2019 and 06.11.2019. Still not attended to.
- In NICU one warmer is not working which was also complained on 25.1.2020 and 04.03.2020.
- One Incubator is also not working which was complained on 18.10.2019 and 18.11.2019.
- No SOP in NICU.
- One Ventilator is not working in NICU which was complained on 03.02.2019 and 11.02.2020.
- Frequency of floor cleaning in NICU and post operative ward to be increased.

Pediatrics

- Some of the files are not available.
- More Patients to be increased.
- The ward is very interior and no security available.
- Admission is less due to the distance of ward and casualty.
- Ward could be in the ground floor.

Dermatology

- Many files missing.
- HOD not available during audit.
- Single staff taking care of 3 wards.
- Security not available.
- Admission poor.

Psychiatry

- Many files not available.
- For UGs it seems that only 10 marks questions are given.
- Since recently PG started, department to be strengthened.
- In ward, only one male staff is posted in one shift.
- No security in night shift. Due to this violent patients are not being managed.
- Broken tiles found in ECT room. Complaint given on 10.05.2019 and 10.02.2020.
- Crash cart to be arranged neatly.

Chest & TB

- Most of the files are not available.
- It is said that the department is attached to Medicine and hence no files.
- The department has to be shown separately and hence set of required files to be maintained in the department.
- The ward cleanliness is questionable since it is empty.

Radiology

- Many files are missing.

- Stock register not updated.
- DSA not available separately in the department.
- CCTV not available.
- AMC of equipments not available for majority of the equipments.
- Most of the faculty not aware of IQAC and NAAC.
- Broken tiles found in the radiology area which hinders movement of patients.
- Safety measures to be improved specifically in the CT scan area.

Anesthesia

- Some of the files not available.
- SOPs not available.
- Culture reports not received in time and proper record of the reports not evidenced.
- Hospital infection policy should be made available in OT.
- Insufficient monitors and equipments in OTs.
- Lack of staff in each OT.
- Monitors, forceps, scopes etc., were in old pattern and not in proper working condition.
- Inadequate supply of linen and protective material.
- ENT OT was with fungus formation in the roof.
- Aseptic techniques to be followed strictly.

ENT

- Many files missing.
- Display boards not updated showing 2015 data only.
- There seems to be some lack of co-ordination between HOD and faculty.
- HOD and the department IQAC co-ordinator not aware of the files to be maintained in the department.
- Latest books and journals need to be made available in the department library being a PG dept.
- Suction apparatus in the ward was not working and it took 15 days for repairing.
- Poor cleanliness of trays and floor in the wards.
- SOP not available in the wards.
- Nursing station very cramped.

Orthopedics

- Many files not available in the departments.
- Latest Journals not available in the department.
- SOP of equipments not available.
- Separate POP cutter not available in the ward.
- Bio medical waste management colour coded dustbins not followed.
- Insufficient Oxygen supply and Insufficient monitors.
- Visitor control poor in the wards.
- Inadequate staff in wards.

Ophthalmology

- Some of the files not available in the department.
- SOP not available for equipments.
- No journals found in the department.
- Clerical staff for the department essential.

- Ventilation not adequate inside the wards.
- Emergency drugs not available in the ward.
- Museum in poor maintenance.
- Sterile trays not visible in the wards.

General Surgery

- Many files are not available.
- Journals and books to be updated.
- Laparoscopy not in good working condition.
- PG Simulation lab to be created.
- Sterile and unsterile trays were mixed and kept in the male ward.
- Insufficient oxygen connection in the male ward. Only 4 noticed.
- Shortage of staff.
- Visitor control to be done.
- In female ward, insufficient equipments.
- Patients complained about shortage of emergency drugs.
- Patient privacy to be maintained by providing mobile screens.
- Number of IV stands and accessories for patients not commensurate with the bed strength.
- Post operative ward is common for both male and female.
- NO privacy of patients in post operative ward.
- Burns patients admitted to post operative ward and not isolated which is too infectious.
- In the SICU lack of emergency facilities such as ventilators etc.
- Only 2 staff nurse in the SICU for 5 beds. They too found without PPE.

Dental

- Digital x-ray needed. The patients feel uncomfortable moving from C block to A block with opened mouth for x-ray.
- There is a demand for surgical items.
- Shortage of gloves and masks.

Pharmacology

- Some of the files not available.
- Certain equipments like Analgesio meter, Hot plate method apparatus etc. are to be procured for the department.
- Shortage of clerical staff.
- No books purchased for the last 5 years.

Community Medicine

- Many files need updation.
- Paramedical staff shortage.

Forensic Medicine

- Some of the files need updation.
- IT facility poor.
- Staff shortage.

Pathology

- Some of the files need to be updated.
- Shortage of staff.

- There seems to be only one rest room, that too in the HOD room, hence it is not being used and not maintained at all.

Anatomy

- Few files to be updated.
- HOD room needs airconditioning.

Physiology

- LCD projector required in the Hematology lab for large group teaching.

Microbiology

- Some of the files need to be updated.
- Airconditioning of HOD room required.

Biochemistry

- Some of the files to be updated.
- IT infrastructure poor.
- Airconditioning of HOD room required.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools
 - Demo halls require LCD projectors fixed and airconditioned
- Clinics/Laboratories
 - Automated tissue processor not available in Pathology department
 - Availability of space for the Community medicine department is less.
 - Pest control measures are poor in most of the labs.
 - Rest room taps were found leaking.
 - Open Rest rooms found in the Pre clinical department.
- Library
 - List of dissertation with titles to be prepared
 - Library committee and contact shall be displayed for student benefit
 - Journal usage was poor. Many journals are not referred by either student or staff
 - Library committee not functioning
 - Low configured system not supporting the library automation
- IT Infrastructure
 - WiFi facilities to be improved
 - More Computers to be provided to the Departments
 - Internet Bandwidth is inadequate and very low compared to the volume required for teaching and learning
- Hostels

Men's Hostel

- Hostel committee need to be reconstituted.
- No history on complaint box
- No SoP for cleaning. Washroom cleaning monitoring required
- GYM in poor condition. Many equipment are not unusable. No new purchase

- Hostel TV room unused. No chairs. DTH not recharged
- No first AID box
- Committee lists need to be reconstituted as per the new administrative team
- CCTV monitoring not available in Warden room

PG Ladies Hostel

- Reconstituted committee list to be displayed
- Hotel rules not displayed
- No SoP for Cleaning
- Unaware of complaint box procedure

Ladies Hostel

- Reconstituted committee need to be displayed
- Hostel rules not displayed
- Computer and printing facility can be provided with Chief warden for hotels
- Cleaning SoP not available
- Students unaware of wifi
- Dining halls fans are not working
- Canteen
 - Cafeteria and canteen available and good
- Sports facilities
 - Sport committee to be reconstituted
 - Sport budget was not available
 - List of events to be documented and a report can be prepared
 - Equipment file to be updated
 - Indoor sport facility unused for long time
 - It is observed that Gym requests for boys hostels long pending
 - Sports kits to be purchased
 - Volleyball and basketball courts need to be maintained
- Others
 - The roads in the campus to be re laid
 - Though proper parking space is provided, haphazard parking seen
 - Security in the campus is ineffective

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Stock verification not done
- A report on collaborative research activities to be prepared
- MoU outcome to be prepared as report for research activities.
- Resurgence faculty profile to be Updated. It is observed many faculty members not updated their accounts. More than 90 faculty members not activated their account.
- Need to increase focus on external funded projects
- Need to increase focus on consultancy projects

- Need to increase focus on Clinical trials

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations:

- Lack of website awareness among students
- Student not aware grievance mechanism
- No training for NEET and competitive exams
- PGs requested more faculty recruitment
- Library timings can be extended
- Regarding sports: requirement of sport facilities, kits not outdated need new kits, fixed timing for sports and PT assistance, access to indoor sport facility,
- Regarding hostel CRRIs 3 persons in room and requested cooking facilities or mess
- Card system may be provided for canteen and laundry
- Mentors meeting not happening
- Mentors for 1st year not assigned
- Need ventilation in demonstration halls and AC
- Toilets are poorly maintained
- Restrictions for participation in Outside AVMC events
- Sick students not taken care
- Suggestions box unused
- No Xerox facility
- Lecture halls are not sufficient
- CRRIs requested logo embedded coats for demarcation
- Stray dogs and cows inside the campus to be controlled
- Medicine in the shop is still shortage
- Wi-Fi unusable
- Near ENT seminar lecture halls not having enough space for larger number students AC is not working

Teaching Staff Interaction observations:

- Staff level meetings are not happening
- Disconnect from faculty members still continues
- Contradictory instructions from different heads still continues
- For 150 capacity need adequate infrastructure
- Hostels and lecture halls not sufficient for increased intake
- Rewarding mechanism required for achievements, recognitions etc.
- Requested regular annual increment
- Saturday holiday to be considered
- Faculty who received higher degrees to be considered for career advancement
- Internal part-time Ph.D. scholars are not given OD for their travel to University

Non Teaching Interaction Observations:

- ENT OT room fungus formation on the roof and wall to be addressed
- Staff security ensured to prevent the manhandling from the outsiders
- No adequate staff nurses
- No proper bathroom facilities for nursing staff

- Dressing room material shortage still persists
- Casualty admission timing not followed
- Patient attendant need waiting hall
- Patient diet system not followed
- Medicines are not sufficient and not available many times
- Any indent need more than 5 signatures consuming lot of time cause delay in work
- Nursing dept. Xerox is required (staffs are using personal money for Xerox)
- Staff nurses required frequent rotation based administer visits to address their needs
- Dining area for non-teaching staff
- Kotak bank not issuing loan hence the staff requested to address the same

G. SUGGESTIONS AND RECOMMENDATIONS

- There seems to be little bit of confusion amongst the faculty on academic matters due to multiple heads giving different instructions.
- Excess administrative staff evidenced.
- Maintenance of the campus requires more attention.
- Hostels need to be improved.
- Compared to the canteen, food in the hostel seems to be bit poor, which can be improved.
- Campus management specifically student movement to be properly managed.

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : AVMC, Pdy

Date of Visit : 04.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	75%
11	Fulfillment of Recommendations of IQAC out of 36	70%

S. No.	SPECIFIC COMMENTS
1	Update of files is poor. Content of the files were irrelevant
2	Composition of IQAC not in order. Meetings not conducted.
3	Action Taken report on Feedbacks to be filed
4	No Programme conducted by IQAC.
5	SSR Preparation this is only institution which has been delaying submission of SSR right from the beginning. Even now they are way behind others
6	SOPs are available, but not complete

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

**Name of the Institution: Aarupadai Veedu Medical College and Hospitals,
Pudhucherry**

Date of Visit : 04.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees but the members of these committee to be updated in file

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted but it should be updated with present Dean of the college
- The particulars of the committee and squad should be displayed in various places for students awareness
- The list of committee and squad should be updated in both university and college website
- The minutes of Anti ragging Committee are not found in the file
- The activities of anti ragging squad are not found in the file
- Affidavits, undertaken by the students is yet to be completed
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee has to be constituted as per the UGC regulation
- Awareness to be created among the students community about the committee
- Meeting of the committee shall be conducted as per UGC regulations
- The list of committee should be updated in both university and college website and also displayed in various places of the campus

Internal Complaints Committee (ICC)

- The Committee is to be updated as per UGC regulations
- The particulars of ICC shall display in various places of the campus
- The minutes of the ICC meeting are not found available in the file
- Awareness to be created about the ICC among students

NSS & RRC

- The committee constituted to monitor the NSS activities to be updated
- The activities of NSS are found good and updated in to college website
- The activities of RRC are not found in the college / university website

Academic Committee

- The institution is prepared the calendar of events 2020
- Minutes of college council to be updated

Alumni Activities

- Alumni activities and alumni database need to be strengthen
- No alumni contributions are recorded

College website

- The committee shall be updated in college website
- The content available in the institution website shall be as per UGC regulation, most of the information related to the programme and admission is incomplete
- It is suggested to provide a separate tab for 'Academics' to be provided at home page of website

General observations

- The college is participated in NIRF Ranking 2020
- The College is uploaded the data AISHE 2019 in AISHE website
- The institution is prepared a very good Calendar of Events 2020
- The college website is to be updated periodically



- The activities of Social Media Champion (SMC) as per MHRD to be sent to the university frequently

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 21 committees on record, but most of the committees are physically not existing	The committee has to be updated periodically and activities are minuted accordingly
2	Hostel Committee exists	It exists but the activities of this committee yet to be improved



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**VINAYAKA MISSION'S COLLEGE OF NURSING
PUDUCHERRY**

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S COLLEGE OF NURSING, PUDUCHERRY**

Dates of Audit : 5th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Records maintenance is fairly good
- The institution maintains separate file as per IQAC and the list is available
- The Statutory council Norms, Regulations, curriculum and syllabus of Academic programmes offered by the institution is available
- The copy of the BoS meetings of concern faculty is to be updated in the file
- The Faculty leave letter file to be updated
- The schedule of the Model examination should be conducted as per the given academic calendar
- The file for the seminar/ conference proceedings by the institution to be updated
- Meeting of HOI with students to be more frequent, planned and properly documented
- The transport facilities of the institutions to be improved
- The College magazine/News letter yet to be updated
- The NAD registration is partially done and to be completed
- The NDL registration for the batch of 2019-20 to be completed
- Files in the departments need updation
- Files in the departments to be maintained separately for UG and PG
- In the department of Psychiatry many files are missing

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
- Laboratories

- Lab maintenance registers to be maintained lab wise separately
- Library
 - Automated software not linked to internet
 - New arrivals to be displayed
 - Need more racks for maintenance
 - Library committee to be displayed for the benefit of students
 - No drinking water facility at the library
 - Windows to be secured for safety of books
 - OPAC to be provided
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Internet Bandwidth is very poor
- Hostels
 - Students are housed in AVMC Hostels
 - Water leakage on the wall near the power line
 - Food served near the entrance on the corridor. No proper dining place
 - Due to water leakage on the wall one room kept unused for long time
 - NO CCTV Camera found.
 - Lights on the hotel stairs are not working for more than month
 - Some rooms in the ladies broken windows are not replaced. Students using their cloths as screens for their windows
 - Similarly bath room windows are broken and unattended
 - Washbasins were broken for long time
 - Many places water leakage found
 - Complaint register to be maintained
 - Hotel committee meetings has not happened
- Canteen
 - Common with AVMC
- Sports facilities
 - Sports facilities of AVMC are used
 - Sports kit needs to be upgraded and separate PED can be appointed

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No MoUs observed
- Need focus on Indexed publication
- Ratio of Indexed publications to be maintained
- Need focus on External funded projects
- Need more collaborations for research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :
Student Interaction Observations :

- Students need theory and practical exposure in cath lab
- Students need additional bath rooms in hostels
- Students unaware of hostel committee, requested to maintain hygiene.

Faculty Interaction observations :

- Male toilet required
- Need more clinical tie-ups for students

Non-Teaching Interaction observations :

- Housing keeping staff needed

G. SUGGESTIONS AND RECOMMENDATIONS

- More ICT enabled teaching methods to be followed by faculty
- New class rooms to be equipped with ICT tools
- Separate maintenance team and department to be established, they depend on central team for all their maintenance work, which delays the process and is very poor

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMCN, Pdy

Date of Visit : 05.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	Y
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	80%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	Update of files is good
2	IQAC Meetings are not conducted and minuted
3	Action Taken report on Feedbacks to be filed

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institutions and its activities

Name of the Institution: Vinayaka Mission's College of Nursing, Puducherry

Date of Visit : 05.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the college as per the regulations
- The minutes of Anti ragging Committee and activities of anti ragging squad are available and it needs to be updated
- No complaints are registered for last year
- Anti-ragging affidavit filed are taken from students
- The Anti-ragging help line number and Anti-ragging complaint link are to be displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee is constituted and the minutes are found
- More Activities to be conducted among the students to create the awareness
- Ledger is maintained for suggestion box and no suggestion found in the box
- Create an awareness among the students about the committee

Internal Complaints Committee

- The Committee is constituted but it has to be updated as per UGC regulations
- Awareness to be created among the students about the committee
- No complaints are registered for last year
- The list of committee should be displayed in University website

NSS & RRC

- The activities of NSS are fairly good and to be updated in University website frequently
- The activities of RRC are to be improved and its activities to be updated in both University and college website frequently
- The committee of RRC should be reconstituted

Academic Committee

- The activities of academic committee to be updated

Mentor - Mentee

- The activities of the Mentor – Mentee are need to be improved and its activities to be updated in file

Alumni Activities

- Alumni activities needs to be improved

Students Induction Program

- The students induction program conducted last year as per UGC

General observations

- The College is uploaded the data AISHE 2019 in AISHE website but the build up area to be corrected
- Overall Maintenance of the campus are good

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 13 committees on record, whose minutes are not recorded regularly. Few of the committees require updation	File maintenance of committee improved and few committee/cell activities need to updated



S. No	Last audit observation	compliances
2	Separate committees to be shown for Diploma students	complied
3	Students Grievance Redressal Cell and Anti ragging committee and squad to be reconstituted as per UGC norms and regulations	Constituted as per regulations

Suggestions

- The members of the committee to be updated into College website
- Activities of the Social Media Champion (SMC) in Twitter, Face book and Instagram to be improved
- Alumni database to be strengthen and activities of the Alumni to be uploaded into college website
- Details about the students placement should be maintained properly
- Provide the separate space (web page) for Academics in College website to provide the Academic regulations, curriculum, syllabus, Program Outcomes, Course Outcomes, Academic Calendar



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**SCHOOL OF ALLIED HEALTH SCIENCES
PUDUCHERRY**

Academic Audit Report 2019-20

Name of the Institution : **SCHOOL OF ALLIED HEALTH SCIENCES, PUDUCHERRY**

Dates of Audit : 5th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

- Maintenance of Records and files
- Regulation is not followed properly.
- Files are not maintained properly.
- No Head.
- Time table is not prepared as per the requirements and regulations.
- Student internship and clinical posting records not available.
- Library facilities are poor.
- Display boards for various statutory committees not found.
- No. of classrooms not adequate.
- Adequate lab facilities to be provided.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More Classrooms are required commensurate to the strength of students
 - Classrooms should be equipped with ICT tools and interactive devices and made smart.
- Laboratories
 - More labs pertaining to the various Programmes to be created
- Library
 - Needs more books
 - Journals to be subscribed

- e-journals to be subscribed
- Separate Librarian needed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More computers required
 - Internet Bandwidth is poor
- Hostels
 - Students are housed in a hostel outside the campus
 - The hostel maintenance is very poor
 - The person in charge of the hostel is also said to be a student of PG programme in the college. How come a student is made in charge of the hostel?
 - Number of students in a room to be reduced
 - Amenities in the hostel need improvement
- Canteen
 - Canteen of AVMC used
- Sports facilities
 - They use AVMC facilities
 - Separate Sports kit can be provided with a separate Physical trainer
- Others
 - Additional infrastructure required for the school commensurate to the number of programmes and student strength
 - Department of SLP is good and well maintained
 - Space for IQAC and also for Director to be earmarked

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No Research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Students expressed that there was no practical exposure
- Separate Skill lab is required
- Students felt that they are not entertained properly in the labs of the medical college and they receive only poor treatment
- Students unaware of hostel committee, requested to maintain hygiene
- Students expressed that hostels rooms are not properly equipped with cot and fans
- Very few lights, many of them not working
- No hygiene maintained
- Food not hygienic many times worms and flies are found in the food
- Stray dogs and cows inside the campus to be controlled

Staff Interaction Observations :

- Additional full time faculty required

- Basic facilities for staff required

Non Teaching Observations :

- Not much of non teaching staff available

G. SUGGESTIONS AND RECOMMENDATIONS

- Head of the institution to be appointed
- There seems to be a huge vacuum in leadership
- Academic program to be followed based on the regulations of the respective programmes.
- Infrastructural facilities to be augmented for the available strength of students and programmes.
- More clinical exposure for students required.
- Space for director to be earmarked and properly equipped and furnished
- More full time faculty to be engaged
- Clinical postings need additional attention apart from proper documentation and monitoring

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : SAHS, Pdy

Date of Visit : 05.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	50%
11	Fulfillment of Recommendations of IQAC out of 36	50%

S. No.	SPECIFIC COMMENTS
1	Files are available but filing is poor and data to be updated
2	NO - IQAC - room, IQAC composition, IQAC Meetings
3	VERY POOR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

**Name of the Institution: School of Allied Health Science, AVMCH Campus,
VMRF, Puducherry**

Date of Visit : 05.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school has to constitute various committee and maintains separate file for list of various committees
- Mentor – Mentee list is available but there is no progress in this regard
- The School has conducted the induction programme for first year students as per guidelines



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

SCHOOL OF PHYSIOTHERAPY

PUDUCHERRY

Academic Audit Report 2019-20

Name of the Institution : **SCHOOL OF PHYSIOTHERAPY, PUDUCHERRY**

Dates of Audit : 5th March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

- Some of the files need updation.
- Space constraint for class rooms and labs.
- IT infrastructure is poor.
- Shortage of staff – both teaching and non teaching.
- Lack of basic furnitures.
- No CCTV facility.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More Classrooms are required commensurate to the strength of students
 - Classrooms should be equipped with ICT tools and interactive devices and made smart.
- Laboratories
 - More labs pertaining to the UG and PG Programmes to be created
- Library
 - Needs more books
 - Journals to be subscribed
 - e-journals to be subscribed
 - Separate Librarian needed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More computers required
 - Internet Bandwidth is poor

- Hostels
 - No Hostels
- Canteen
 - Canteen of AVMC used
- Sports facilities
 - They use AVMC facilities
 - Separate Sports kit can be provided with a separate Physical trainer
- Others
 - Additional infrastructure required for the school commensurate to the student strength and for both UG and PG
 - Space for IQAC to be earmarked
 - Labs to be equipped with latest equipments
 - There seems to be shortage in all fronts – infrastructure, faculty, non teaching staff, equipments, furniture and fittings, labs etc.

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No Research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

- Students, Teaching staff and non teaching were not available during interaction, hence were not able to come out with any observations. Even during the visit not much of students and staff found in the campus

G. SUGGESTIONS AND RECOMMENDATIONS

- Academic program to be followed based on the regulations of the respective programmes.
- Infrastructural facilities to be augmented for the available strength of students
- Space for director to be earmarked and properly equipped and furnished
- More full time faculty to be engaged
- There is a huge shortfall in infrastructure even for UG programme, hence to have a overview on running PG programme.

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : SPT, Pdy

Date of Visit : 05.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	60%
11	Fulfillment of Recommendations of IQAC out of 36	50%

S. No.	SPECIFIC COMMENTS
1	Files are available but filing is poor and data to be updated. They donot have even a rack to keep the files. Files are kept in a box.
2	NO - IQAC - room, IQAC composition, IQAC Meetings
3	VERY POOR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

**Name of the Institution: School of Physiotherapy, AVMCH Campus, VMRF,
Puducherry**

Date of Visit : 04.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school has to constitute various committee and maintains separate file for list of various committees
- Mentor – Mentee list is partially available and there is no progress in this regard
- The faculties are enrolled in SWAYAM courses and students need attention in this regard
- The school has to be equipped with SWAYAM PRAPHA as per the guidelines
- No separate website is available for the school then it is suggested to link with university website
- The School did not conduct the induction programme for first year students last year
- Anti ragging affidavit to be taken by the first year students, this process yet to be started



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

SCHOOL OF ALLIED HEALTH SCIENCES

Salem

Academic Audit Report 2019-20

Name of the Institution : **SCHOOL OF ALLIED HEALTH SCIENCES, SALEM**

Dates of Audit : 13th February 2020

Auditors : 1. Dr. J. Sabarinathan, Director - Academics
2. Dr. P. Gnanasekar, Director – IQAC
3. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Records maintenance is fairly good
- Files pertaining to Convocation not available as hard copy only soft copy available.
- No magazine/newsletter published
- 200 hours of practical mentioned in curriculum need to be monitored. It was mentioned that all the posting hours considered as practical hours
- No list of experiments and No specific Lab Manual observed
- No Specific Labs for PG programmes, just attached to VIMS

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
- Laboratories
 - More labs pertaining to the various Programmes specifically for PG should be created
- Library
 - Needs more books
 - SCOPUS and WoS indexed journals to be subscribed
 - More e-journals to be subscribed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - IT infrastructure needs a total revamp

- Internet Bandwidth is very poor
- Hostels
 - Outside Campus – 1 Block housing 102 students in 28 rooms
 - A Block – 99 students in 18 rooms
 - B Block – 71 students in 19 rooms
 - The hostels should be given on double or triple sharing only
- Canteen
 - Canteen is fairly good
- Sports facilities
 - Not adequate indoor and out door facilities observed, those available are also being under utilized
 - Out door facilities needs to be created for regular use of students
 - Sports kit needs to be upgraded
- Others
 - Class room maintenance to be taken care of properly by removing unwanted furniture

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No specific PG research labs. linked with VIMS Hospital labs
- In all the SAHS Research is at a primitive stage
- There are few publication by faculty members but the VMRF affiliation was not maintained in their publications

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Students unaware of academic calendar
- No practical manuals given
- Need Xerox facility
- Stationary shop required
- Water tank in hostel not sufficient hence the delay in class hours
- No of books need to be increased for reference
- Hostel reading hours to be improved
- Restrictions need to be changed according to their access of washing and related activities
- Students required more practical knowledge than regular posting in same hospital.
- Combined class & seminar hall not suitable for large number students due to poor audio facility and echo problem in the class rooms
- Students requested to consider waiving the GST charges in Canteen
- Physical Trainer not available all the time. Requested to have PT at the campus premises during the Play hours
- Hostels need visitors room

- Disposer at hostels and girls wash rooms needed

Staff Interaction Observations :

- Required more text books for students
- Informed to prepare Practical manual for students
- Circulars from University not reaching to all the faculty members mostly oral communication

Non Teaching Observations :

- Delay in Fees due to Camu software during the fee time
- Non-teaching meeting not happening
- No specific Qualified technicians for labs
- Stock verification not yet done

G. SUGGESTIONS AND RECOMMENDATIONS

- Academic program to be followed based on the regulations of the respective programmes.
- Infrastructural facilities to be augmented for the available strength of students and programmes.
- More clinical exposure for students required.
- Maintenance of electrical fittings and conduits need improvement.
- More full time faculty to be engaged
- Clinical postings need proper documentation and monitoring

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : SAHS, SIm

Date of Visit : 13.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	50%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	There is only one set of files, which are being commonly used by HOI, IQAC, Research etc.
2	Datas pertaining to the years 2015-16 to 17-18 is missing, has to be collected from VMKVMC and kept in the files
3	Feedbacks to be collected properly for all years and all categories and Action Taken report to be filed

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

Name of the Institution : School of Allied Health Science, VMRF, Salem

Date of Visit : 13.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school maintains separate file for list of various committees

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad has to be constituted as per UGC every year
- The particulars of the committee and squad should be displayed in various places for students awareness
- The posters for ragging awareness is displayed in various places of campus
- The list of committee and squad should be updated in College website
- The minutes of Anti ragging Committee are to be made available
- The activities of anti ragging squad are not found in the file to be updated the activities of the squad

Grievance Redressal Committee

- The Grievance Redressal Committee has to be constituted as per the UGC regulations
- Awareness to be created among the students community about the committee
- Meeting of the committee shall be conducted as per UGC regulations
- The list of committee should be updated in both university and college website and also displayed in various places of the campus
- Suggestion box of the school is placed under CCTV surveillance, suggested to change the place

Internal Complaints Committee (ICC)

- The Committee is to be constituted as per UGC regulations



- The particulars of ICC shall display in various places of the campus and both University and college websites after updating the ICC
- The minutes of the ICC meeting are to be conducted
- Awareness to be created about the ICC among students

NSS & RRC

- The activities of the NSS/RRC are found good and it should be updated into their website
- Number of students are more and suggested to obtain one more NSS unit

Academic Committee

- The school has to constitute the committee as per university suggestion
- The institution has to conduct the meeting as per University suggestion / guidelines in this regard

Alumni Activities

- Alumni activities and alumni database need to be strengthen
- No alumni contributions are recorded

General observations

- The school conduct more number social events and they are active in social media
- The student induction program is conducted as per UGC regulation for first year students

Suggestions:

- The anti ragging helpline to be provided in the school website
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card
- The school website (www.fahs.edu.in) has to be updated in academic and committees related information



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636 308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

1. VINAYAKA MISSION'S MEDICAL COLLEGE & HOSPITALS, KARAIKAL
2. VINAYAKA MISSION'S COLLEGE OF NURSING, KARAIKAL
3. SCHOOL OF ALLIED HEALTH SCIENCES, KARAIKAL



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.



ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S MEDICAL COLLEGE

KARAIKAL

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S MEDICAL COLLEGE, KARAIKAL**

Dates of Audit : 2nd & 3rd March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- The institution maintains separate file as per IQAC and the list is available
- The Statutory council Norms, Regulations, curriculum and syllabus of Academic programmes offered by the institution is available
- Copy of the syllabus of new programme MD (Pathology) is yet to be available
- Academic calendar for the year 2020-2021 to be prepared
- The students nominal roll from the university to be updated
- In faculty attendance register, to be updated. Number of professors not signed in the attendance register is more
- Faculty leave letter file to be updated (last leave letter applied on 26.04.2019)
- University examination particulars file needs to be improved
- No MoU signed during the year 2019
- The file for the seminar/ conference proceedings by the institution to be updated
- Meeting of HOI with management and university officials to be properly documented
- Minutes of the meeting of HOI with Head of the Departments to be updated
- Meeting of HOI with faculties and students to be more frequent, planned and properly documented
- Alumni database and its activities need to be strengthened
- Placement record/student progression details to be properly maintained

Department observation :

General Surgery

- File maintenance is good
- Shortage of staff
- Endoscope and colonoscope not in working condition

- In OP improper biomedical waste segregation evidenced
- Nursing staff and students were found to be in improper uniform
- Lack of PPE for nursing staff
- No changing room for nursing staff
- In consent form for surgeries no signature of medical officer, relative & patient signature
- Vital signs were marked in advance timings
- Locker in the wards are damaged
- Drinking water leakage seen

Anaesthesia

- Some of the files are not available
- Inadequate theatre staff
- Some more equipments can be made available for the OTs
- Missing signature of Anaesthetist in consent form
- SOP missing for instruments

Orthopaedics

- Some of the files not available
- Laminar flow OT not available
- A super specialist could be appointed for handling complicated injuries
- Admission records and anaesthetist forms are not signed by the concerned doctors

Ophthalmology

- Files are maintained properly
- Inadequate staff
- Lasik surgery facility not available
- Retinal surgeries are not done
- Keratoplasty is not done
- Fire extinguisher in the ward was found damaged
- Wheel chair damaged
- Sputum collection containers not available in the ward
- No separate nursing station and dressing room in the ward

Radiology

- Some of the files are missing
- USG is very old

ENT

- Some of the files not available
- There is a deficiency of instruments for day to day surgery

Paediatrics

- Many files are not available
- Some of the files to be updated

- Shortage of non teaching staff
- Rubber sheets not available in diarrhea ward
- AV aids not available in demo halls
- More electrical points required for using instruments like nebulizers
- Little bit of cleaning of rails and doors needed
- Only one staff available for 60 beds. Could be improved
- No SOP available in NICU
- Weighing machine not calibrated in NICU

General Medicine

- Some of the files are not available
- Nursing staff and students were found to be in improper uniform
- Lack of PPE for nursing staff
- No changing room for nursing staff
- In consent form for surgeries no signature of medical officer, relative & patient signature
- Torn linen used in MICU
- 2 ventilators in MICU not in working condition
- Inadequate staff in MICU
- Dusting not done regularly
- Casualty lacks hand washing facility
- Temperature chart is not maintained properly
- Fumigation of Minor OT in casualty done only once in a month

OBG

- Files are maintained properly
- For OG classes are usually conducted from 1-2 pm which will not benefit the students
- In OG ward maintenance of bedside lockers poor
- Patient Nominal register not signed by Medical officer

Psychiatry

- Many files not available in the department

Chest & TB

- Many files not available
- Shortage of staff

Dermatology

- Many files not available
- Separate clerical staff required

Physiology

- Some files are missing
- Many files need to be updated
- Water leakage in the sink available in the experimental lab

- Maintenance is poor
- NO LCD projector available in the demo hall

Pharmacology

- Some files are missing.
- Many files need updation
- Many irrelevant instruments found in the department
- No LCD projector in the demo hall
- Faculty space is not adequate

Biochemistry

- Some of the files need updation
- Additional technician required

Anatomy

- Many files need to be updated
- No LCD Projector in demo hall

Forensic Medicine

- Some of the files need updation
- Academic calendar for 2019-20 not available

Community Medicine

- Many files to be updated
- The RHC is poorly maintained
- It seems the rent has not been paid for the RHC
- Sign boards are not properly displayed
- Labeling of medicines not done properly
- No incampus residential facility evident
- UHC is also poorly maintained
- Vehicles not provided for transport of students and faculty to the centres

Microbiology

- Many files need to be updated
- Signages missing in the department

Pathology

- Files and records maintained only for MBBS. Other programmes also to be maintained like Allied and Nursing
- Many files need updation
- Departmental co-ordination among faculty missing
- No LCD in demo hall

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools
- Clinics/Laboratories
 - Equipments found to be rusted in microbiology lab
 - Infrastructure is poor in pathology department
 - Histology lab is in pathetic condition
- Library
 - Books are entered to be in the Database
 - No lending facility for faculties
 - Bar coding done only for first year and due for others
 - Many lights are not working in the library
 - OPAC to be displayed in good configured system
 - Librarian designation yet to be decided
 - No stock verification takes place
 - Library budget is not available and no statement
 - Rare book list to be maintained
 - Library AC out of 5 only 2 in working condition
 - SWAYAM PRABHA is not effectively utilized
 - SCOPUS is not accessible
 - Latest editions need to be purchased to attract more students
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - IT infrastructure needs a total revamp
 - Internet Bandwidth is inadequate
- Hostels
 - Hostel committee list is not displayed in the Hostel
 - TV Room Fans are not working at boys hostel
 - AC is not working in boys hostel rooms
 - Wastewater dumped to open canal in boys hostel
 - No CCTV in PG Hostels
 - GYM is unutilized due to poor maintenance
 - Student Grievance cell is not displayed in hostel
 - Suggestion box is placed under CCTV coverage in girls hostel
 - Complaint box SoP need to be done in girls hostel
 - CCTV is not working in Ladies hostel 2
- Canteen
 - Canteen timings to be improved
- Sports facilities
 - Sports Committee – Functioning of sports committee to be decided as per the Hol instructions

- List of Events to be prepared well in advance as per the recommendation of the sport committee
- Sport committee Chairman and the committee members ensure the events on timely conduct of events
- Sport budget to be decided based on the recommendation of the sport committee
- Circulars need to be maintained in the file
- Sport kits are outdated
- Maintenance of ground is poor
- Others
 - Overall there is vast improvement in the infrastructure.
 - Cleaning of the surroundings of the buildings, specifically the back sides to be undertaken.
 - The pond adjacent to the college can be face lifted with more plants, walk ways and seats.

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- In CRL Equipment usage was not maintained and no log records maintained
- Many equipments not used for research except hospital routine sample analysis
- Deep freezer not working for more than 6 months
- List of glass wares and chemicals not available
- Observed that chemicals purchased by students for their PG work
- After 2018 no purchase of chemicals and glassware found
- Autoclave not working under repair
- No stock verification
- No proper labelling on the equipments
- A copy of SOP to be maintained in file
- Last PCR reagent was purchased in 2018
- CRL new equipments SOP to be prepared
- Double distillation outsourced

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations:

- Required more consumables to be available in research lab
- Guide Interaction to be done frequently
- Need more brainstorming sessions/workshops to increase the publications
- Lack of Hygiene in boys hostel
- Girls hostel food quantity is not sufficient
- Requesting to use more vegetables in menu
- Quality of the food need to be improved
- Hostel committee is not functioning
- Girls hostel Suggestion box kept in the vicinity of CCTV

- Maintenance and up gradation of infrastructure need to be improved
- Need more interactive device and smart board in seminar halls and large class rooms
- No camera at ENT
- OT needs TV coverage
- No broadcasting system for learning process
- Experienced doctors to be placed in casualty
- Water facility is poor for patients
- Hot water facility needs to be provided for patients and existing warmers are not working
- Lack of qualified technicians
- TVs are not working
- Need new additions in library
- Need more basic books and more copies in library
- A separate PG section required in library
- Library timings need to be increased till 10pm
- PGs are not allowed to borrow the books
- Many lights are not working in library
- ACs are not working in library
- FAHS washrooms are not in used condition
- Need more journal club meetings
- Physical Director is not available most of the time
- NO sport kits are purchased and requests are made several time but no response from PED
- Tracks and grounds are not maintained
- No proper indoor sport facility
- Volleyball and badminton facility need to be provided
- No proper circular reaching to students regarding sport events
- Lack of sport support
- Gym need to be improved
- Canteen need more food items only biscuits and chips available
- No AC in many class rooms
- ACs are not working in hostels due to power issue
- Need experienced Security personals in hostels
- TVs are not functioning DTH not recharged
- Students lack of awareness about College website
- New students not aware of NDL
- Pathology lab is very small
- No proper Transport to the college from bus stand
- OG posting required outside exposure for nursing students
- Wi-Fi connection not working
- Proper two wheeler parking is required
- Committee functioning need to be informed to the student level and Lack of awareness found
- Need more emphasis on cultural events. No proper scheduled programs
- Carpenter and electrician not available during need hour

- For outside participation events many times permissions denied
- General medicine proper rest room and duty doctor room need to be maintained
- Maintenance department staff are not cooperative
- Ambulance driver not available during the night time
- Casualty to ICU no proper manpower and transport facility
- CRRRI hotels rooms are not properly maintained bath rooms/toilets/fans/drainage are not maintained
- Girls hostel need surveillance camera it is observed some outsiders are roaming during the late evening
- Audio visual facilities are not working in lecture halls
- Many wash rooms are unusable
- Autopsy payment need to be monitored

Teaching Staff Interaction observations:

- Need adequate supporting staff
- Intercom partially covered
- Staff quarters need proper maintenance
- Canteen food not improved
- Sanitation is poor
- Canteen time not extended
- Water facility only in special wards need to be provided other wards too
- OG department shortage for demonstration hall
- Need computerized reports
- Coordination of supportive staff issue still continues
- Hospital side store required
- Surgery department AC is not functioning
- Need computer and internet support for quality assessment works

Non Teaching Interaction Observations:

- Cleaning not regular
- No room for nursing staff dress changing
- Ambulance not fully equipped – manual setting only
- Staff nurse room required
- Male patient attendant shortage
- Except special ward no hot water facility
- Library computer need to be upgraded
- Canteen expensive
- Store not available
- Clear work order for staff required
- Ambulance need qualified technical staff and medical officer
- Blood bank donors are not satisfied with the approach
- AC not working
- Counsellor not available
- CST department need manpower
- For 3 wards one staff nurse lack of caring patients
- Substitute for attender not available if sweeper absent no substitute
- IP counter shortage of staff

- CRI filling forms are not clear (handwriting poor not able to understand)
- Water contamination
- Microbiology department maintenance poor
- Cleaning need to be improved
- Consent form filling need to be regularized
- Supervisors need to be put in proper places to ensure the staff performance
- Hour basis requirement need to be worked out
- Sanitation only one person no sanitary inspector
- Anatomy department basic requirements to be fulfilled safety to be ensured
- Securities physically not fit for campus

G. SUGGESTIONS AND RECOMMENDATIONS

- Manpower issues seem to affect the regular maintenance of the institution as a whole.
- There is conflict of interest between regular staff and contractual staff, which has to be addressed and rectified for smooth functioning of the institution.
- More man power during night shifts is required, looking at the patient flow.
- Hostels need to be improved.
- Quarters require immediate attention.

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMMC, Kkl

Date of Visit : 02.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	N
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	75%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	IQAC Files available but not updated. Files are incomplete
2	IQAC meetings conducted but not continuously done
3	Feedbacks to be collected properly for all years and all categories and Action Taken report to be filed
4	No data entry operator given for SSR preparation. IQAC to be provided with additional manpower

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

Name of the Institution: Vinayaka Mission's Medical College, Karaikal

Date of Visit : 02.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees there are 32 various committee/cell are available

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted as per UGC and MCI regulations
- The particulars of the committee and squad should be displayed in various places for students awareness
- The list of committee and squad should be updated in university website
- The minutes of Anti ragging Committee are to be updated
- The activities of anti ragging squad are to be improved
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee has to be constituted as per the UGC regulations
- Awareness to be created among the students community about the committee
- Meeting of the committee shall be conducted as per UGC regulations
- The list of committee should be updated in both university and college website and also displayed in various places of the campus

Internal Complaints Committee (ICC)

- The Committee is to be updated as per UGC regulations
- The particulars of ICC shall display in various places of the campus after updating the ICC

- The minutes of the ICC meeting are to be reviewed
- Awareness to be created about the ICC among students

NSS & RRC

- The activities of the NSS to be updated into college website (last event updated on 25.03.2019)
- The particulars and activities of RRC are not found in the college / university website

Academic Committee

- The institution is constituted College Council Committee as per MCI
- Minutes of college council to be updated and copy of the MCI guidelines pertaining to the council should be enclosed in the file
- Discussion about starting of new programme, updating the syllabus, converting PG diploma into PG are not found in the minutes of the council

Alumni Activities

- Alumni activities and alumni database need to be strengthened
- No alumni contributions are recorded

College website

- The syllabus content available in the institution website for both UG and PG programs seem to be incomplete (for Eg. UG – anatomy to OG are not uploaded and PG MD pathology syllabus not uploaded)

General observations

- The college is participated in NIRF Ranking 2020
- The College is uploaded the data AISHE 2019 in AISHE website
- The college website is updated the events periodically
- The student induction program (Foundation Course) is conducted as per UGC regulation for first year students



- The activities of Social Media Champion (SMC) as per MHRD to be improved and the details should sent to the university frequently

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 17 committees on record but most of the committees are physically not existing	Now there are 32 committees as per the list available in the file and the activities of the few committees are improved
2	The minutes of meeting of the committees was not available	It exists but the activities of this committee yet to be improved
3	NO hostel committee	Same status maintained, the college should take appropriate action in this regard
4	Anti ragging helpline details not displayed	Helpline is displayed in college website



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.



ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S COLLEGE OF NURSING

KARAIKAL

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S COLLEGE OF NURSING, KARAIKAL**

Dates of Audit : 2th March 2020 AN

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- The institution maintains separate file as per IQAC and the list is available
- The Statutory council Norms, Regulations, curriculum and syllabus of Academic programmes offered by the institution is available and need to be updated
- The Academic Regulations of the University for both UG and PG Programmes should be available in the college
- Academic calendar for the institution is available
- Faculty leave letter file to be updated
- No MoU signed during the year 2019
- The file for the seminar/ conference proceedings by the institution to be updated
- Minutes of the meeting of HOI with Head of the Departments to be updated
- Meeting of HOI with faculties and students to be more frequent, planned and properly documented
- Alumni database and its activities need to be strengthened
- NDL registration and Anti ragging affidavits for first year are completed
- NAD registration is yet to be completed by the institution
- Placement record/student progression details to be properly maintained
- In all the departments the files have to be updated
- In medical surgical department the lab register is not maintained properly
- For calculation of IA Model exam marks to be included in Child Health department

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms

- Classrooms need to have more interactive devices.
- Laboratories
 - Lab maintenance registers to be maintained lab wise separately
- Library
 - Only one librarian available considering the number of students and a library assistant may be provided
 - OPAC to be kept outside for maximum usage
 - Library Rules displayed. Date and signatures missing
 - More journals to be subscribed apart from council norms
 - Need more racks for arrangements and maintenance
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Internet Bandwidth is poor
- Hostels
 - Students are housed in hostels attached to VMMC
- Canteen
 - No Canteen facility
- Sports facilities
 - Sports facilities of Medical college are used
 - Sports kit needs to be upgraded

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Ph.D supervisor file to be prepared individually
- Collaborative activities to be initiated
- Steps to be taken for applying external funded projects
- Need Focus on SCOPUS , WoS indexed publications
- Steps to be taken for External grants proposals
- Metrics to be maintained as per SCOPUS, WoS indexing unauthorised metrics to be avoided
- Need more MoUs for the benefit of students and staffs

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- A small canteen facility required
- Toilets are not working /salt water issues
- Drinking water RO problem
- Occupancy at hotels need to be addressed
- More Hospital posting required as of now only half day
- Final year internship not maintained no consistency
- No Ots for nursing students
- Bus facility for nursing ne to batch issue no space

Faculty Interaction observations :

- More FDPs required
- Transport facility to be improved

Non-Teaching Interaction observations :

- Additional staff required for maintenance
- Canteen required

G. SUGGESTIONS AND RECOMMENDATIONS

- More ICT enabled teaching methods to be followed by faculty
- Canteen could be provided
- Transport facilities for both students and staff to be improved and given separately since they use only the medical college facilities

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMCN, Kkl

Date of Visit : 02.03.2020, AN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	Y
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	75%
11	Fulfillment of Recommendations of IQAC out of 36	80%

S. No.	SPECIFIC COMMENTS
1	Files available, but additional unwanted files are kept. Files should contain <u>only relevant papers for 5 years</u>
2	Feedback available is partial only. ATR to be prepared

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

Name of the Institution : Vinayaka Mission's College of Nursing,
Karaikal

Date of Visit : 02.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees there are 12 various committee/cell are available but in the college website there are 17 committees displayed

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted as per UGC regulations
- The particulars of the committee and squad should be displayed in various places for students awareness
- The list of committee and squad should be updated in College website
- The minutes of Anti ragging Committee are to be updated
- The activities of anti ragging squad are not found in the file to be updated the activities of the squad

Grievance Redressal Committee

- The Grievance Redressal Committee has to be constituted as per the UGC regulations
- Awareness to be created among the students community about the committee
- Meeting of the committee shall be conducted as per UGC regulations
- The list of committee should be updated in both university and college website and also displayed in various places of the campus
- The details of the grievance are obtained from the students and addressed

Internal Complaints Committee (ICC)

- The Committee is to be updated as per UGC regulations
- The particulars of ICC shall display in various places of the campus and both University and college websites after updating the ICC
- The minutes of the ICC meeting are found
- Awareness to be created about the ICC among students

NSS & RRC

- The activities of the NSS are updated in college website
- The particulars and activities of RRC are not found in the college / university website

Academic Committee

- The institution has to constitute the committee as per university suggestion
- Discussion about updating the syllabus, SWAYAM related courses and related to the BoS Meeting to be updated into the meeting

Alumni Activities

- Alumni activities and alumni database need to be strengthen
- No alumni contributions are recorded

College website

- The committee constituted in the college to be updated in the website
- The college has to give separate provision for 'Academics' in to their home page and the Academic regulations, curriculum and syllabus of existing programmes shall be updated under this page

General observations

- The College is uploaded the data AISHE 2019 in AISHE website
- The college website is updated the events periodically
- The student induction program is conducted as per UGC regulation for first year students

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 13 committees on record, whose minutes are not recorded regularly. Few of the committees require updations	Now there are 12 committees as per the list available in the file and the activities of the few committees are improved
2	College web site is to be maintained and updated by the college web site committee	The events of the college are updated frequently in the website and further needs improvement

Suggestions:

- The activities of Social Media Champion (SMC) as per MHRD to be improved and the details should sent to the university frequently
- The anti ragging helpline to be provided in the college website
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card
- The college website has to be updated in academic and committees related information



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.



ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

SCHOOL OF ALLIED HEALTH SCIENCES

KARAIKAL

Academic Audit Report 2019-20

Name of the Institution : **SCHOOL OF ALLIED HEALTH SCIENCES, KARAIKAL**

Dates of Audit : 3rd March 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Record maintenances very poor
- Most of the files are not available
- The name of director is not available in the attendance register
- The director does not check the attendance register daily
- Leave letters not maintained properly
- Model exams not conducted
- Regulations not followed

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More Classrooms are required
 - Need overall facelift with more ICT tools.
- Laboratories
 - More labs pertaining to the various Programmes to be created
- Library
 - Needs more books
 - Journals to be subscribed
 - e-journals to be subscribed
 - Separate Librarian needed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More computers required
 - Internet Bandwidth is poor
- Hostels

- No Hostels
- Canteen
 - Canteen of VMMC used
- Sports facilities
 - They use VMMC facilities
 - Separate Sports kit can be provided with a separate Physical trainer
- Others
 - Class room maintenance to be taken care of properly by removing unwanted furniture
 - Space for IQAC, Director room to be earmarked

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No Research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Intern posting numbers in OTs not sufficient
- Requesting outside hospital internship
- Radiology internships are not known
- BSc physiology no proper guidelines
- Regular Classes are not happening
- PGs are teaching the classes need regular staffs
- Skill lab is required

Staff Interaction Observations :

- Additional full time faculty required
- Basic facilities for staff required

Non Teaching Observations :

- Not much of non teaching staff available

G. SUGGESTIONS AND RECOMMENDATIONS

- Academic program to be followed based on the regulations of the respective programmes.
- Infrastructural facilities to be augmented for the available strength of students and programmes.
- More clinical exposure for students required.
- Space for director to be earmarked and properly equipped and furnished
- More full time faculty to be engaged
- Clinical postings need additional attention apart from proper documentation and monitoring

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : SAHS, Kkl

Date of Visit : 03.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	N
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	50%
11	Fulfillment of Recommendations of IQAC out of 36	50%

S. No.	SPECIFIC COMMENTS
1	Files are available but filing is poor and data to be updated
2	NO - IQAC - room, IQAC composition, IQAC Meetings
3	VERY POOR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

**Name of the Institution: School of Allied Health Sciences, VMMC Campus,
VMRF, Karaikal**

Date of Visit : 03.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school has to constitute various committee and maintains separate file for list of various committees
- One grievance registered as per record last year but no action to be taken in this regard
- Mentor – Mentee list is partially available and there is no progress in this regard
- No one students registered NDL
- No faculties and students are enrolled in SWAYAM courses and they needs attention in this regard
- The school has to be equipped with SWAYAM PRAPHA as per the guidelines
- No separate website is available for the school then it is suggested to link with university website
- The School has organized the students induction programme for first year last year
- Anti ragging affidavit to be taken by the first year students, this process yet to be started



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636 308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

1. VINAYAKA MISSION'S COLLEGE OF PHARMACY, SALEM
2. VINAYAKA MISSION'S SANKARACHARIYAR DENTAL COLLEGE, SALEM
3. VINAYAKA MISSION'S KIRUPANANDA VARIYAR ARTS & SCIENCE COLLEGE, SALEM
4. VINAYAKA MISSION'S COLLEGE OF PHYSICAL EDUCATION, SALEM



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.



ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S COLLEGE OF PHARMACY

Salem

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S COLLEGE OF PHARMACY**

Dates of Audit : 13th March 2020

Auditors : 1. Dr. J. Sabarinathan, Director - Academics
2. Dr. P. Gnanasekar, Director – IQAC
3. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Model exam dates are not scheduled ahead for the academic year
- Academic Council meeting minutes are not kept in IQAC department
- Files pertaining to Awards / recognitions received by students has to be improved
- No file on hostel warden
- No bylaws of alumni association
- No reports on Alumni meets
- Book circulation not through automated software

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
 - Ramp facility to be provided
- Laboratories
 - All the labs need latest equipments
 - Most of the equipments are very old
 - PG labs need more strengthening
- Library
 - Library committee mintues to be updated
 - Book circulation not through automated software
 - Wify not working
 - Lack of E contents
 - Need more subscription on SCOUS Web of Science journals

- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Internet Bandwidth is very poor
- Hostels
 - Students are housed in private hostels
 - It would be ideal if separate girls hostel is built near the college
- Canteen
 - Canteen is very poor in shape
- Sports facilities
 - Not adequate indoor and out door facilities observed, those available are also being under utilized
 - Sports kit needs to be upgraded
 - Out door facilities needs to be created for regular use of students
- Others
 - Facilities for handicapped to be upgraded
 - IT infrastructure to be improved
 - Labs require more attention

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Files are not updated.
- Maintenance registrar is not in place
- Equipments are kept unutilized
- List of chemicals and glassware is not displayed in racks and cupboards
- SoPs need to be updated with new equipments
- Freez dryer is not in use due to A/C supply
- Need focus on Externally funded research projects
- Consultancy projects to be encouraged
- Industry linkage for research to be strengthened

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

- Interaction with students, Teaching staff and non teaching staff not conducted due to lesser number of students as well as paucity of time

G. SUGGESTIONS AND RECOMMENDATIONS

- To have separate hostels for the students in the campus, at least for the girls
- Canteen to be improved
- There needs to be more interaction with the staff and the HOI
- HOI needs to be more open with the staff and also delegate work properly to the right persons
- It seems that every one is working as a separate island
- More co-ordination and commitment required from the HOI

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMCP, SIm

Date of Visit : 13.03.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	Y
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	75%
11	Fulfillment of Recommendations of IQAC out of 36	60%

S. No.	SPECIFIC COMMENTS
1	Files are available but data to be updated
2	Feedback for 2 years only available remaining to be obtained. ATR not available
3	IQAC Meetings available but to be updated
4	No Scanner is available, though request given, not provided till now. Finding difficulty in uploading documents for SSR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS



Report on various committee constituted by the institutions and its activities

Name of the Institution: Vinayaka Mission's College of Pharmacy, Salem

Date of Visit : 13.03.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 14 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the college in the year 2018-19, but the committees and squad are constituted every year as per the regulations and should be displayed in various places
- The minutes of Anti ragging Committee and activities of anti ragging squad are not found in the file
- No complaints are registered for last year
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee to be conducted periodically
- Activities to be conducted among the students about the committee
- Suggestion box is under CCTV and in front of the principal's office – suggested to replace somewhere in the campus
- Ledger is maintained for suggestion box and no action taken found about the suggestion given

SC/ST Committee

- Student representatives to be included in the committee
- Meeting has to be conducted periodically and minutes accordingly
- Separate Book bank available at library for SC/ST



Internal Complaints Committee

- The Committee is not constituted as per UGC regulations suggested to update the composition and send the list to the University for website
- No complaints are registered for last year

NSS & RRC

- The activities of both NSS and RRC are found and suggested to update in College/University website
- University meeting minutes are not found in the file

Library Committee

- The committee is constituted and conducted the meeting but in complete minutes suggested to update the minutes

Mentor - Mentee

- The activities of the Mentor – Mentee to be improved

Alumni Activities

- Alumni activities needs to be improved by strengthen the database

General observations

- The college is participated in Atal Ranking of Institutions on Innovation Achievements (ARIIA) ranking in the year 2019-20
- The college is participated in NIRF Ranking 2020
- The College is uploaded the data AISHE 2019 in AISHE website
- The college logo is mismatch in student ID card



Observations from last audit and it's compliances

S. No	Last audit observation	compliances
1	There are various committees on record, whose meetings are not conducted and recorded regularly. No list was readily available.	List is available and 90% compliance from last audit still persist, the Head of the Institutions shall pay more attentions to rectify the same



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S SANKARACHARIYAR

DENTAL COLLEGE

Salem

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S SANKARACHARIYAR DENTAL COLLEGE**

Dates of Audit : 18th & 19th February 2020

Auditors : 1. Dr. J. Sabarinathan, Director - Academics
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Records maintenance is fairly good
- Files pertaining to Awards received by Faculty & students, Meetings, Alumni, Placement need improvement
- No details available pertaining to transport, sports, convocation, extension activities and industrial visits.
- No magazine published in the current year
- File maintenance should be improved in most departments, particularly in Orthodontics, where updated MDS curriculum was not available, UG timetable not properly documented, No question papers with answer keys available, No faculty appraisal available, No lecture notes / handouts available and statutory council norms were not kept in the department.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
- Clinics/Laboratories
 - Orthodontics & Periodontics departments need additional space. They should be on par with other clinical departments.
 - Planning & space management in Orthodontic department is poor, particularly the postgraduate wing.
- Library
 - Need more e-contents
 - SCOPUS and WoS indexed journals to be subscribed

- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - IT infrastructure needs a total re-haul
 - Internet Bandwidth is very poor
- Hostels
 - Students are housed in hostels attached to VMKV Medical College
 - It would be ideal if separate girl's hostel is built for VMSDC near the college.
- Canteen
 - Canteen is very poor in shape and taste
- Sports facilities
 - Not adequate indoor and out door facilities observed, those available are also being under utilized
 - Sports kit needs to be upgraded
 - Out door facilities needs to be created for regular use of students
- Others
 - Toilet facilities to be improved for students especially male students

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Need to increase focus on external funded projects
- Need to increase focus on consultancy projects
- Need to increase focus on Clinical trials
- Research Lab to be equipped with more basic research oriented equipments

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Boys rest room yet to be solved
- Student Satisfaction Survey not informed to students
- Swayam not effective
- No fixed time table and class rooms for students other than 2nd and 3rd year
- Not sufficient clinical materials
- No proper maintenance of Dental Chairs, many of them not in working condition
- Water connection to the chairs are poorly maintained no prior information on water cut
- Sport facilities need to be improved
- Hostel food quality need to be improved
- No proper lunch time for PGs
- Washrooms are not maintained /no separate wash room for students. In many places no water and no proper bucket or mugs
- No action on previous complaints
- No meeting for PG students

- Lecture hall screens need maintenance
- Drinking water facility need to be improved
- PGs need more teaching hours/ specific class rooms required
- Boys common room and rest room need to be addressed
- Rat problem in class room due to poor broken windows
- Journals hard copies need to be improved
- Need more foreign author books
- ACs not being switched ON in library
- Alternate bus facility in case of breakdown
- Wi-Fi need to be improved
- In required places Good chairs can be shifted from less usage places
- Transport facility can be provided for hostel boys
- Unaware of Grievance redressal mechanisms
- No power back up in the seminar hall
- PGs required compensatory leave for those who are working on Sundays
- Many faculty members are often attending meetings and spending time on documentation work

Teaching Staff Interaction observations :

- No adequate computer facility at the department level
- Transparency in promotion still not there
- Basic requirement to be fulfilled as per council norms
- CBCT still not available
- Vacancy based promotion not happening
- More documentation works
- Canteen needs to be improved

Non Teaching Interaction Observations:

- Canteen food quality needs to be improved
- Sanitation facilities needs to be improved
- Windows glass broken – rat issue
- No proper water supply
- Bus facilities can be extended to Old bus stand

G. SUGGESTIONS AND RECOMMENDATIONS

- To have separate hostels for the students in the campus, at least for the girls
- Canteen to be improved
- Mobile dental unit to be put to effective use

Annexure – 1

IQAC REPORT



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**

(Deemed to be University under section 3 of the UGC Act 1956)

IQAC AUDIT REPORT - 2020

Institution : VMSDC, SIm

Date of Visit : 18.02.2020, FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	70%
11	Fulfillment of Recommendations of IQAC out of 36	67%

S. No.	SPECIFIC COMMENTS
1	Files are available only in IQAC and Updates are poor
2	AQAR available without signature of HOI and Co-ordinator
3	Feedback Action Taken Report not available
4	IQAC Meetings - only one per year conducted in the place of 4

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institutions and its activities

**Name of the Institution : Vinayaka Mission's Sankarachariyar Dental College,
Salem**

Date of Visit : 19.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the college as per the regulations and it is displayed in various places
- The minutes of Anti ragging Committee are available and activities of anti ragging squad are to be updated
- No complaints are registered for last year
- Anti-ragging affidavit to be obtained for all UG and PG students

Grievance Redressal Committee

- The Grievance Redressal Committee is constituted and the list to be displayed in various places of the campus
- The minutes of the committee are found
- More Activities to be conducted among the students to create the awareness
- Ledger is maintained for suggestion box
- Create an awareness among the students about the committee

Internal Complaints Committee

- The Committee is constituted as per UGC regulations and the particulars of the committee should be displayed in various places of the campus
- Awareness to be created among the students about the committee
- No complaints are registered for last year

NSS & RRC

- The activities of both NSS and RRC are fairly good and to be updated in website frequently
- The awards/recognition received by the volunteers to be documented
- File pertaining to RRC to be maintained separately

Academic Committee

- Meeting of BoS, Academic Council and Result analysis are to be discussed in the meeting
- Meeting has to be conducted frequently and should reflect in college academic calendar

Mentor - Mentee

- The activities of the Mentor – Mentee are to be updated in file

Alumni Activities

- Alumni Registration certificate is yet to receive
- Alumni activities needs to be improved by strengthen the database
- The existing Alumni database shall be digitized

Website

- Website are updated periodically

General observations

- The College is uploaded the data AISHE 2019 in AISHE website
- The college is participating NIRF ranking last year
- Student induction program is conducted by the college last year and the report is available in college website
- The college has initiated to upload the activities in social media

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 21 committees on record	The same status is maintained
2	Anti ragging committee list differs as in file and the website	Rectified
3	Toll Free number for Anti Ragging to be updated in the website	Available in college website
4	Minutes of the meetings of various committees to be properly documented	Documented but it requires improvement (eg. Hol signature is not found in many document)
5	Alumni Association is registered. There are 2400 members from 1991 to date	Alumni registration certificate to be obtained
6	The composition of the Grievance Redressal committee is not as per UGC Regulations	complied
7	The disciplinary committee and the Grievance Redressal committee have the same chairman. It is ideal to have different chairman	complied

Suggestions

- The activities of the Social Media Champion (SMC) in Twitter, Face book and Instagram to be improved
- Alumni database to be strengthen and converted into digital
- Information available in college website has to be updated periodically, for eg. The information available under the NAAC is incomplete and the

syllabus for the academic programmes is misplaced under student support but it comes under Academic

- Details about the students placement should be maintained properly
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**VINAYAKA MISSION'S KIRUPANANDA VARIYAR
ARTS AND SCIENCE COLLEGE**

Salem

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S KIRUPANANDHA VARIYAR ARTS AND SCIENCE COLLEGE**

Dates of Audit : 29th February 2020

Auditors : 1. Dr. P. Gnanasekar, Director - IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Statutory council (UGC) norms for the academic programmes is not available
- Academic calendar for the year 2020-2021 yet to be prepared
- Students nominal roll from the university is not available
- Faculty leave letter file should be maintained properly
- No model exams are conducted during the last semester
- University exam results are available in file but the result yet to be analysed

General Observation

- NAD registration yet to be completed
- Library hours is not displayed in the library
- Particulars of books and journals is not displayed in the library

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
- Laboratories
 - Labs should be strengthened with more / latest equipments, Technical staffs
- Library
 - Need more e-contents
 - No purchase the year 2019
 - Library to be fully automated
 - Xerox machine is frequently repaired requires maintenance

- IT Infrastructure
 - WiFi was not accessible during the visit
 - More computers required both for administration as well as computer lab
 - Internet Bandwidth is very poor
- Hostels
 - No hostel facility available
- Canteen
 - No canteen facility available
- Sports facilities
 - Sports kit needs to be upgraded
 - Outdoor facilities needs to be created for regular use of students
- Others
 - Toilet facilities to be improved for both staff and students
 - Drinking water problem to be addressed

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Research to be initiated

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Bus facilities required
- Mark sheet for the last examination yet to be received
- Separate sports facilities including coach is required
- Books should be available in the library as per the syllabus
- Canteen facility should be required
- Maintenance of toilet to be improved
- Separate fund required to encourage the students to participate seminar / inter college competitions
- Facility to be provided to the students to participate in the sports and cultural competitions held outside the college
- No industrial visit
- Internet speed is poor

Teaching Staff Interaction observations :

- Low internet speed
- ICT facilities are inadequate to prepare the Academic, UGC, NAAC and other administrative works
- Consumables are required more
- Require drinking water facilities
- Toilet maintenance to be improved
- Require more supporting staffs

- No security available
- Scavengers are aged

Non Teaching Interaction Observations:

- No non teaching interaction since not much of non teaching staff available

G. SUGGESTIONS AND RECOMMENDATIONS

- College shall have more attention in all aspects
- Steps to be taken to improve the admissions thereby enhancing the facilities and improving the infrastructure becomes viable
- Staff to be more active and come out with proactive measures to improve the college

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMKVASC, SIm

Date of Visit : 29.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	50%
11	Fulfillment of Recommendations of IQAC out of 36	50%

S. No.	SPECIFIC COMMENTS
1	Files are available but data is inadequate and incomplete
2	Feedbacks to be collected properly for all years and all categories and Action Taken report to be filed
3	IQAC Meetings not conducted properly and minuted
4	SOPs to be prepared and kept

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS



Report on various committee constituted by the institutions and its activities

Name of the Institution : Vinayaka Mission's Kirupananda Variyar Arts and Science College, Salem

Date of Visit : 29.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution yet to maintains a separate file for list of various committees and Cells available in the college

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the year 2019-20 as per regulations
- The particulars of both committee and squad should be displayed in various places of the campus as per the UGC regulations
- The particulars of both committee and squad should be updated in university and college website
- The minutes of Anti ragging Committee and activities of the anti ragging squad are to be minuted properly
- The affidavit of present first year students yet to be obtained
- The Anti-ragging help line number and Anti-ragging complaint link are to be printed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee is yet to be constituted as per UGC regulations
- The particulars of the committee should be displayed in various places of the campus as per the UGC regulations
- More Activities to be conducted among the students to create the awareness
- The particulars of the committee should be updated in university and college website



- Ledger is maintained for suggestion box and no suggestion found in the box
- Create an awareness among the students about the committee

Internal Complaints Committee

- The Committee is constituted and yet to be updated in university website
- Awareness to be created among the students about the committee
- No complaints are registered for last year and no meeting conducted during last year

NSS, NCC & RRC

- There is one NSS unit found which are combine with physical education students because of less students and activities are found but these events are periodically updated in college website
- RRC and NCC unit are not available in the college

Academic Committee

- There is no committee exists related to the academic activities found in the college

Mentor - Mentee

- The committee of the Mentor – Mentee has to be constituted as per the academic regulation and the meetings should be minuted accordingly

Alumni Activities

- Alumni activities of the college need to be improved

Website

- Website of the college improves compare to the last audit but it needs improvement further



General observations

- The College is uploaded the data AISHE 2019 in AISHE website

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 8 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing	The same status is maintained till, a special attention to be taken to monitor the activities of the college

Suggestions

- The college has to be improve in all aspects



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

**VINAYAKA MISSION'S COLLEGE OF PHYSICAL
EDUCATION - SALEM**

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S COLLEGE OF PHYSICAL EDUCATION**

Dates of Audit : 29th February 2020

Auditors : 1. Dr. P. Gnanasekar, Director - IQAC
2. Dr. R.S. Shanmuga sundram, Deputy Director - Academics

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Records maintenance is poor
- Files pertaining to Research, Convocation and NDL not available
- Meeting files not maintained properly
- Records pertaining to Convocation not complete

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
- Library
 - Not properly established
 - No of books very less
 - Even the available books do not pertain to existing regulations
 - Journals and E-journals are not evidenced
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Internet Bandwidth is very poor
- Hostels
 - No hostels
- Canteen
 - No canteen facility available
- Sports facilities
 - 400 mt. track to be created
 - Maintenance of all the courts to be done properly and regularly
 - Basket Ball Court to be improved with fibre board
 - Cricket pitch to be improved

- Increase in the width of the foot ball field required. (60m x 120m) Present size is only 50m x 97m
- Hand Ball post to be renovated
- Gym usage by students is poor. A mirror is required in the Gym
- Others
 - Toilet facilities to be improved for students and staff

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No focus on any research activity

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Since not much of students were available in the campus due to teaching postings, no interaction happened

Teaching Staff Interaction observations :

- Internet speed is very less
- System in adequate
- Consumables and stationary to be provided as and when required

Non Teaching Interaction Observations:

- Not much of non teaching staff in campus

G. SUGGESTIONS AND RECOMMENDATIONS

- To concentrate on proper documentation for student postings to schools for teaching practice
- Water received from the university office through tractor is not regular and the driver demands beta for delivering water
- The staff including the HOI are not well versed in the documentation process
- Basic requirements of academic and administrative documentation is very poor
- There seems to be lack of accountability in the part of HOI and faculty

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMCPE, SIm

Date of Visit : 29.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	30%
11	Fulfillment of Recommendations of IQAC out of 36	50%

S. No.	SPECIFIC COMMENTS
1	Files are available but data is available only for 1 year, remaining 4 year data to be made available
2	No AQAR available
3	IQAC Meetings available only till October 2019 to be updated
4	SOPs to be prepared and kept
5	VERY POOR

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institution and its activities

Name of the Institution : School of Physical Education, VMKVAS Campus

Date of Visit : 29.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The school has to constitute various committee and maintains separate file for list of various committees
- NSS unit is available and the activities are found
- RRC unit is available and the activities are found

Suggestions :

- The activities of Social Media Champion (SMC) as per MHRD to be improved and the details should sent to the university frequently
- The faculties and students has to get awareness about SWAYAM courses
- The school has to be equipped with SWAYAM PRAPHA as per the guidelines
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card
- The school has to obtain the Anti-ragging affidavit as per the UGC regulations
- The school has to initiate the Alumni activities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636 308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

1. VINAYAKA MISSION'S KIRUPANANDA VARIYAR MEDICAL COLLEGE & HOSPITALS, SALEM
2. VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE, SALEM
3. VINAYAKA MISSION'S ANNAPOORANA NURSING COLLEGE, SALEM
4. VINAYAKA MISSION'S HOMEOPATHY MEDICAL COLLEGE & HOSPITAL, SALEM
5. VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY, SALEM



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S KIRUPANANDA VARIYAR
MEDICAL COLLEGE

Salem

Academic Audit Report 2019-20

Name of the Institution :	VINAYAKA MISSION'S KIRUPANANDHA VARIYAR MEDICAL COLLEGE
Dates of Audit :	26 th February 2020
Auditors :	1. Dr. J. Sabarinathan, Director - Academic 2. Dr. P. Gnanasekar, Director - IQAC 3. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics 4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Files pertaining to Awards received by Faculty & students, Meetings, Placement, Transport, Visits need improvement
- Alumni documentation to be improved
- Conference/workshop/seminar documentation is improper
- Academic council meeting minutes not available
- Convocation file not properly maintained

Medical education unit is not active

Department wise Observations

General Surgery

- Most of files are not maintained properly.
- Student records to be looked into.
- In the female OPD No hand wash observed.
- Mask fit in the Oxygen cylinder was not covered.
- No checklist in ward bathrooms
- Display boards carry outdated details
- Rusted basins are found
- Usage of Savlon solution extensively to be avoided.
- Little more attention to cleanliness in the department required.

Radiology

- Many files are not updated

- SOPs are not available
- During the visit the HOD was not available.
- There seemed to be no co-ordination in the department.
- Blue & Red lights should be maintained.
- AERB Certificate not displayed.
- Instructions not displayed anywhere near the equipments.
- Danger signs not displayed.
- Display instructions in local vernacular is also essential.

Opthalmology

- Lesson Plans/notes not available.
- Details and files pertaining to examination, students and faculty not available.
- No cases observed in the wards.
- Cleanliness of the equipments to be ensured.

Anesthesia

- Many files not maintained properly.
- HOD was not available during visit.
- Should concentrate more on PG Work allocation.
- Poor Cleanliness in the pre medication area observed.
- NO work allocation list seen.
- Professional code to be observed in work and with patients.

Orthopedics

- Many files missing,
- Available files not updated.
- Neatness and Cleanliness in OP and Wards to be improved.
- Stains observed in Wash Basins.
- Dressing room solutions - expiry should be looked into.
- In ward expired Hydrogen Peroxide is being used.
- In Male ward wash basin is not available near the examining couch.
- Some of the instruments were found to be rusted.
- Details displayed in OPD to be updated.

Pediatrics

- Files to be maintained properly.
- Staff meetings documents without the signature of members/HOD.
- Lesson notes and lab manuals not available.
- Vaccines should be maintained in ILR with correct temperature. Ice cream containers are used.
- Special clinical case sheet documentation was not complete.
- Growth Charts are not followed for new born clinic.
- Use of feeding bottles by children – no posters found.
- Medicine loaded in syringe without label kept inside fridge.

- Eatables kept in medicine fridge.
- Venflon caps found in the forceps containers.

OBG

- File maintenance to be improved.
- Some files need updation.
- Rubber sheet at the foot end of the examination couch not available.
- DLC set, Delivery set etc., not labeled and not sterilized properly.
- Instruments sterilization not done properly.
- Blue colour bucket used instead of stainless steel for ward.
- OP setup is not properly organized. There seems to be a Male & Female injection OP at the entrance to OG OP.
- Rusted instruments found in CSSD.
- Retractors are kept in Savlon lotion.
- Food items found in the vaccination fridge.
- Maintenance of hospital records and documents to be streamlined.

ENT

- Many files need updation.
- In the wards the Patient beds were not clean and tidy.
- Equipments need periodic calibrations.

Chest & TB

- Certain files need updation.
- Bed Linen in the wards were found to be dirty and unhygienic.
- Ward maintenance is poor.
- No staff seen in the ward.
- OP and ward are too far for patient accessibility.
- Drinking water facility in ward required.
- Pantry and rest rooms need cleaning.

SKIN & STD

- Lesson Plans not available.
- Ward is too far from the OP.
- Cleanliness in the ward was found to be inadequate.
- OPD needs more furniture for patients.

Transfusion Medicine

- Many files not found.
- Lesson Plan not prepared.
- Mentor timetable for faculty not prepared.
- In Blood Bank, infection control measures need to be improved.

General Medicine

- Lesson Plan not available.
- Mentor Time table not available.
- Some improvements in infection control measures required in the wards.
- Psychiatry
- Syllabus for UG not available.
- UG Timetable not found.
- Faculty log book not maintained.
- Many files are yet to be prepared.
- In ward more hygiene to be maintained.
- Lack of safety in case of patient with agitation mood.
- Bio medical waste management found but not properly utilized.

Emergency Medicine

- Class time table not available.
- Many files not available.
- Available files to be updated properly.
- Staff Nurse inadequate in ICU.
- Need strict rules for entry to ICU.
- PPE inadequate.

Physiology

- Many files need updation.
- Exam particulars to be segregated in different files.
- Demo room log not maintained by the department.

Anatomy

- Many files need updation.
- Notice Boards need updation.

Bio-Chemistry

- Some files need updation.

Pathology

- Files not maintained properly.
- Most of the files to be updated.
- There seems to be lot of confusion in the department.
- Last microtome service done in 2017.
- Lab records to be maintained properly.

Forensic Medicine

- Many files not available in the department.
- Post mortem visit by students to be organized and recorded.

- Faculty log to be written daily by the faculty.

Microbiology

- Maintenance register of the department not maintained properly.
- Need one clerical staff to properly maintain the department.

Community Medicine

- Lesson Plan not available.
- Log book to be written regularly.

Pharmacology

- Files to be maintained.
- Lesson plan to be made.
- Log book to be written regularly.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms to be made smarter with interactive devices
- Clinics/Laboratories
 - Necessary improvements in the infra pertaining to labs and clinical area to be carried out as given department wise above
- Library
 - Need more Indexed journal subscriptions
 - Budget and expenditure to be maintained as per the guidelines
 - Need more focus on e-contents
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Computers to be upgraded
 - IT infrastructure needs attention
 - Internet Bandwidth is poor
- Hostels
 - Ladies Hostels I & II – There are 365 students in 183 rooms roughly 2 per room
 - VIP Quarters Ladies Hostel – There are 103 students in 59 rooms
 - UG Boys Hostel – There are 152 students in 90 rooms
 - PG Boys Hostel – There are 38 students in 22 rooms
 - Gym facility at girls hostel is unutilised
 - Hostel Rules not displayed
 - Suggestion Box Not used
 - First AID box found empty
 - No SOP for Cleaning
 - CCTV not working in girls hostel

- Menu not displayed in Girls Hostel
- Waste water discharged into open land near the hostels
- More dust bins required
- Guest note to be maintained
- Canteen
 - Existing canteen is not adequately equipped.
 - Price list not displayed
 - Cleanliness to be maintained
 - Rats are found inside the canteen
 - New cafeteria work to be expedited
- Sports facilities
 - Sports kit needs to be upgraded
 - More Outdoor facilities needs to be created for regular use of students
 - College Back Side GYM not in use/Windows Broken/Seems unused for a long-time
- Others
 - More Greenery is required
 - Road work, parking, pedestrian pathways to be improved

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Research supervisors files to be updated
- Lack of MoUs for Research Activities
- Need to increase focus on external funded projects
- Need to increase focus on consultancy projects
- Need to increase focus on Clinical trials

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations : (1st 2nd year UG and PGs participated)

- Faculties engaged most of the time in files maintenance/data entry
- Developments happen only in few departments, others in spite of requests not happening
- PGs suggested cleanliness in the hospital to be improved mainly toilets
- Quality of Drinking water / Water filters need to be fixed
- Delivery room not having sufficient space, not clean and require more manpower
- PGs need more training
- Need common room for girls
- Academic Calendar not followed
- The date for exams are in very short notice
- In house journal need more publicity
- Hostel water is smelly not treated
- Students are not aware of hostel committee
- Complaint box found broken in girls hostel

- In mess plates are not washed properly
- PGs requested family quarters
- PGs need separate mess or dining facility, they are having food in the UG hostel
- Water in PG quarters poor quality
- UG students denied required quantity of food
- Shortage of rest rooms for boys
- Due to not used conditions 40 students using single toilet leading to delay in classes
- Complaint registers complaints are not addressed in time
- If any service in hostel rooms, service person collecting money from students
- Cleaning not regular in hostels
- Money collected from students for doing minor repair and maintenance works in the hostels
- In library Air condition is not working for a long time. Poor maintenance
- Sunday library time may be extended
- Hospital ICU required regular experienced nursing staffs. Frequent rotation can be avoided, only one nursing staff available in each floor at any point of time
- GYM facility need to be provided with proper equipment
- Lecture halls may be slowly upgraded with AC facility (larger size lecture halls)
- PG students are being used to prepare data and documents for inspection and NAAC purposes
- Rat and cockroach menace to be looked into seriously

Teaching Staff Interaction observations :

- Shortage of housekeeping staff
- Teaching - extra staff required
- Question paper blue print still problem persist
- Need Technical Staff for handling equipment
- Campus maintenance need to be improved required more green cover
- Solar panel needed to increase for hot water facility as well reduce electrical bill
- Qualified Gardener may improve the green cover
- Sewage treatment plant needs maintenance
- Computers need to be provided at-least one at department level
- At least one clerical staff each for preclinical and clinical department to be recruited for documentation
- Geo tagged photos – training and supporting facility required for existing photographer
- Requesting some incentives for Ph.D. supervisors
- More IQAC criteria wise sensitization training, required for all the staffs to understand the work to be carried out
- Strategy for increasing inflow of patients
- Smart Board facilities in large seminar halls required particularly in the hospital side
- Faculty participating in Medical Education Units trainings to be improved
- Problem based workshops, problem solving exercises can be improved

Non Teaching Interaction Observations :

- 2nd and 4th Saturday leave may be extended to Non-Teaching staff
- Health cover may be provided to Non-teaching staff
- No training programs conducted for non-teaching staff

- Drinking water facility need to be addressed
- SOPS not maintained for cleaning and supervision
- One time cleaning per day is not sufficient
- Aayas doing attender work (for carrying patients)
- Staff welfare measures to be implemented
- Overtime for non-teaching staff may be considered
- Cleaning allotted to fixed man power and in case of any absence cleaning not done on time
- No Meetings conducted with either the Dean or the MS/RMO
- Hostel CCTVs can be monitored by HoI

G. SUGGESTIONS AND RECOMMENDATIONS

- More complaints in the hostels, hence strengthening of the system in hostel maintenance could be looked into
- Proper monitoring of works being carried out at the campus to be done
- The head of the institution has to undertake regular grand rounds along with the MS, RMO and respective HODs.
- Movement of patients from the hospital block to academic block and ENT/Skin departments to be facilitated
- Maintenance of auditorium can be given to a team, since it is being used frequently by the college as well as sister institutions
- Clinical side academic delivery for both UG and PG to be strengthened and properly done as per required regulations
- Bio metric attendance for faculties specially at clinical side to be streamlined

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMKVMC, SIm

Date of Visit : 26.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	N
10	Quality of data and documents pertaining to SSR Part I	70%
11	Fulfillment of Recommendations of IQAC out of 36	70%

S. No.	SPECIFIC COMMENTS
1	Filing to improve. Irrelevant papers to be pruned
2	IQAC Meeting not done as per norms and IQAC composition not proper.
3	SOPs are not complete and to be updated

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institutions and its activities

**Name of the Institution: Vinayaka Mission's Kirupananda Variyar Medical
College & Hospital, Salem**

Date of Visit : 26.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 20 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted and it should be updated with the new dean in university website
- The particulars of both committee and squad should be displayed in various places of the campus as per the UGC regulations
- The minutes of Anti ragging Committee are available
- One complaint was registered during the year 2019-2020 in anti-ragging website, it seems that inactive of the Anti ragging squad and no reports are filed about the squad activities
- Anti-ragging affidavit filed through online
- The Anti-ragging help line number and Anti-ragging complaint link are to be printed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee is constituted and the minutes are found
- More Activities to be conducted among the students to create the awareness
- Ledger is maintained for suggestion box and no suggestion found in the box
- Create an awareness among the students about the committee

Internal Complaints Committee

- The Committee is constituted as per UGC regulations
- Awareness to be created among the students about the committee
- No complaints are registered for last year
- The designation of the presiding officer to be updated in university website
- Tamil version of ICC guidelines are found in hospital side display which helps the patients from rural side, a good initiative by the college

NSS & RRC

- The activities of both NSS and RRC are to be improved and it should be updated in College/University website frequently
- The committee of RRC should be reconstituted

Academic Committee

- Result analysis are not discussed in the committee meeting
- Meeting of BoS and Academic Council are not discussed in the meeting
- Academic activities for PG programs needs to be improved

Mentor - Mentee

- The activities of the Mentor – Mentee are to be improved
- Analysis of the internal examinations to be discussed with students

Library Committee

- Incomplete purchase order communications are found in Library meeting minutes

Alumni Activities

- Alumni activities of the college should be improved

Website

- Website are updated periodically

General observations

- The College is uploaded the data AISHE 2019 in AISHE website
- The college conducted Students induction program as per MCI
- The college are very active in twitter and updated the events frequently

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 15 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing	There are 20 committees and cells as per record and minutes of these committees and cells need improvement
2	Hostel committee not exists	Hostel committee constituted

Suggestions

- Overall Maintenance of the campus a specially in hospitals and college canteen to be improved
- Anti-ragging activities to be improved as per guidelines and documented accordingly
- Suggested to conduct the Faculty Development Program for newly recruited faculties
- The biometric attendance to be properly monitored and incomplete attendance are found
- Alumni association activities are found poor needs improvement
- Alumni database to be strengthen
- Provide the separate space (web page) for Alumni in College website for their particulars and activities
- The contents of the academics in college website are misplaced and having the details about the events. The college website should be updated in this regard



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S KIRUPANANDA VARIYAR
ENGINEERING COLLEGE

Salem

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S KIRUPHANANDA VARIYAR ENGINEERING COLLEGE**

Dates of Audit : 28th & 29th February 2020

Auditors : 1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Records maintenance is fairly good
- In some of the files signature of authorized signatory missing
- Files pertaining to Conference / Seminar proceedings not available
- No magazine published

Academic Programmes pertaining to PG and Part time UG and PG seems to be irregular

Department wise Observations

ECE

- Many of the files need updation.
- Arrangement of papers in files is not proper as per chronological order or year order.
- No purchase of equipments evident in the department.
- Lab manuals not updated for the current regulation (2017).
- Projects applied details were not available.
- Lab Consumable register not available in some of the labs.

EEE

- Lesson plan for all years not available.
- Student sample records not available for the current regulation.
- It is evidenced that the faculty are not aware of filing systems as per NAAC. It was seen that the faculty were arguing with the department IQAC coordinator in all aspects during audit.
- Even available files were not updated properly.

BME

- Lab manuals not updated for the current regulation (2017).
- Updation of placement, sports and extra curricular activities files to be done.

- Consumable register not available in some of the labs.

Biotech

- Individual Class timetables not available.
- Updation of certain files not done.
- Stock verification evidenced only once in 4 years.
- Rusted instruments can be removed.
- The list of experiments displayed in labs to be updated.
- Plant & Animal Biotechnology & Genetic Engineering Labs not as per norms.
- The above labs to be airconditioned.

Pharmaceutical

- The department is now sharing all facilities with Biotech.
- It is advisable to show it as a separate department with all facilities, labs can be shared wherever possible with biotech department.
- MOUs can be created outside Salem for the benefit of students.

Mechanical

- Regulation 2017 PT is found to have been implemented only from 2019-20 batch.
- Lab manuals not revised in line with 2017 Regulations.
- Up gradation of labs not done for the last few years.

Civil

- Most of the documents available does not carry any signature of the authorized signatory.
- Lesson notes are not fully available.
- Most of the files are not available.
- Documentation is poor in the department
- There seems to be difference of opinion between the HOD and the department IQAC coordinator which reflects in all the documents
- There seems to be less co-ordination among the faculty
- Stock registers of the labs not maintained properly
- Few Lab equipments are not installed and kept idle

CSE

- Minutes of the concern BoS should be available in the department
- Statutory council Norms is available as a soft copy
- Class timetable, Lesson plan, internal assessment, Students attendance for PG programme to be made available in the file
- Maintenance register for labs to be updated
- Labs should be upgraded
- Faculty appraisal should be available
- Stock verification to be done at the department level every year
- The labs shall be maintained as per SOP

- Department has the attendance and faculty exchange issues in existing software
- Students attendance for PG not entered in ERP software
- The list of faculty available in the department should be as per AICTE norms

Management

- Lesson notes to be updated.
- Low usage of ICT tools is evident.
- Most of the documents available does not carry any signature of the authorized signatory.
- Master attendance of students not found.
- Science and Humanities
- Certain files need updation in the Chemistry department.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More classrooms to be made smart
 - Classrooms in the main block to be equipped with more fans
- Laboratories
 - Labs pertaining to PG programmes to be upgraded
 - Civil, CSE and Mechanical Departments to be modernized
- Library
 - Incomplete purchase order communications are found in Library meeting minutes
 - Latest edition books to be added to the library
 - Library to be fully automated
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - IT infrastructure needs a total re-haul
 - Internet Bandwidth is poor
 - Software to be updated
 - Scrap to be disposed properly
- Hostels
 - In Sir C.V. Raman Hostel for Boys 148 students are staying in 67 rooms. 20 rooms are vacant.
 - In Vikram Sarabhai Hostel for Boys 54 students are staying in 18 rooms. 73 rooms are vacant.
 - In Homi Bhabha Hostel for Boys 167 students are staying in 56 rooms. 30 rooms are vacant.
 - In Yamuna Hostel for Girls 100 students are staying in 32 rooms. NO vacancy.
 - In Godhavari Hostel for Girls 127 students are staying in 32 rooms. NO vacancy.
 - In Amaravathi Hostel for Girls 36 students are staying in 10 rooms. NO vacancy.
 - In Ganga Hostel for Girls 133 students are staying in 34 rooms. NO vacancy.

- In Saraswathi Hostel for Girls 119 students are staying in 34 rooms. NO vacancy.
- Canteen
 - Canteen to be improved
- Sports facilities
 - There are four PED Faculties available, it is suggested that one PED could be transferred to Physiotherapy college
 - Play ground facilities to be improved and maintained properly
- Others
 - Toilet facilities to be improved and proper SOP to be followed for maintenance

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Need to increase focus on external funded projects
- Need to increase focus on consultancy projects
- More Research Labs to be setup to increase the research acumen
- Steps can be taken for encouraging PG students to publish journal papers
- Need more focus on inter and multi disciplinary research projects either with our own institutions or external industries

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Students not aware about the students grievance redressal mechanism and Internal Compliance Committee
- Students not aware of revision and library timings
- Students are not having curriculum and syllabus
- No specific sports hour in time table other than CSE
- Fine is collected in the library without issue of proper receipt
- Canteen to be improved
- No industrial visit
- Hostel maintenance is poor
- More greenery required in the campus
- Toilet maintenance is poor

Teaching Staff Interaction observations :

- HR policy is not circulated among the faculties
- The faculty induction program to be conducted for new faculties
- Toilet maintenance to be improved
- Fans to be provided in AC seminar Hall
- Drinking water facilities to be improved
- Request to be reimbursement of NPTEL / SWAYAM courses registration for students / faculties
- Incentives for research publications from the university is due

- Request to provide the remuneration for BE part time classes

Non Teaching Interaction Observations:

- Offer free bus facilities to the students to improve admission
- More training required for non teaching

G. SUGGESTIONS AND RECOMMENDATIONS

- Overall maintenance in the campus including hostel to be improved
- More greenery required in the campus
- Roads to be improved
- Auditorium to be upgraded with fixed seats, AC, Audio visual equipments

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMKVEC, SIm

Date of Visit : 28.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	Y
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	75%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	Files are well maintained and neatly updated. Certain older year datas are missing in some files
2	Feedbacks to be collected properly for all years and all categories and Action Taken report to be filed
3	IQAC Meetings - only minutes are available, notice, attendance, agenda, ATR missing

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS



Report on various committee constituted by the institutions and its activities

Name of the Institution: Vinayaka Mission's Kirupananda Variyar Engineering College, Salem

Date of Visit : 28.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 18 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the year 2019-20 as per regulations
- The particulars of both committee and squad should be displayed in various places of the campus as per the UGC regulations
- The minutes of Anti ragging Committee are available
- One complaint was registered during last year in anti-ragging website, it seems that inactive of the Anti ragging squad
- The particulars of both committee and squad should be updated in university and college website
- The Anti-ragging help line number and Anti-ragging complaint link are to be printed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee is constituted
- The particulars of the committee should be displayed in various places of the campus as per the UGC regulations
- More Activities to be conducted among the students to create the awareness
- The particulars of the committee should be updated in university and college website
- Ledger is maintained for suggestion box and no suggestion found in the box



- Create an awareness among the students about the committee
- The grievances registered at university website sent to college on 03.10.2019 to take appropriate action, but no Action Taken Report (ATR) has been received from the college, it seems the inactiveness of the committee

Internal Complaints Committee

- The Committee is not constituted as per UGC regulations, college appointed chairperson instead of presiding officer
- Awareness to be created among the students about the committee
- No complaints are registered for last year and no meeting conducted during last year

NSS, NCC & RRC

- The NCC unit of the college are very active more number of events are conducted by the unit and the NCC officer is promoted as captain recently
- There are four NSS units and activities are found but these events are periodically updated in college website
- The advisory committee of RRC should be reconstituted and sent to the university for website and events to be conducted and it should be updated in College/University website frequently

Academic Committee

- The committee has to conducted the meeting periodically
- Result analysis has to be discussed in the committee meeting
- Meeting of BoS and Academic Council has to be discussed in the meeting
- Academic activities for PG programs needs to be improved

Mentor - Mentee

- The activities of the Mentor – Mentee has to be as per the academic regulation and it should be minuted accordingly
- Analysis of the internal examinations to be discussed with students



Library Committee

- Incomplete purchase order communications are found in Library meeting minutes

Alumni Activities

- Alumni activities of the college should be improved

Website

- Website are updated periodically

General observations

- The College is uploaded the data AISHE 2019 in AISHE website
- The college conducted Students induction program as per MCI
- The college are very active in twitter and updated the events frequently

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 15 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing	There are 20 committees and cells as per record and minutes of these committees and cells need improvement
2	Hostel committee not exists	Hostel committee constituted

Suggestions

- Overall Maintenance of the campus a specially in hostel to be improved



- Anti-ragging activities to be improved as per guidelines and documented accordingly
- Suggested to conduct the Faculty Development Program for newly recruited faculties
- Alumni association activities to be improved
- Alumni database to be strengthen
- It is found that the maintenance of the college website is outsourced and suggested the department of CSE to maintain it
- The college website should be updated periodically
- The institution should be more active in social media like twitter, face book, and instagram etc, the SMC(Social Media Champion) appointed as per MHRD should take appropriate action in this regard



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.



ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S ANNAPOORANA

COLLEGE OF NURSING

Salem

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S ANNAPOORANA COLLEGE OF NURSING**

Dates of Audit : 25th February 2020

Auditors : 1. Dr. J. Sabarinathan, Director - Academics
2. Dr. P. Gnanasekar, Director – IQAC
3. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- Records maintenance is fairly good
- Proceedings of conferences, workshops and seminars need to be documented
- Model exam dates are not scheduled ahead for the academic year
- Statutory norms and certain files are found to be kept common and not found in the individual departments.
- In the department of Medical Surgical Nursing – there is a non –conformity to Implementing BOS and INC syllabus in MSN –II – 10 hours Biomedical unit.
- In the department of Community Health Nursing – there is a non –conformity to Implementing BOS and INC recommendations for MLHP in the curriculum.
- Department Maintenance Registers to be maintained separately and not with department stock register.

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools.
- Laboratories
 - Lab maintenance registers to be maintained lab wise separately
- Library
 - System is in poor configuration
 - E contents to be collected
 - Lack of SCOPUS/WOS indexed journals

- IT Infrastructure
 - WiFi was not accessible during the visit
 - Internet Bandwidth is very poor
- Hostels
 - Students are housed in hostels attached to VMKV Engineering College
 - 45 Boys are housed in 15 rooms
 - 188 girls are housed in 60 rooms
- Canteen
 - No Canteen facility
- Sports facilities
 - Sports facilities of VMKV Medical college are used
 - Sports kit needs to be upgraded

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- No MoUs observed
- No new purchase observed
- No specific research lab
- Need focus on Collaborative activities and existing collaborative activities to be documented
- MoU to be increased

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Academic Calendar issued as soft copy to the students
- Need awareness of Grievance Redressal Cell and mechanism
- Internal Compliance Committee needs awareness
- Library timing only from 8.00 am - 6.00 pm

Faculty Interaction observations :

- Male toilet required
- Lecture materials not updated

Non-Teaching Interaction observations :

- Housing keeping staff needed

G. SUGGESTIONS AND RECOMMENDATIONS

- More ICT enabled teaching methods to be followed by faculty

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMACON, SIm

Date of Visit : 25.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	N
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	80%
11	Fulfillment of Recommendations of IQAC out of 36	85%

S. No.	SPECIFIC COMMENTS
1	Files are available but filing is departmentwise not yearwise. Should be single. Documents pertaining the concerned files are not found. Discrete data found

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institutions and its activities

**Name of the Institution : Vinayaka Mission's Annapoorana College of
Nursing, Salem**

Date of Visit : 25.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 26 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the college as per the regulations and it should be displayed in various places
- The minutes of Anti ragging Committee are available and activities of anti ragging squad are updated
- No complaints are registered for last year
- Anti-ragging affidavit filed through online but it has to be taken as printout and filed
- The Anti-ragging help line number and Anti-ragging complaint link are displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee is constituted and the minutes are found
- More Activities to be conducted among the students to create the awareness
- Ledger is maintained for suggestion box and no suggestion found in the box
- Create an awareness among the students about the committee

Internal Complaints Committee

- The Committee is constituted as per UGC regulations

- Awareness to be created among the students about the committee
- No complaints are registered for last year

NSS & RRC

- The activities of both NSS and RRC are fairly good and updated in College/University website frequently
- The committee of RRC should be reconstituted

Academic Committee

- Result analysis are not discussed in the committee meeting
- Meeting of BoS and Academic Council are not discussed in the meeting

Mentor - Mentee

- The activities of the Mentor – Mentee are found good

Alumni Activities

- Alumni activities needs to be improved by strengthen the database
- The existing Alumni database shall be digitized

Hostel and Mess Committee

- The strength of Hostel students are increased compared to the last year it seems the committee working properly

Website

- Website are updated periodically

General observations

- The College is uploaded the data AISHE 2019 in AISHE website
- The college planning to implement the scheme “One student - one tree”. The tree will planted on their birthday, a good initiate by the college
- Overall Maintenance of the campus are good



- The only college among 13 constituent colleges having Anti-ragging help line number and Anti-ragging complaint link in students ID card as per state government notification

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 21 committees on record, whose minutes are recorded regularly. Few of the committees require updations	There are 26 committees and cells are found in the list and file maintenance of these committees and cells are seems to be good
2	Good counseling cell and mentorship	Same status is maintained
3	College web site is regularly maintained and updated by the college web site committee	Same status is maintained

Suggestions

- The activities of the Social Media Champion (SMC) in Twitter, Face book and Instagram to be improved
- Alumni database to be strengthen and converted into digital
- Provide the separate space (web page) for Alumni in College website for their particulars and activities
- Details about the students placement should be maintained properly
- Provide the separate space (web page) for Academics in College website to provide the Academic regulations, curriculum, syllabus, Program Outcomes, Course Outcomes, Academic Calendar



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S HOMEOPATHIC MEDICAL
COLLEGE
Salem

Academic Audit Report 2019-20

Name of the Institution :	VINAYAKA MISSION'S HOMEOPATHY MEDICAL COLLEGE
Dates of Audit :	20 th February 2020
Auditors :	1. Dr. J. Sabarinathan, Director - Academics 2. Dr. P. Gnanasekar, Director – IQAC 3. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics 4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- No Files available pertaining to Placement records, Transport facilities, college magazine/newsletter, Students Nominal Roll, Model exam timetable, minutes of meeting with HODs and Students
- Biometric scanner for faculty attendance under service
- Files Pertaining to University Exams including result analysis, Convocation, industrial visit need improvement
- Workshops & seminars are conducted and no conference conducted
- No staff awards/recognitions but students fellowship is listed
- Student council and Mentorship are not well structured
- No reports of Alumni meetings

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - Classrooms need overall facelift with more ICT tools and proper ventilation
- Clinics/Laboratories
 - Labs to be equipped with more latest equipments
 - Clinical space Management to be improved
 - Clinical Material to be improved
- Library
 - E contents to be improved
 - Indexed Journals need to be subscribed

- Wi-Fi not accessible
- No Xerox facility available
- Library expenditure not available
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - IT infrastructure needs to be improved as a whole
 - Internet Bandwidth is very very poor
- Hostels
 - Students are housed in hostels attached to VMKV Engineering College
- Canteen
 - No Canteen facility
- Sports facilities
 - No separate sports facility available, using the medical college facility
 - Sports kit needs to be upgraded and a separate PED to be appointed

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Need more attention on Indexed publications
- Lack of externally funded projects
- Need more Ph.D Supervisors
- Need more international journal subscription
- A separate research lab to be required
- Collaborative activities need focus on research

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations except CRRI :

- Question Bank Yet to be done
- Class room ventilation not rectified
- Wi-Fi facility is not available in library
- Hostel maintenance needs to be improved
- In Hostel separate serving is required for Veg and Non Veg menus
- Quality of the food in hostel mess needs to be improved and the menu follows mostly rice items which should be changed
- Hostel committee not functioning
- Students are unaware of committees available in the institution
- Drinking water need to be arranged
- Need support system for sports and cultural
- Computer facilities need to be upgraded
- OPs number poor hence poor hands on
- Space for patients inadequate

- Stipend needs to be arranged
- PG Classes not regular

Teaching Staff Interaction observations :

- Transport facilities for patients may improve the patients inflow
- It is observed that Health Centers reduced to 2 from 8 in the previous years
- Diagnosis cost may be reduced
- Question Bank not done
- Library not subscribing English magazines
- Printing facilities not available for all faculty members
- Reprography facility not working
- Chairs are not comfortable for long time reading
- Lack of sufficient teaching staff in departments
- Shortage of nursing staffs
- Department level hospital level meetings shall be conducted
- Computer facilities still not upgraded
- Lack of research supervisors
- More health camps needed
- No proper sign board for Homeopathy college

Non Teaching Interaction Observations:

- Drinking Water problem
- A separate bore well or separate water connection required

G. SUGGESTIONS AND RECOMMENDATIONS

- More Camps to be conducted regularly in and around the institution
- Providing a small canteen is appreciable
- More Transport facilities
- PG education to be seriously looked into
- Percolation of information from the HOI to the staff is poor

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMHMC, SIm

Date of Visit : 20.02.2020 - FN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	N
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	50%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	Maintenance and update of files is poor. Content of the files were irrelevant
2	Composition of IQAC not in order. Meetings not conducted.
3	Action Taken report on Feedbacks to be filed
4	No Programme conducted by IQAC. It seems the Principal has instructed not to conduct any Programme under IQAC
5	SSR Preparation - the documents are insufficient. No Manpower given to do the work. Even Computer was provided only the day before.

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institutions and its activities

Name of the Institution: Vinayaka Mission's Homeopathic Medical College & Hospitals, Salem

Date of Visit : 20.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 18 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the college as per the regulations and should be displayed in various places
- The minutes of Anti ragging Committee and activities of anti ragging squad are to be updated
- No complaints are registered for last year
- Anti-ragging affidavit filed through online by the students
- The Anti-ragging help line number and Anti-ragging complaint link should be displayed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee to be constituted
- Activities to be conducted among the students to create the awareness
- Ledger is maintained for suggestion box and no suggestion found in the box

Internal Complaints Committee

- The Committee is constituted as per UGC regulations
- Awareness to be created among the students about the committee
- No complaints are registered for last year

NSS & RRC

- The activities of both NSS and RRC are fairly good and updated in College/University website frequently
- The committee of RRC should be reconstituted

Library Committee

- The committee is constituted and conducted the meeting but the minutes are to updated

Mentor - Mentee

- The activities of the Mentor – Mentee to be improved

Alumni Activities

- Alumni activities needs to be improved by strengthen the database

Website

- The list of student Grievance Redressal Committee to be uploaded in the both University and college website as per UGC regulations
- Admission particulars found in home page for the year 2019-20 to be removed
- Website are updated periodically

General observations

- The College is uploaded the data AISHE 2019 in AISHE website

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 28 committees are constituted, but no committee minutes seen	There are 18 committees and cell on record, but most of the committee minutes seems to

S. No	Last audit observation	compliances
		have been prepared recently
2	The NSS activities of the college was praise worthy	Maintained the same

Suggestions

- It is suggested to constitute class advisor committee for the students to obtain the feedback from students in all aspects
- Alumni activities to be planned properly and implement accordingly
- Alumni database to be strengthen and converted into digital
- Provide the separate space (web page) for Alumni in College website for their particulars and activities
- All the minutes are in handwritten suggested to document digitally



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020

VINAYAKA MISSION'S COLLEGE OF
PHYSIOTHERAPY

Salem

Academic Audit Report 2019-20

Name of the Institution : **VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY, SALEM**

Dates of Audit : 20th February 2020 AN

Auditors : 1. Dr. J. Sabarinathan, Director - Academics
2. Dr. P. Gnanasekar, Director – IQAC
3. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

Maintenance of Records and files

- No Files available pertaining to Model Examinations, students meeting and placement records file
- Files Pertaining to Conference/Workshop/Seminar organised, Awards/recognitions received by faculty & students, need to be updated
- Alumni records are not maintained properly
- No list of students using college transport in Transport facilities file
- Hostel File needs to be improvement
- No reports available in industrial visit file
- College day is not organised
- Annual report 2018-19 is only available
- Convocation file is not properly documented

B. IQAC

A separate report on IQAC is attached in **Annexure – 1**

C. INFRASTRUCTURE

- Class rooms
 - More number of classes required
- Clinics/Laboratories
 - More Labs to be created to cater to PG
 - Latest Equipments to be added
 - Separate Clinical facility could be created
- Library
 - Library attached with Engineering College

- Separate Library is needed
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided
 - Internet Bandwidth is very poor
- Hostels
 - Students are housed in hostels attached to VMKV Engineering College
- Canteen
 - Canteen is shared with Engineering college
- Sports facilities
 - Shared with Engineering college
 - Separate Sports kit needs to be provided
 - Separate PED could be appointed
- Others
 - Toilet facilities to be improved for students especially male students

D. VARIOUS COMMITTEES AND CELLS

A separate report on various committees and cells is attached in **Annexure – 2**

E. RESEARCH

- Steps to be taken for More MoUs for Research
- Research Journals to be subscribed
- Collaborative activities can be compiled as report
- Lack of Research Journals
- Faculties need to focus on Thrust Areas focused research projects

F. FEEDBACK

The outcome of interactions with Students, Teaching Staff and Non-Teaching is listed below :

Student Interaction Observations :

- Remedial hours for interested students
- Regular Library book lending facility required
- Latest equipments need to be purchased
- Students unaware of committees functioning
- Students are unaware of College Website
- Food quality in the hostel needs to be improved
- Hostel committee consultation was not done for menu fixing
- Support for sport activities required
- Many PG Students engaged in regular Teaching

Faculty Interaction observations :

- Staff computers need to be improved for effective ICT enabled teaching
- No documentation on PG postings
- Need more staff for teaching
- Need new equipments
- More books required in Library

G. SUGGESTIONS AND RECOMMENDATIONS

- Care to be taken for more academic facilities for PG students
- Library books to be increased with latest editions
- E Journals to be subscribed since there are research scholars
- There are no non teaching technical staff since not much of lab activities evidenced
- Only administrative staff available

Annexure – 1

IQAC REPORT



IQAC AUDIT REPORT - 2020

Institution : VMCPT, SIm

Date of Visit : 20.02.2020 - AN

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	N
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	Y
9	Availability of SOPs	Y
10	Quality of data and documents pertaining to SSR Part I	70%
11	Fulfillment of Recommendations of IQAC out of 36	75%

S. No.	SPECIFIC COMMENTS
1	Update of files is poor.
2	IQAC Meetings minutes to be updated.
3	Action Taken report on Feedbacks to be filed

Annexure – 2

REPORT ON VARIOUS COMMITTEES AND CELLS

Report on various committee constituted by the institutions and its activities

Name of the Institution : Vinayaka Mission's College of Physiotherapy, Salem

Date of Visit : 20.02.2020

OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT

- The institution maintains separate file for list of various committees, there are 16 committees and Cells available as per record

Anti ragging Committee and Anti ragging Squad

- The Anti ragging Committee and Anti ragging Squad are constituted for the year 2019-20 as per regulations
- The particulars of both committee and squad should be displayed in various places of the campus as per the UGC regulations
- The particulars of both committee and squad should be updated in university and college website
- The minutes of Anti ragging Committee are available
- The affidavit of present first year students yet to be obtained
- The Anti-ragging help line number and Anti-ragging complaint link are to be printed in students ID card

Grievance Redressal Committee

- The Grievance Redressal Committee is yet to be constituted as per UGC regulations
- The particulars of the committee should be displayed in various places of the campus as per the UGC regulations
- More Activities to be conducted among the students to create the awareness
- The particulars of the committee should be updated in university and college website
- Ledger is maintained for suggestion box and no suggestion found in the box
- Create an awareness among the students about the committee

Internal Complaints Committee

- The Committee is yet to be updated as per UGC regulations
- Awareness to be created among the students about the committee
- No complaints are registered for last year and no meeting conducted during last year

NSS, NCC & RRC

- There is one NSS unit and activities are found but these events are periodically updated in college website
- The RRC activities are to be updated in both university and college website frequently
- NCC unit is not available in college

Academic Committee

- The committee has to conducted the meeting periodically
- Result analysis has to be discussed in the committee meeting
- Meeting of BoS and Academic Council has to be discussed in the meeting
- Academic activities for PG programs needs to be improved

Mentor - Mentee

- The activities of the Mentor – Mentee has to be as per the academic regulation and it should be minuted accordingly
- Analysis of the internal examinations to be discussed with students

Alumni Activities

- Alumni activities of the college should be improved

Website

- Website should be updated periodically

General observations

- The College is uploaded the data AISHE 2019 in AISHE website
- The college has Admission committee and is not essential

Observations from last audit and its compliances

S. No	Last audit observation	compliances
1	There are 20 committees on record, minutes to be updated	There are 16 committees and cells as per record and minutes of these committees and cells to be updated

Suggestions

- Anti-ragging activities to be improved as per guidelines and documented accordingly
- Suggested to conduct the Faculty Development Program for newly recruited faculties
- Alumni association activities are found poor needs improvement
- Alumni database to be strengthen
- The web page for Alumni in College website yet to be improved
- The contents of the academics in college website having IQAC, awards & Recognitions, Alumni, Anti ragging committee, Anti ragging squad, Internal Complaints Committee and Research committee. The college website should be restructured in this regard

