



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

Sankari Main Road, Ariyanoor, Salem 636 308.

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

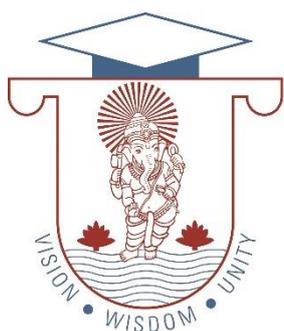
### VINAYAKA MISSION'S COLLEGE OF PHARMACY, SALEM

**DATE OF VISIT** : 06.03.2023, Monday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. S. Suriyanarayanan, Dy. Director – Research
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. R.S. Shanmugasundaram, Director – Student Welfare
6. Mr. P. Rajasekaran, Dy. Registrar (Admn.)





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF PHARMACY, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's College of Pharmacy, Salem** for AAA for the academic year 2022-23 on **06.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Outcome Analysis Report not updated for the last two years.
- Details of Syllabus revision is inadequate
- List and description of courses with focus on competency/ employability/ entrepreneurship/ Skill-development not available. BoS / Academic Council approval for the same is not available.
- List of interdisciplinary courses not updated for the last two years. BoS / Academic Council approval for the same is not available.

- Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available. Current list of Value added courses not available.
- List of field visits / research projects / Industry internships/ visits/Community postings to be updated.
- Action taken report is not available for feedback on curriculum.
- Program regulations have not been circulated to students
- Model exam timetable is not given well before the exam.
- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms needs attention.
- Laboratory schedules needs to be updated and displayed in proper places.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- Academic Collaborations needs improvement.
- More faculty needs to be trained in E content development.
- LMS usage is minimal.
- Awareness about Value added courses is poor.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Admitted students enrollment list endorsed by registrar is missing.
- Details of slow learners and advanced learners not found.
- Details of date of joining, experience missing in full time teachers list.
- Media room to be created.
- List of teachers trained for development and delivery of E-content is missing.
- List of fulltime teachers who received awards and recognitions is missing.
- Students' exam grievances file is missing.
- Details of the examination system is missing.
- Details of final year examination result, programme wise is missing

##### **Suggestions :**

- Documentation to be improved.

### **Criteria 3 :**

#### **Observations :**

- Research Coordinator has to be more informed & Proactive. He is not aware of the details of Research incentives being provided.
- Most of the Criteria 3 (Research, Innovation and Extension Activities) files are NOT updated after the last NAAC Visit.
- No. of Externally Funded Projects being executed is NIL.
- IIC is existing. But no activities are conducted in the last 6 months.
- Details regarding Seed Money received is not documented for 2021-22 projects.
- No IPR workshops, No Good Pharmacy Practice are conducted.
- Documentation need to be up to date and improved.

#### **Suggestions :**

- In all IRC meetings seed money progress review, Research Progress review has to take place.
- More motivation and hand holding is required for the faculty to pursue Research.
- For Significant Research Output, separate Research lab has to be established with considerable infrastructure and investment.
- More collaboration with Pharmaceutical Industries is required.
- Efforts shall be made to get extramural funding by applying more number of quality proposals.
- Efforts shall be made to provide consultancy to pharmaceutical industries to earn revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Granted Patents shall be monetized or technology transferred.
- Research Coordinator shall take more interest or a new Research Coordinator shall be identified.
- Seed Money Projects sanctioned shall be completed in time.

### **Criteria 4 :**

#### **Observations :**

- Summary of land and building details to be prepared
- Adequate Canteen Facilities: No separate space for staff and students
- Furnished Staff Rooms for Faculty: Furniture's to be improved
- Facilities for e - Content development such as Media Centre recording facility, Lecture Capturing system (LCS): suggested to prepare course wise list
- Hostel - Facility and guest room Facility: Need to be addressed
- Housekeeping for regular cleaning: Documents available
- Security: No. of Security Guards CCTV Surveillance Secured Compound: Back up and server room to be maintained
- Specialized labs and Central Research Facility: Central research Lab to be improved

- Internet Bandwidth: 200mbs
- Indoor-outdoor Game Facility/ Sports Centre: Indoor facility not available, outdoor to be improved-
- Students Activity Centre: PT room used whenever necessary-
- Maintenance of classrooms/ labs done regularly: Need to be improved
- Community Training Facilities: Hospital Training practice school in practice
- Budget copy of library: 2021-22 not available. Budget to be prepared systematically
- Computers systems to be upgraded
- Library Resources need to be strengthened
- Year wise budget allocation to be maintained
- RFID facility to be fully utilized
- Central Research Lab to be upgraded from time to time

### **Criteria 5 :**

#### **Observations :**

- The particulars of the students' scholarship provided by the University for the year 2022-23 shall be updated in the file.
- The institution obtained the anti-ragging affidavit from the students excluding D.Pharm students.
- The placement and student progression file has yet to be updated.
- No information about alumni contribution is available.
- There are 41 activities organized by the NSS cell and yet to be uploaded on the institution website.
- The student club activities have yet to be documented.

#### **Suggestions :**

- The meeting of the Anti-Ragging committee and Students Grievance Redressal Committee, student council should be conducted as per the UGC/University regulations.
- The file for the committee meeting for Anti ragging, Students Grievance Redressal Committee is to be updated for the year 2022-23
- The internal complaints committee (ICC) shall be constituted as per UGC, and awareness shall be given to the students.
- The institution shall be planned to conduct the sports day and cultural day for the year 2022-23
- Alumni Association Office bearers meeting shall be conducted periodically.
- The institution shall take appropriate action to include the alumni in VAAVE portal.
- The RRC of the institution shall conduct the activities as per the RRC calendar.
- The Student Induction Programme shall be conducted as per UGC/university regulations.
- Suggested to improve the student clubs' activities.

- Separate sports period to be included in the programme timetable.

#### **Criteria 6 :**

##### **Observations :**

- Decentralization and Participative Management missing.
- No Deputies available.
- Periodic audits not done.
- Department level audits not done.

##### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

#### **Criteria 7 :**

##### **Observations :**

- Incinerators available. Maintenance to be done frequently. Sanitary napkins should be available in the stores.
- 0.75 Kw available. More solar plants to be installed
- List and Number of sensors based equipment's to be maintained
- List and Number of LED bulbs are to be maintained. Power efficient equipment list is not available.
- Colour coded bins are not available. Proper segregation to be done.
- Different tile for disabled to be planned in the pathway.
- Boards are available. But not practiced. To be implemented very strictly
- List to be maintained and display board should be available with number of trees and plants
- Tactile path is not available. Boards are available. Boards and Sign posts to be erected in prominent places
- More activities related to Harmony, values, professional ethics, commemorative days to be planned and organized
- No common best practices maintained





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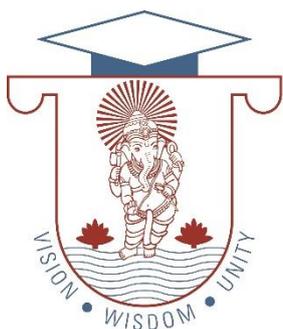
### VINAYAKA MISSION'S SANKARACHARIYAR DENTAL COLLEGE, SALEM

**DATE OF VISIT** : 07.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. S. Suriyanarayanan, Dy. Director – Research
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. R.S. Shanmugasundaram, Director – Student Welfare
6. Mr. P. Rajasekaran, Dy. Registrar (Admn.)





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S SANKARACHARIYAR DENTAL COLLEGE, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's Sankarachariyar Dental, Salem** for AAA for the academic year 2022-23 on **07.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Outcome Analysis Report filing to be improved.
- Details of Syllabus revision needs to be updated.
- BoS / Academic Council approval for list of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for list of interdisciplinary courses is not available.

- Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.
- Improvement in documentation is required for Value added courses
- Number of activities and filing needs to be improved for field visits / research projects / Industry internships/ visits/Community postings
- List of students who have undertaken field visits / research projects / Industry internships/ visits/ Community postings is not available.
- Program regulations have not been circulated to students
- Students are not aware of Program & Course outcomes
- Timetable for PGs is not updated.
- Guest lectures need to be improved.
- Dental Education Unit needs more planning and execution.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Admitted students enrollment list endorsed by registrar is missing.
- Details of slow learners and advanced learners to be updated.
- List of teachers trained for development and delivery of E-contents is missing.
- HoI endorsement in the list of students in all year of study is missing.
- HoI endorsement in the list of Mentors with assigned mentee is missing.
- Media room to be created.
- Students exam grievances file is missing.
- Details of examination system to be updated.
- Details of learning outcome/graduate attributes not found.

##### **Suggestions :**

- Documentation to be improved

#### **Criteria 3 :**

##### **Observations :**

- All files are updated.
- All Seed Money Projects are completed on schedule.

- One externally funded Research Project is under execution.
- A few Consultancy projects are executed.
- No NGO funded Research Project is under execution.

#### **Suggestions :**

- For Significant Research Output, the research laboratory needs to be augmented with more research equipment.
- Efforts shall be made to increase the no. of indexed Publications.
- Efforts shall be made to get extramural funding by applying more number of quality proposals.
- Efforts shall be made to provide consultancy to earn revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Efforts shall be made to file more patents.

#### **Criteria 4 :**

##### **Observations :**

- Girls common room: Cot facility to be provided
- Rest room/ Common room for students: Cot facility to be provided
- Exam Cell: Safety Locker facility to be provided
- Innovation and start - up Cell: IIC activities found. No startup cell or constitution found
- Indoor-outdoor Game Facility/ Sports Centre: Need to be improved
- Maintenance of classrooms/ labs done regularly: But No SOP for cleaning
- Budget copy of library: budget approval not available Minutes not reflecting
- E content resource used data: To be prepared
- Lecture Hall ACs to be improved

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship provided by the University for the year 2022-23 shall be updated in the file.
- The activities for capability enhancement and other skills development schemes (Personality and professional development) are conducted for Interns and to be implemented for all other year students.
- The institution conducts a guidance programme for competitive examinations and 66 students participated during the year.
- The institution obtained the anti-ragging affidavit from the students.
- The placement and student progression file has yet to be updated.

- The Student Induction Programme is conducted for UG within 6 days duration and obtains the student's feedback.
- Information about alumni contribution is available but needs to be improved.
- There are 12 activities organized by the NSS cell and 2 activities from RRC and yet to be uploaded on the institution website.
- The student club activities are found in the file and yet to be uploaded on the institution website.
- The students participated in inter collegiate sports event and the institution host the intercollegiate sports and fine arts club events.

#### **Suggestions :**

- The meeting of the Anti-Ragging committee shall be conducted and minute as per the UGC/University regulations.
- The activities of the anti-ragging squad are yet to be recorded.
- The institution shall be planned to conduct the sports day and cultural day for the year 2022-23
- Alumni Association Office bearers meeting shall be conducted periodically.
- Separate sports period to be included in the programme timetable.

#### **Criteria 6 :**

##### **Observations :**

- No IDs given yet to students and Staff with RFID.
- Student Hand book only for PG.
- Various Policy documents not available handy

##### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

#### **Criteria 7 :**

##### **Observations :**

- 100 CCTV HD Cameras are available in the campus with monitoring station
- Counselling room is not available. Counsellor is available
- Action plan to be maintained separately in addition to the academic calendar
- Solar plants to be installed. Initiatives taken already to install 60K on grid.
- More than 90% LED bulbs are available. List to be maintained.

- 68 AC's and 12 Refrigerators are available, all 3 star rated. The same to be maintained for future purchases.
- Colour coded bins are available. Proper segregation to be done.
- STP is not available. To be planned
- As per the MOU, e-wastes are to be scrapped through proper vendors
- AERB approval is available
- Bio Medical waste management MOU is available.
- There is no recharge system for Borewell and open well.
- There is no vehicle parking shed. To be planned.
- Different tile for disabled to be planned in the pathway.
- Boards are available. But not practised. To be implemented very strictly
- Landscaping to be maintained well. More trees to be planted in the campus
- No awards. More activities to be planned
- Tactile path is not available.
- More activities related to Harmony, values, professional ethics, commemorative days to be planned and organized
- More activities to be planned and organized
- Two best practices are followed and documented.





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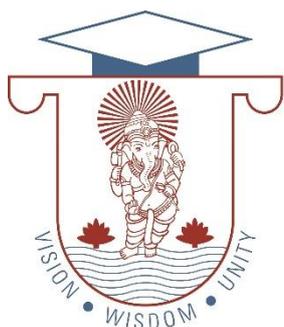
### VINAYAKA MISSION'S KIRUPANANDA VARIYAR ARTS & SCIENCE COLLEGE, SALEM

**DATE OF VISIT** : 21.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Dr. Nazeema, Director– SAS, Paiyanoor
8. Dr. M. Surendiran, Assistant Professor – SAS, Paiyanoor





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S KIRUPANANDA VARIYAR ARTS & SCIENCE COLLEGE, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's Kirupananda Variyar Arts and Science College, Salem** for AAA for the academic year 2022-23 on **21.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations:

- Details of Syllabus revision to be updated.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.

- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Improvement in documentation is required for Value added courses
- Action taken report is not available for feedback on curriculum.
- Program regulations have not been circulated to students
- Students are not aware of Program & Course outcomes
- Students are not aware of Credits, SGPA, CGPA and CBCS curriculum
- Guest lectures need to be improved.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.
- LMS usage needs improvement.
- Competitive exam training needs to be focused.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- More Guest Faculty to be invited to improve the Soft and Life Skills of students.

#### **Criteria 2 :**

##### **Observations :**

- List of teachers trained for development and delivery of E-contents is in process.
- Media room to be created.

##### **Suggestions :**

- Documentation is very good.

#### **Criteria 3 :**

##### **Observations :**

- Research lab commissioning in progress.
- No. of Externally Funded Projects being executed is two, one of them in collaboration with VMSSDC.
- No Consultancy and no NGO funding is generated.
- Research Output need to be increased.
- As on today some proposals are applied for Extramural funding.
- Documentation is well maintained.

##### **Suggestions :**

- In all IRC meetings seed money progress review has to take place
- More motivation and hand holding is required for the faculty to pursue Research.

- Research lab shall be commissioned at the earliest.
- Research infrastructure need to be augmented. Physics & Chemistry are very important areas for Research.
- Efforts shall be made to generate consultancy revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Seed Money Projects shall be completed on schedule.
- Seed Money sought is pending for all the 4 Phases of projects.
- The number of publications made shall be considerably improved.

#### **Criteria 4 :**

##### **Observations :**

- Adequate Classrooms & Laboratories : 14 class rooms 3 lcd and 2 smart class room not sufficient for existing programs
- Security: No. of Security Guards CCTV Surveillance
- Secured Compound: Not adequate main gate not covered with CCTV
- Exam Cell: Locker facility to be provided
- Wi-fi Campus and Digital library: Low speed. Router to be placed in appropriate places.
- Internet Bandwidth: 10mbs
- Indoor-outdoor Game Facility/ Sports Centre: No indoor facility
- Library Management System / RFID: No RFID
- Budget copy of library: Procedures to be followed
- Class rooms with LCD facility to be improved. LCD halls no PC facility
- Committee approvals to be documented
- Internet speed is 10mbs. 31computers not updated.
- No SoP s for cleaning
- No ramps
- Class rooms need to be cleaned frequently

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship during the year are available in the file.
- Activities for capability enhancement and other skills development schemes are available but the student's feedback should be obtained.
- The training is given for competitive examinations and career advancement for first year students, and it has to be implemented for all other year students.
- Anti-ragging committee, anti-ragging squad, ICC should be constituted as per UGC/university regulations.

- A register should be maintained for suggestion box.
- The documents pertaining to Alumni association are not shown and it is found that the HoI is the member of Alumni association office bearers needs to be updated.
- Activities of NSS unit are not shown and not updated on the institution website.
- The Students Induction Program is to be submitted to the university.

#### **Suggestions :**

- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- The student council should be constituted and the activities to be conducted.
- A separate web page should be provided for students' welfare activities on the college website and the events to be updated.
- Alumni activities need to be improved.

#### **Criteria 6 :**

##### **Observations :**

- Policy documents not available handy.
- Statutory body regulations, BOS Minutes etc. not available handy for the HOI.
- No Audits conducted.
- All Committees to submit annual plan.
- Department level reviews to be done regularly.
- RFID cards not issued for both faculty and students.
- Code of conduct not visible.
- No second line of leadership.
- IQAC functioning to be strengthened with space and manpower.

##### **Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points

#### **Criteria 7 :**

##### **Observations :**

- Documentation is not maintained properly.
- Green Cover is limited.
- No disabled friendly washroom is there.
- The slope of Ramps for physically challenged is very high.

- Yoga day, youth day are not celebrated.
- Professional Ethics Programs is not conducted for faculty & students.
- Code of conduct awareness programs for faculty are not conducted.
- Video surveillance coverage is poor.

### **Suggestions :**

- Video surveillance need to be improved in the corridors.
- Disabled friendly washroom shall be provided.
- Green cover need to be improved.
- Professional Ethics programs & code of conduct awareness programs need to be conducted.

### **Subject Expert Suggestion:**

- Department wise Academic Calendar to be maintained with guest lecturer mentor-mentee dates etc.
- FDP has to be organized in Technical area, Research, Teaching – Learning and interpersonal skills.
- Result analysis file – Review and Action Plan needed.
- Slow learns fast learns Mentor-Mentee file has to have intervention schedule and outcomes.
- Professional society membership by faculty.
- Industry collaborations and Best practices in teaching to be maintained by each department.
- National conference can be conducted for languages.
- Result should be analyzed and reviewed Action plan to be devised.
- Faculty appraisal has to be done. Faculty should become member in professional society. Interdisciplinary projects and Best practices in academics can also be though.
- Research Laboratory is available but the equipment are not working (Total cost is 1.5 crores)
- Faculties are not using CAMU Portal properly.
- If it happens faculty work load may be properly distributed.





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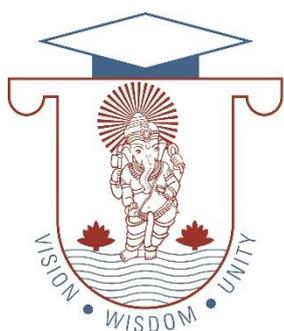
VINAYAKA MISSION'S COLLEGE OF PHYSICAL EDUCATION,  
SALEM

**DATE OF VISIT** : 21.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF PHYSICAL EDUCATION, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's College of Physical Education, Salem** for AAA for the academic year 2022-23 on **21.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations:

- Program and Course outcomes have not been filed.
- Outcome Analysis Report not available.
- Details of Syllabus revision are not available.
- List and description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development is not available. BoS / Academic Council approval for the same is not available.

- List of interdisciplinary courses not available. BoS / Academic Council approval for the same is not available.
- List and Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.
- Improvement in documentation is required for Value added courses
- List of field visits / research projects / Industry internships/ visits/Community postings not available.
- Program regulations should be widely distributed and explained.
- Students should be strengthened on Program & Course outcomes, Credits, SGPA, CGPA and CBCS curriculum
- Guest lectures need to be improved.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.
- Remedial classes are not provided for slow learners
- LMS usage needs improvement.
- Competitive exam training needs to be focused.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- More training to faculty about documentation is required.

#### **Criteria 2 :**

##### **Observations :**

- Student diversity details are missing.
- Details of slow learners and advanced learners not found.
- Details of date of joining, experience missing in full time teachers list.
- Details of student centric learning methods are available partially.
- Details of ICT enabled tools are available partially.
- List of teachers trained for development and delivery of E-contents is available partially.
- Media room to be created.
- Details of learning outcome/graduate attributes not found.
- Details of examination system are available partially.

##### **Suggestions :**

- Documentation to be improved.

### Criteria 3 :

#### Observations :

- There is no Research coordinator.
- No monthly data is sent. In the process a few publications made by faculty are also missed.
- No Consultancy and no NGO funding is generated.
- No publications in 2022-23 so far.

#### Suggestions :

- Efforts shall be made to generate consultancy revenue.
- Efforts shall be made to attract NGO funded research Projects.
- The number of publications made shall be considerably improved.

### Criteria 4 :

#### Observations :

- Furnished Staff Rooms for Faculty: Need to be improved
- Housekeeping for regular cleaning: Need to be improved
- Exam Cell: Safety locker to be provided
- Library reading room: Not adequate
- Wi-fi Campus and Digital library: Sharing
- Internet Bandwidth: Sharing
- Indoor-outdoor Game Facility/ Sports Centre: Indoor to be improved
- Maintenance of classrooms/ labs done regularly: To be improved
- Library Management System / RFID: No RFID
- One smart board available ICT enabled to be improved
- Seminar Hall to be equipped with AC and good seating arrangements
- As per the course requirement hostel facility is necessary. Hence it should be considered as priority.
- Internet speed very poor
- No. of computers need to be increased based on students and staff strength
- No PCs in Class rooms
- Washrooms are not enough for 400+ students

### Criteria 5 :

#### Observations :

- The particulars of the students' scholarship during the year are available in the file.
- Activities to be conducted for capability enhancement and other skills development schemes.

- The training is given for competitive examinations and career advancement for the students.
- Anti-ragging committee, College Students Grievance committee, ICC are constituted as per UGC/university regulations.
- A register should be maintained for suggestion box.
- In ICC meeting HoI is attended the meeting
- The student's progression and placement file need to be updated.
- The students receive awards/medals in various sports events.
- Cultural activities of the students need to be improved.
- The alumni association of the institution is registered but the officer bearer meeting, alumni activities, and their contribution to be initiated.
- Activities of NSS unit to be updated and the report shall be sent to the university and institution website.
- One RRC event found in the file but more activities to be conducted as per guidelines.
- The Students Induction Program is conducted, and the reports should be submitted to the university.
- Two students club named EVS club and Fine Arts club are in place, but they should do more activities as per guidelines.

#### **Suggestions :**

- Anti-ragging squad should be constituted as per UGC/university regulations.
- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- Alumni meet during the year should be conducted.
- The institution shall take appropriate action to include the alumni in VAAVE portal.
- The student council should be active and properly documented.
- A separate web page should be provided for students' welfare activities on the college website and the events to be updated.
- Budget for purchasing sports equipments need to be enhanced.
- It is suggested to start a new students club related to martial arts like MALCOM, Silambam by the institution.
- The institution's website should be updated periodically.

#### **Criteria 6 :**

##### **Observations :**

- Organogram missing.
- Policy documents not available handy.
- Statutory body regulations, BOS Minutes etc. not available handy for the HOI.
- Code of conduct not visible.
- No second line of leadership.

- No Audits conducted.
- All Committees to submit annual plan.
- Department level reviews to be done regularly.
- IQAC functioning to be strengthened with space and manpower.
- RFID cards not implemented.

**Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.

**Criteria 7 :**

**Observations :**

- Documentation is not maintained properly.
- Green Cover is limited.
- No disabled friendly washroom is there.
- No record of conduct of cultural, commemorative days is available.
- Professional Ethics Programs is not conducted for faculty & students.
- Code of conduct awareness programs for faculty are not conducted

**Suggestions :**

- Disabled friendly washroom shall be provided.
- Green cover need to be improved.
- Professional Ethics programs & code of conduct awareness programs need to be conducted.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

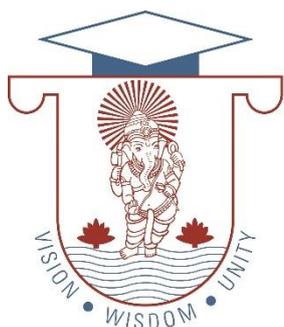
(Deemed to be University under section 3 of the UGC Act 1956)

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S KIRUPANANDA VARIYAR MEDICAL COLLEGE, SALEM

- DATE OF VISIT** : 17.03.2023, Friday & 18.03.2023, Saturday
- EXPERTS** :
1. Dr. P. Gnanasekar, Director – IQAC
  2. Dr. A. Rajan Samuel, Dy. Director – Academics
  3. Dr. A. Nagappan, Director – IIE(VMRF), Salem
  4. Dr. S.A.V. Satya Murty, Director – Research
  5. Dr. S. Suriyanarayanan, Dy. Director – Research
  6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
  7. Dr. V. Sivasubramanian, Professor– VMMC, KKL
  8. Dr. Purnanandha Mishra, Professor– AVMC, Puducherry
  9. Dr. S. Narayanasamy, Associate Professor– AVMC,  
Puducherry
  10. Dr. T. Prasad, Professor – AVMC, Puducherry

11. Dr. Naveen Puttum, Assistant Professor – AVMC, Puducherry
12. Dr. Ashwyn Anand Nelson, Assistant Professor – AVMC, Puducherry
13. Dr. V. Sasi, Vice Principal, VMCN, Puducherry
14. Dr. Rajarajeswari, Professor – VMCN, Puducherry
15. Dr. P. Mekhala, Vice Principal– VMCN, KKL
16. Mrs. G. Raji, Professor – VMCN, KKL



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S KIRUPANANDA VARIYAR MEDICAL COLLEGE, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's Kirupananda Variyar Medical College, Salem** for AAA for the academic year 2022-23 on 17 & 18.03.2023. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program Regulations needs to be updated.
- Outcome Analysis Report to be updated.
- Details of Syllabus revision is to be updated
- List and description of courses with focus on competency/ employability/ entrepreneurship/ Skill-development not available. BoS / Academic Council approval for the same is not available.

- List of interdisciplinary courses not updated. BoS / Academic Council approval for the same is not available.
- List and Description of Courses integrating cross cutting issues to be updated. BoS / Academic Council approval for the same is not available.
- Improvement in documentation is required for Value added courses.
- Students orientation to be conducted on Program & Course outcomes
- Mentoring process is to be improved.
- SWAYAM enrolment and awareness to be improved
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Curriculum Review Committee is not available.
- LMS usage is to be improved
- Awareness about Value added courses is needed

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Student diversity details needed in a graphical representation.
- Admitted students enrollment list to be endorsed by registrar
- Partial Details of slow learners and advanced learners are available
- Fulltime teachers details are to be updated.
- E-content developed to be uploaded in LMS.

##### **Suggestions :**

- Documentation is satisfactory.

#### **Criteria 3 :**

##### **Observations :**

- Available Research infrastructure is well organized.
- Utilization registers & safety procedures exist.
- No. of Externally Funded Projects being executed is only one.
- Almost limited Consultancy and no NGO funding is generated.
- Research Output need to be increased.
- No. of Publications is limited.
- Efforts to be made on proposals for Extramural funding.
- Documentation is well maintained.

### **Suggestions :**

- In all IRC meetings seed money progress review has to take place.
- More motivation and hand holding is required for the faculty to pursue Research.
- Research infrastructure established is considerable with considerable investment and faculties have to make best use of it.
- Research Infrastructure need to be augmented, which is already planned.
- More Proposals shall be applied for extramural funding.
- Efforts shall be made to generate consultancy revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Seed Money Projects outcome need to be improved.
- Seed Money Projects shall be completed on schedule.
- The number of publications made shall be considerably improved.
- More efforts shall be put to get sponsored clinical trials. As on today no clinical trials are going on.

### **Criteria 4 :**

#### **Observations :**

- Old infrastructure is being renovated
- Housekeeping for regular cleaning : NO SOP found. Observed that cleaning happens once in 2 or 3 days
- Security: No of Security Guards CCTV Surveillance Secured Compound : Total 96 cameras shown. Monitoring not known exactly. There is a view option at Dean room and server and backup not known.
- Innovation and startup Cell : IIC activities held.
- Students support center with career guidance cell : Committee constitution to be done. Activities found
- Students Activity Centre : No specific area earmarked.
- Community Training Facilities : Documents not found
- E content resource used data : Pro Quest and E-books Utility is low
- Student Pigeon box facility to be improved. Many bags were kept across corridors
- All PG seminar halls LCD facility to be enhanced. Many portable LCDs found.
- Lab safety measures to be displayed in labs
- Cleaning SoPs not found. No Schedule for Cleaning
- Boys common Room to be maintained

## **Criteria 5 :**

### **Observations :**

- Students' scholarship file is yet to be updated.
- The activities for capability enhancement and other skills development schemes are found in the file for the year 2022-23 and students feedback shall be obtained.
- The institution conducted one training course for the competitive examinations and career advancement during March 2023. PG NEET coach training has to be given for students.
- The institution is yet to complete the process for obtaining the anti-ragging affidavit from the students.
- The College Students Grievance Redressal Committee has 21 members and required to reconstitute as per UGC/University regulations, and list should display in the prominent place of the institution.
- 7 suggestion boxes are available for the institution but the ledger to be maintained for these boxes.
- Alumni association is registered.
- One NSS unit available and the activities for the last three months yet to be documented.
- Students Induction Program is conducted as per NMC guidelines.
- Sports facilities of the institution is upgraded and is under process.

### **Suggestions :**

- The action taken report on the grievances given by the students to be place in the next grievance committee meeting.
- Administrative heads are members in Internal Complaints Committee. Hence it has to be reconstituted as per UGC regulations.
- The placement and student progression file has yet to be documented.
- The institution shall take appropriate action to include the alumni in VAAVE portal and improve the alumni activities and their contribution.
- Alumni association account should be audited.
- RRC activity to be conducted and documented.
- Student council for the institution to be constituted as per university guidelines.
- The student club activities need to be documented and to be uploaded on the institution website.
- The institution should encourage students to participate in cultural/sports events conducted by other institutions.
- The institution shall plan to conduct the sports day and cultural day for the year 2022-23
- The institution shall provide separate website page for student welfare activities and the event of NSS, RRC, students' council, students club shall be uploaded in that web page.

## **Criteria 6 :**

### **Observations :**

- Meeting of all Staff members to be maintained
- Code of conduct to be maintained
- Policy documents not available handy.
- Statutory body regulations, BOS Minutes etc. not available handy for the HOI.

### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

## **Criteria 7 :**

### **Observations :**

- Green Cover can be improved.
- Proper Best Practices need to be chosen.

### **Suggestions :**

- Lift Facilities may be provided in college buildings also
- Foot Paths may be provided on all stretches of the roads for the benefit of Patients, Care Takers & Students.
- Procedures to be maintained for handling & disposing radioactive equipment.
- Procedures shall be there for E-Waste Management.

## Department Reports

### PHARMACOLOGY

#### **Subject Expert Suggestion:**

- Contents Page/List to be prepared for mandatory document.
- Research activities may be improved.
- Calibration of equipment with support of biomedical engineer in needed.
- Common documents to be kept are department for IQAC purpose.

### PATHOLOGY

#### **Subject Expert Suggestion:**

- Suggested to conduct more CME programs
- Academic calendar lesson plan for UG and PG hard copy to be maintained for IQAC requirement.
- Log book, self appraisal file, and individual faculty file available only for HOD and few faculties. All the Faculties should aware about IQAC documents.
- Department maintenance and annual stock verification report to be maintained.

### COMMUNITY MEDICINE

#### **Subject Expert Suggestion:**

- Common files like placement, Alumni, Co-curricular and extra curricular activities documents to be available in the department.
- Research activities of UG and PG to be improved.
- Cleanliness of rural centre may be improved.

### FORENSIC MEDICINE

#### **Subject Expert Suggestion:**

- Communication from HOD and Faculties may be improved.
- Documentation of academic activities not satisfactory.
- Maintenance of stocks and equipments to be followed.
- Research Activities for students may be improved.
- Staff meeting and communication to be documented.

## OPHTHALMOLOGY

### **Subject Expert Suggestion:**

- Retina Specialist need to be recruited for certification of laser and it of diabetic retinopathy.
- OT Phaco machine need to be upgraded to advanced machine.
- 'B' Scan Ultra sound may be purchased to effective PG Teaching and Patient care.
- Operative microscopes need to be upgraded as high end Operating microscope and Video system.
- Eye bank may be setup PG wet lab to be conducted on regular basis

### **Nursing Expert Suggestion:**

- Need staff Nurse to maintain the OPD register and record.
- Need Ophthalmic Technician to operate and maintain the Ophthalmic Instruments.
- Nurse chart need to be updated in the ward.
- Stock register need to be updated in the ward.

## ORTHOPEDICS

### **Subject Expert Suggestion:**

- Library reading hours to be assigned to the PGs and Recorded.
- Movement registers to be maintained properly.
- Alumni Association may be strengthened.

### **Nursing Expert Suggestion:**

- Need to maintain the cleaners of the stainless steel items.
- Need to update the nurse record and registers.

## RADIO DIGNOSIS

### **Subject Expert Suggestion:**

- Old X -ray units may be replaced phase wise.
- Separate museum room to be upgraded.
- More outreach program may be planned.
- Project and Research activities to be promoted.

### **Nursing Expert Suggestion:**

- Need to update some of the files.
- Alumni Association may be strengthened.

- Stainless steel items need to be cleaned regularly.

## OBSTETRICS AND GYNAECOLOGY

### **Subject Expert Suggestion:**

- Division of files to all faculty criteria wise has to be made
- Orientations of the files to all faculty members.
- Biomedical waste should be maintained for equipments.
- Files should be organized in proper manner.
- Labour room grooming should be changed.

### **Nursing Expert Suggestion:**

- Head Nurse/Supervisor/Nurse verifies the cleanliness of ward assured.
- Infection control to be done as per the norms.

## PAEDIRATRICS

### **Subject Expert Suggestion:**

- Regular checking in the wards by the faculty is required.
- Treatment room must be checked.
- ANS must check the daily drug chart.
- Biomedical note should be maintained.

### **Nursing Expert Suggestion:**

- Infection control to be checked and maintained properly.
- Files to be updated and signed and sealed by the HOD.
- SOP to be oriented to everybody and details to be available respective places.
- Awareness to be created to the general public about the camera surveillance
- Breastfeeding room is to be available in the immigration area as well as near to the NICU.

## PULMONARY

### **Subject Expert Suggestion:**

- Separate ward for respiratory medicine to be provided.
- RICU should be provided for sick patients.
- An isolation ward for PTB patients must be allocated.

### **Nursing Expert Suggestion:**

- Pulmonary medicine OPD needs basic facilities as like other OPD in this institution.
- Provisions to be made for caring the senior citizens.
- Nursing students and staffs to be assigned to create awareness to the general public.

## **TRANSFUSION MEDICINE**

### **Subject Expert Suggestion:**

- Department Vision Mission need to be updated.
- Proper filing of papers in their respective files.
- Programs should be organized.

### **Nursing Expert Suggestion:**

- SOP can be placed in the respective areas.
- Handling Blood & Blood related items are cleaned properly as per ethics and protocols.
- Stock register not updated more than 2 years.
- Students training details, schedule, attendance registers to be maintained and signed
- Many awareness programs can be conducted and information booklet displayed in the respective areas and pamphlet distributed to the general public.

## **EMERGENCY MEDICINE**

### **Subject Expert Suggestion:**

- Individual time table for facilities to be made.
- Key Answer to be prepared.

### **Nursing Expert Suggestion:**

- Emergency treatment protocols may be displayed.
- In the stock register, condemnation column may be added.
- The floor in charge nurses, senior sisters of the ward need to oversee the ward frequently for quality care.
- SOP's of the equipments may be displayed.
- Treatment manual may be made available in the emergency ICU.
- Bilingual displays may be beneficial in the hospital side

## PSYCHIATRY

### **Subject Expert Suggestion:**

- Preparation of key answer to Cycle test to be done.
- Lecturer Notes along with ICT enable classes to be conducted.

### **Nursing Expert Suggestion:**

- A separate security may be allotted.
- Collection of soiled live may be followed strictly.
- Adequate faculties and storage cupboards, safely locks may be provided.
- Provision of place for providing therapy services and counseling services may be allotted.
- SOP to handle violent behaviors may be displayed.
- Awareness posters in local language may be displayed.
- Involve Nursing student, M.Sc Mental health nursing and B.Sc, Nursing students in the community psychiatry camps.
- The files stoppers may be given to maintain files properly and closed and files storage cupboards may be provided.

## GENERAL MEDICINE

### **Subject Expert Suggestion:**

- Faculty time table Not Available.
- Key Answer to Cycle exam not available.
- Key Answer to Model Exam not available.
- Copy of College Magazine not available.
- Faculty leave letter file be made.

### **Nursing Expert Suggestion:**

- Stadiometer may be fixed in service area of one General Medicine.
- Digital weighing scale may be providing especially in the dialysis ward.
- Writing boards may be provided to mark their daily ward causes.
- Separate place may be earmarked for the nurses to change their dress and have foods.
- Racks may be provided in the wards to keep students bags at the entry itself.
- Mercury BP apparatus may be replaced with digital BP apparatus.
- Covered trays may be used for the consultation and injection.
- Bilingual posters may be display create awareness for the points.

## SKIN

### **Subject Expert Suggestion:**

- Key Answer to be prepared and to be Examined.
- Along with the ICT enabled lectures notes to be given.
- Statistical analysis or results for cycle test and model exam to be prepared and maintained.

### **Nursing Expert Suggestion:**

- SOP's for the equipments may be displayed.
- Pictorial displays on the condition in the local language may be displayed in the OPD side and even in ward side.
- Displays on preventive aspects may be beneficial for the patients.
- Stadiometer may be fixed in the OPD and wards.
- Aluminum practical working patrician may be made for nurse's station.
- Attention of maintenances team is needed and in particular housekeeping.
- Condemnation procedure to be followed.

## ENT

### **Subject Expert Suggestion:**

- Ward beds and toilets to be increased.
- Painting of cots required in the ward.
- Multi Para monitors to be kept in ward.
- Almirah is not in working condition, to be replaced with a new one.

### **Nursing Expert Suggestion:**

- ENT wards to be equipped with patients monitor.
- Need separate staff nurse to maintain the register and records in OPD department.
- Need to be maintaining proper cleanliness in stainless steel items.

## GENERAL SURGERY

### **Subject Expert Suggestion:**

- Over all good ventilation is required cross ventilation can be done as lot of windows.
- Equipments for surgeries to be updated.
- Laparoscopy harmonic laser Proctology and instruments.
- Furniture which is rusted has to the painted.

### **Nursing Expert Suggestion:**

- Female surgery wards preparation room need to be improve the facilities and cleanliness.
- Surgery ward needs to be improved cleanliness in patient rest room needs improvement.
- Case sheet nurses report to be updated daily.

### **ANAESTHESIOLOGY**

### **Subject Expert Suggestion:**

- Need good ventilation in ward and room

### **Nursing Expert Suggestion:**

- To be equipped with advanced moveable cot for PICU.
- To be equipped with good working condition ECG monitor.
- Need more movable IV stand for patient bed side in post operative incentive care Unit.

### **ANATOMY**

### **Subject Expert Suggestion:**

- Faculty involvement and awareness of date's maintenance can be improved. More FDP can be done.
- Assessment can be done after renovation works so that proper report can be submitted. Renovation was a hindrance for assessing infrastructure facilities.

### **PHYSIOLOGY**

### **Subject Expert Suggestion:**

- Need maintain for faculties to be research and increase publication details.
- Display can be revised and more colorful.
- Assessment can be done after renovation works so that proper report can be submitted. Renovation was a hindrance for assessing infrastructure facilities.

### **MICROBIOLOGY**

### **Subject Expert Suggestion:**

- HOD and faculty room can be more spacious to create a good ambiance.

- Posts infinitely need to be changed for good appearance as only patients and which on the walls.
- Assessment can be done after renovation works so that proper report can be submitted. Renovation was a hindrance for assessing infrastructure facilities.

### BIOCHEMISTRY

#### **Subject Expert Suggestion:**

- Proper leave letter format can be revised for post graduates.
- Department ambiance can be better maintained.
- Assessment can be done after renovation works so that proper report can be submitted. Renovation was a hindrance for assessing infrastructure facilities.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S ANNAPOORANA COLLEGE OF NURSING, SALEM

**DATE OF VISIT** : 18.03.2023, Saturday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE(VMRF), Salem
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
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7. Dr. P. Mekhala, Vice Principal– VMMC, KKL
8. Mrs. G. Raji, Professor – VMMC, KKL
9. Dr. V. Sasi, Vice Principal - VMCN, Puducherry
10. Dr. Rajarajeswari, Professor – VMCN, Puducherry





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S ANNAPOORANA COLLEGE OF NURSING, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's Annapoorana College of Nursing, Salem** for AAA for the academic year 2022-23 on **18.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Course outcomes and program regulations to be updated.
- Details of syllabus revision needs to be updated.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.

- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Action taken report is not available for feedback on curriculum.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Students not aware of CBCS, SGPA, CGPA
- Innovative Student centric learning methods to be introduced.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Curriculum Review Committee is not available.
- LMS usage is minimal.
- Awareness about Value added courses is poor.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Media room to be created.
- Details of student grievance related to examination is missing.

##### **Suggestions :**

- Documentation is good

#### **Criteria 3 :**

##### **Observations :**

- Faculty shall be mentored and handheld to pursue research.
- No. of publications is very limited.
- Guidance shall be given to choose the right indexed journal.
- Seed Money outcomes are limited.
- Request for seed money is pending for approval.
- No research proposals are sent to external agencies.
- No significant research is being pursued.
- MoUs details & activities data is not available.

### **Suggestions :**

- Number of publications need to be improved immediately.
- Efforts shall be made to apply for extramural funding.
- No handholding, guidance for research looks to be sought from VMKVMCH.
- No efforts are put by any faculty to use the research infrastructure available in VMKVMCH.
- Seed Money outcomes are limited.
- Progress of Seed Money projects need to be speeded up.
- Research output from Ph.D scholars is limited.
- Efforts shall be made to get NGO funding & Consultancy.

### **Criteria 4 :**

#### **Observations :**

- Auditoriums Available : Multipurpose hall
- Common room toilet facility and cot need to be provided
- Adequate number of toilets for girls: To be improved
- Adequate number of toilets for boys: Limited for boys. to be improved
- Hostel - Facility and guest room Facility: Sharing basis
- Security: No. of Security Guards CCTV Surveillance Secured Compound: 16 cameras
- Specialized labs and Central Research Facility: Research cell office space shown
- Indoor-outdoor Game Facility/ Sports Centre: No Indoor facility Outdoor sharing
- Budget copy of library: To be done systematically
- E content resource used data: To be updated
- Many broken chairs to be replaced
- Staff room furniture's to be improved

### **Criteria 5 :**

#### **Observations :**

- The particulars of the students' scholarship during the year are available but the HoI should be available in the file.
- The activities for capability enhancement and other skills development schemes are yet to be conducted.
- Anti-ragging committee, squad, College students' grievance redressal committee, ICC are constituted as per regulations.
- Placement cell activities for the year 2022-23 to be updated.
- The students participated in the other college cultural/sports events, but files are to be updated.
- The alumni association is registered

- NSS, RRC and other students club activities progression is good, but the club meeting minutes to be documented.
- The NSS unit of the institution received appreciation from the southern railway.
- The RRC unit of the institution received appreciation from the Salem Collectorate.
- Students Induction Program is conducted as per guidelines.
- Sports facilities are available but provide separate hours for the students.

#### **Suggestions :**

- A separate web page should be provided for students' welfare activities on the college website and the events to be updated.
- The student council is to be constituted as per the guidelines and the activities to be conducted.
- The institution shall take appropriate action to include the alumni in VAAVE portal.
- Less enrollment in Fine Arts club needs to be improved.

#### **Criteria 6 :**

##### **Observations :**

- No Audits conducted.
- Department level reviews to be done regularly.
- Estate Maintenance, they rely on VMKVMC. A separate team to be available in the block.
- RFID cards not issued for both faculty and students.
- Code of Conduct not visible.
- Policy documents not available handy.

##### **Suggestions :**

- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.

#### **Criteria 7 :**

##### **Observations :**

- Better efforts need to be put for green campus around VMACON building.
- Waste Management facilities are not there.
- Green Campus reports are not there.

##### **Suggestions :**

- Efforts shall be put for making campus more green



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

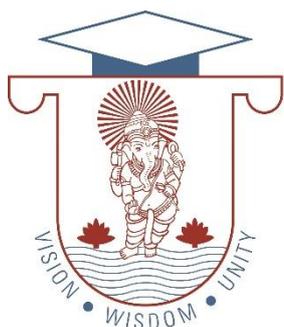
### VINAYAKA MISSION'S HOMEOPATHIC MEDICAL COLLEGE, SALEM

**DATE OF VISIT** : 08.03.2023, Wednesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Mr. P. Rajasekaran, Dy. Registrar (Admin.)





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S HOMEOPATHIC MEDICAL COLLEGE, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's Homeopathic Medical College, Salem** for AAA for the academic year 2022-23 on **08.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations:

- Outcome Analysis Report not available.
- Description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development not available. BoS / Academic Council approval for the same is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.
- Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.

- Improvement in documentation is required for Value added courses
- Number of activities and filing needs improved for field visits / research projects / Industry internships/ visits/Community postings
- Action taken report is not available for feedback on curriculum.
- Students are not aware of Program & Course outcomes
- Academic workload of faculty needs to be filed.
- Innovative student centric learning methods to be introduced.
- Guest lecturers need to be improved.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Remedial classes are not provided for slow learners
- LMS usage is minimal.
- Academic calendar needs refinement.
- Online feedback mechanism is not effectively used.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Admitted students enrollment list endorsed by registrar is missing.
- Details of slow learners and advanced learners not found.
- Details of date of joining, experience missing in full time teachers list.
- List of students in all year of study is missing.
- List of Mentors with assigned mentee is missing.
- Media room to be created.
- Student's exam grievances file is missing.
- Details of learning outcome/graduate attributes not found.

##### **Suggestions :**

- Documentation to be improved.
- Faculty coordination to be improved.
- Patient input in OP & IP to be improved a lot.

#### **Criteria 3 :**

##### **Observations :**

- All Criteria 3 (Research, Innovation and Extension Activities) files are updated.
- One externally funded project by Willmar Schwa to be is being executed.

- No Consultancy and no NGO funding is generated.
- There is no separate Research Infrastructure in the college.
- Research Output is less considering their faculty strength.

#### **Suggestions :**

- More motivation and hand holding is required for the faculty to pursue Research.
- For Significant Research Output, separate Research lab has to be established with considerable infrastructure and investment.
- The no. of indexed Publications/year need to be improved.
- Efforts shall be made to get extramural funding by applying more number of quality proposals.
- Efforts shall be made to provide consultancy to generate revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Efforts shall be made for research collaboration with other Homeopathy colleges and homeopathy industries.
- Efforts shall be made for initiating some clinical trials.

#### **Criteria 4 :**

##### **Observations :**

- Adequate Classrooms & Laboratories: As per council requirements
- Furnished Staff Rooms for Faculty: Need to be improved
- Hostel - Facility and guest room Facility: Sharing
- Housekeeping for regular cleaning: Need to be improved
- Internet Bandwidth: 25 mbps
- Only LCD facilities no other ICT tools used
- Cleanliness need to be addressed with SoP
- Toilets cleaning to be addressed
- CCTV cams in appropriate places to be done
- Library resources updation to be done
- No E-resources found
- Library Budget and requirements not documented properly
- Overall documentation need to be improved.

#### **Criteria 5 :**

##### **Observations :**

- Students' scholarship file is maintained, and the particulars of the students' scholarship provided by the University for the year 2022-23 shall be updated in the file.

- One activity is conducted under the capability enhancement and other skills development schemes during the year with 2 hours duration and needs to be improved.
- The institution yet to complete the process for obtaining the anti-ragging affidavit from the students.
- The student council is constituted but the faculty members also attended the meeting.
- Lecture series and contribution from the alumni found in website and yet to be recorded properly.
- There are 34 activities organized by the NSS cell and uploaded on the institution website.
- The student and faculty from RRC received the award/recognition during the year
- The student club activities are found in the file and yet to be uploaded on the institution website.

### **Suggestions :**

- The College Students Grievance Redressal committee (CSGRC), Internal Complaints Committee (ICC) need to be reconstituted and the meeting minutes to be updated.
- The placement and student progression file has yet to be updated.
- The Student Induction Programme is to be conducted as per UGC/University regulations.
- The institution shall take appropriate action to include the alumni in VAAVE portal.
- The students are encouraged to participate in sports/cultural activities outside the institution.
- The sports facilities of the institution need to be improved.
- The institution shall be planned to conduct the sports day and cultural day for the year 2022-23.
- Alumni Association Office bearers meeting shall be conducted periodically.
- Separate sports period to be included in the programme timetable.

### **Criteria 6 :**

#### **Observations :**

- No Second line of leadership present (VP / MS).
- Code of Conduct not visible anywhere.
- Various Policy documents not available handy.
- Estate Maintenance, they rely on VMKVMC. A separate team to be available in the block.

#### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

## Criteria 7 :

### Observations :

- Very limited activities. Reports are not maintained properly. More activities related to Harmony, values, professional ethics, commemorative days to be planned and organized
- Tactile path is not available. Limited Boards and signboards are available. to be erected in prominent places
- Maintenance is very poor in this washroom
- Lift to be planned for the main building.
- More trees to be planted in the campus
- Limited Boards are available. But not practiced. To be implemented very strictly
- Different tile for disabled to be planned in the pathway.
- There is no vehicle parking shed. To be planned
- Water test reports are available. Testing to be done through accredited labs.
- AERB approval is not available
- Recycled water to be used for some other purposes As per the MOU, e-wastes are scrapped through proper vendors
- Shed is available. Canteen is there nearby the Bio medical waste management shed. This should be relocated.
- Colour coded bins are available. Proper segregation to be done.
- List and Number of LED bulbs are to be maintained. 2 star A/C's purchased. More than 3 star AC's to be purchased.
- List and Number of sensors based equipment's to be maintained. No sensor based lights in the building.
- Solar plants to be installed
- Action plans to be prepared and should be available in the academic calendar. Reports are available without participants list. Women's day awards to be given to students, staff and faculty members.
- 3 Incinerators available. Maintenance to be done frequently.
- Only one common room is available. To be maintained well.
- Full time counselor to be appointed.





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE, SALEM

DATE OF VISIT : 20.03.2023, Monday

EXPERTS :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE(VMRF), Salem
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Dr. G. Selvakumar, Principal – AVIT, Paiyanoor
8. Dr. L. Prabhu, Vice Principal – AVIT, Paiyanoor
9. Dr. Jagadeesan, Professor – AVIT, Paiyanoor
10. Dr. A. Nirmala, Associate Professor – AVIT, Paiyanoor
11. Dr. R. Nagalakshmi, Associate Professor – AVIT, Paiyanoor





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE, SALEM

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's Kirupananda Variyar Engineering College, Salem** for AAA for the academic year 2022-23 on 20.03.2023. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Outcome Analysis Report not updated.
- Details of Syllabus revision is inadequate
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.

- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Number of activities needs improved for field visits / research projects / Industry internships/ visits
- Students are not aware of Program & Course outcomes
- Students are not aware of credits, Choice based credit system OBE and SGPA/CGPA
- Mentor Mentee mechanism needs to be strengthened.
- Guest lecturers need to be improved.
- Soft and Life Skill training for student needs improvement.
- More faculties need to be trained in E content development.
- Details about Curriculum Review Committee is not available.
- Awareness about Value added courses is poor.
- LMS usage needs improvement.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Details of slow learners and advanced learners are available partially.
- Details of qualification missing in full time teachers list.
- List of teachers trained for development and delivery of E-contents is missing.
- File maintenance is good

#### **Criteria 3 :**

##### **Observations :**

- RC is also not aware of the amount of incentive being provided for various outcomes.
- No Consultancy and no NGO funding is generated.
- Some research work is going on in Computer aided drug design lab. (Pharmacy Department), Renewable Energy lab, Electronics Gadgets lab only.
- No research work is going on in AI lab, Central Research Design lab, Bosch lab. They are used for academics or training only.
- Utilization registers are there only in Computer aided drug design lab.
- No collaborative activities are carried out using existing MoUs.
- Documentation has to be well organized.

### **Suggestions :**

- In all IRC meetings seed money progress review & Extramural projects Research Progress review has to take place. IRC has to meet every month.
- More motivation and hand holding is required for the faculty to pursue Research.
- Research infrastructure is established with considerable investment and faculty have to make best use of it.
- For better research output, Research Infrastructure need to be augmented, which is already planned.
- Number of extramural projects being executed is to be improved.
- Efforts shall be made to generate more consultancy revenue & NGO funded research Projects.
- 54 Ph.D scholars on rolls. Their research output & Publications is limited.
- Seed Money Projects progress need to be improved.
- Number of indexed Publications has improved over last year.

### **Criteria 4 :**

#### **Observations :**

- Campus Area: Building approval and stability certificate renewal under process
- Furnished Staff Rooms for Faculty: Furniture's to be improved
- Adequate number of toilets for boys: Access to boys toilets away from academic block. No floor is having students toilets
- Exam Cell: Proper locker facility to be provided. Old can be replaced.
- Innovation and start - up Cell: Startup cell not found
- Research Section/ Periodical Section in Library: Need to be improved
- Internet Bandwidth: 200mbps
- Indoor-outdoor Game Facility/ Sports Centre: Indoor facility to be improved
- Students Activity Centre: Shown at intuition center need to be furnished
- Maintenance of classrooms/ labs done regularly: SoP to be done and monitored accordingly
- Budget copy of library: Need to be done systematically Committee approval to be mentioned. No date in committee constitution.
- SoPs to be updated
- Lab safety measures to be updated
- Interactive device rooms no writing boards available
- Many steel benches are rusted. Can be replaced
- Students are not aware of use of interactive device or smart board
- Faculty room furniture's to be repaired or replaced
- Research scholars can be shifted to cubicles for their comfort positions
- Central research lab to be upgraded
- Stock verification to be done regularly

## Criteria 5 :

### Observations :

- The particulars of the students' scholarship during the year are available in the file.
- Activities for capability enhancement and other skills development schemes are available but the same photos are used for two or more events including the training given for the competitive examinations and career advancement.
- Anti-ragging committee, ICC are constituted as per regulations, but anti-ragging squad and College students' grievance should be reconstituted as per UGC/University guidelines
- The minutes of the student council should be updated with signature and annexure.
- Students received offer letters as paid interns and letter available in file.
- The students are participated in the other college sports events.
- The alumni association is registered but the office bearer meeting is to be conducted.
- The alumni association accounts to be audited.
- There are 4 NSS units available for the institution but activities are done by these units together.
- One NCC unit is available, and the progress is good.
- The RRC and other students' club should be more active, and the club meeting minutes to be documented.
- The Students Induction Program is conducted as per AICTE guidelines.
- Sports facilities are available, students participate in sports in national level and secured medals.
- Students are not aware of various committees
- Hostel committee needs to be constituted and made functional.
- Student council needs to be constituted and made functional.
- Competitive exam training needs to be focused

### Suggestions :

- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- Cultural and sports day should be conducted for the institution during the year.
- A separate web page should be provided for students' welfare activities on the college website and the events to be updated.
- The Students Induction Program should be organized for all students.
- Alumni activities need to be improved.

## Criteria 6 :

### Observations :

- No Audits conducted.

- All Committees to submit annual plan.
- Department level reviews to be done regularly.
- RFID cards not issued for both faculty and students.
- There could be another Vice Principal in-charge of Administration.
- Code of conduct not visible.

**Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points

**Criteria 7 :**

**Observations :**

- Solar energy is being used in a limited way.
- Students who participated in Annual Gender sensitization program is not available.
- Ramp Facilities for Persons with disabilities are available. The slope need to be looked in to.
- Events are conducted for harmony.
- No record of conduct of Professional Ethics programs for faculty, students exist.

## Department Reports

### COMPUTER SCIENCE AND ENGINEERING

#### **Subject Expert Observation**

- Curriculum/Syllabus (Programme Wise) – **2021 R Soft Copy only available**
- Statutory council Norms – **AICTE Approval available, NAAC Certificate not available**
- Student Attendance Register – **Action to be taken for Long absentees**
- Lesson Notes/Lab Manual/ICT enabled Lectures(S/w)/Handouts(Subject wise) – **Not available, document for ICT enabled teaching**
- Special Class/Extra Class File - **Topics covered not available**
- Question Paper with Key – **Marks split up to be given for big questions**
- Result analysis file (Course wise/Year wise) for last three years – **Result calculation is available. Analysis not available**
- Details of Project/Mini Project/Dissertation Review and reports – **Review detail not available**
- Department consumable Register – **Both maintained in same register**
- List of Equipment/Equipment history (source of purchase, cost, accuracy, year of Purchase – **Partially available**
- Meeting File – **Responsibility, follow up, Completion date to be included in minutes**
- Professional society activities for students and faculty – **Professional society not available**
- Placement file: Placement File – **Separate Report enclosed** placed student details are available but there is no evidence for placement training, No of Company Visit and placement statistics.
- Stock verification file: Stock verification done by department faculty. But document not available for verification done by other departments.
- Innovative teaching methodology details are not available.
- Computer Laboratories infrastructure are good. But Computers available in the labs are very old configuration which is not enough to meet the needs of emerging area of Computer science engineering like AI, IOT, Cloud Computing etc.
- Department Library: online journal detail not available

#### **Subject Expert Suggestion:**

- To concentrate more on placement activities
- Stock Verification to be done by intra department faculty Members.
- FDP/Workshop may be arranged for Innovative teaching methodologies.
- All the existing Computers are to be replaced by latest Configuration system.
- Free online Journal details should be available in department Library file.

### PHARMACEUTICAL ENGINEERING

#### **Subject Expert Observation:**

- Academic Calendar File for last year, current year, next year – **Need Department Calendar**

- In plant Training/Industrial Visit File – **Need to get feedback**
- Details about department association – **Not available**
- Professional society activities for students and faculty – **Not available**
- **The following facility not available in the Pharmaceutical Engineering Department :**
  - Separate room for HOD
  - Need of seminar hall to conduct a guest Lecturer and seminar
  - Required one physical lab for pharmaceutical analysis course
  - Computer with Printer facility for Documentation Purpose
  - Staff and Students table can be repaired and need painting.
  - Resting room number can be increased (only 2 room for both faculty and students)

#### **Subject Expert Suggestion:**

- May provide separate Staff room for Pharmaceutical and Biotechnology department. The above mentioned items, facility and Infrastructure can be provided for improvement of department and fulfill the students need.

### **BIOTECHNOLOGY**

#### **Subject Expert Observation**

- Student Nominal Roll (Admission File) – **Current II, III, IV Year need to be added**
- Lesson Notes/Lab Manual/ICT enabled Lectures(S/W)/Handouts (Subject wise) – **Need to have hand written notes for Problem Solving Subjects.**
- Special Class/Extra Class File – **Proforma, Topic, analysis outcome**
- Question Paper with Key – **Need answer Key**
- In plant Training/Industrial Visit File – **Industrial Visit feedback and report from student**
- Alumni Association Related File – **Need to place top alumni list**
- Details about Department/college magazine/Newsletter – **Soft copy available**
- Annual Stock verification report(Lab wise/Department wise) – **Stock verification for 2022 yet to complete**
- Students Meeting – **CCM – other non academic issues can also be noted(hostel, transport with action taken)**
- The following facility not available in the Department of Biotechnology such as :
  - Need to have one frier for maintain M.O Culture in Laminar ais flow chamber with AC Facility
  - To place all Genetic fry and MolBio kits need a Deep freezer – 20 Degree Celsius.
  - AC – Facility in Molecular/Genetic Engineering lab
  - Need separate room with rack (or) closed door to place the chemicals.

## MANAGEMENT STUDIES

### **Subject Expert Observation**

- Academic Calendar File for last year, current year, next year – **Not available for the next year**
- Class Time Table(Course wise/Year wise) – **Master time table to be updated for both year**
- Lab/Practical Time Table(Lab wise/Course wise) – **Not available, Separate file to be maintained**
- Special Class/Extra Class File – **Time table to be updated**
- Time Table – **Time table to be updated**
- Result analysis file(Course wise/Year wise) for last three years – **Not available**
- Particulars of Arrears of student(Course wise/Year wise/Subject wise) – **Separate list is not available**
- Details of Project/Mini Project/Dissertation Review and reports – **Not available**
- Alumni Association Related File – **Not available**
- Details about department association – **Not available**
- Faculty Appraisal File – **Not available**
- List of Guest Lecturer/Visiting Faculty – **Not available**
- Available of Standard Operating Procedure(SOP) in lab – **Not applicable**
- Lab stock Register – **Not applicable**
- Lab Consumable Register – **Not applicable**
- Department consumable Register – **Not applicable**
- List of Equipment/Equipment history(source of purchase, cost, accuracy, year of Purchase – **Not applicable**
- Equipment purchase file – **Not applicable**
- Lab Maintenance/Breakage Register – **Not applicable**
- Student Batch list for practical (Lab wise/year wise) – **Not available**
- Department Maintenance Register – **Maintained in the administrative Department**
- Parents Meeting File – **Not available**
- For Students (Course wise/ Year wise) – **Not available**
- For Faculty – **Not available**
- Staff Movement Register – **Not available**
- Book Issue register – **Not available**
- Professional society activities for students and faculty – **Not conducted**
- In the Management department some of the files are not available like Result analysis for last three year(University result), the arrear student list, Alumni associated details, Details of departmental association, List of Guest Lecture, Department maintenance, Departmental of Professional society activity for student and faculty. Some of the files to be updated like class time table, Lab time table, Special class time table, University Result.

### Subject Expert Suggestion:

- They should keep index sheet for all the files with inter leaf. The major files to be updated as per the requirements like list of faculty and their individual file and appraisal file. The separate list to be maintained for the student activities, student file/Dissertation review and report is not available.

## SCIENCE AND HUMANITIES

### Subject Expert Observation

- Statutory council Norms – **To be updated**
- Academic Calendar File for last year, current year, next year – **Not available for next year**
- Lesson Notes/Lab Manual/ICT enabled Lectures(S/w)/Handouts(Subject wise) – **To be updated**
- Details of Project/Mini Project/Dissertation Review and reports – **Not available**
- List of Project/Dissertation(Course wise/Year wise) – **Not available**
- In plant Training /Industrial Visit File – **Not available**
- Placement File – **Not available**
- Alumni Association Related File – **Not available**
- Faculty Appraisal File – **To be Updated**
- List of Guest Lecturer/Visiting Faculty – **To be updated**
- Details of seminar, symposium, conferences(National/International), FDP organized by the Department – **Not available**
- List of Equipment/Equipment history(source of purchase, cost, accuracy, year of Purchase) – **To be updated**
- Annual Stock verification report(Lab wise/ Department wise) – **Not available**
- Parents Meeting – **Not available**
- Professional society activities for students and faculty – **Not available**
- All the four departments have maintained the files as per the requirements. Some of the files have to be updated like academic calendar, purchase file, IIT utilization details, Faculty appraisal and List of Guest Lecture overall file maintenance is good.

### Subject Expert Suggestion:

- The department should conduct Seminar Workshop, FDP in any one of the semester to all the students. In purchase they must provide the details like purchase request, quotation, purchase order and Invoice bill. The faculties should advice the first year students to participate in co-curricular and extra-curricular activities

## CIVIL ENGINEERING

### **Subject Expert Observation**

- List of Files/Registers maintained – **List of registers and other files may be included**
- Curriculum/Syllabus(Programme wise) – **Syllabus soft Copy is available**
- Statutory council Norms – **EOA alone available, other norms are not maintained**
- Academic Calendar File for last year, current year, next year – **Not available for next year**
- Lesson Plan(Course wise/Subject wise) – **Not available for PG Soft copy is available for all UG Courses**
- Faculty Time table(Individual/Master Department) – **Signed Copy is not available for few faculty**
- Student Attendance Register – **Not available for odd Semester Final year. All student attended internship**
- Lesson Notes/Lab Manual/ICT enabled Lectures(S/w)/Handouts(Subject wise) – **ICT very less only available, Lesson notes Not Applicable for PG, Lab Manual Not available for all courses. Need to follow a standard format**
- Special Class/Extra Class File – **Not available**
- Question Bank File(Subject wise) – **Consolidate sheet is not available. Soft copy of Question Bank is available**
- Question Paper with Key – **Question Paper alone is available for even semester Question Paper and Answer Key is not available for odd semester**
- Result and internal mark allocation – **Internal mark split up is not available**
- Question paper with key – **Not available for odd semester Keys not available for even semester**
- Result and internal mark allocation – **Internal Mark split up is not available**
- Seminar – **Not available**
- Student's Attendance – **Maintained in log book, Not maintained separately**
- Particulars of Arrears of student(Course wise/Year wise/Subject wise) – **Not available**
- Details of Project/ Mini Project/Dissertation Review and reports – **Project Review Report not available**
- Class Committee File – **Action plan is not available (follow up of grievance)**
- In plant Training/Industrial Visit File – **Not available**
- Placement File – **Consolidate format need to be changed**
- Alumni Association Related File – **Not much activities initiated**
- Student co curricular – **Need to document the activities**
- Student Extra curricular – **Not available**
- Details about department association – **Not available**
- Details about Department/college magazine/Newsletter – **Newsletter should be formatted properly**
- Faculty Appraisal File – **Not available**

- Faculty Log Book(Subject wise) – **Available for UG**
- List of Guest Lecturer/Visiting Faculty – **Not available**
- Details of seminar, symposium, conferences (National/International), FDP organized by the Department – **Consolidate sheet is required**
- Available of Standard Operating Procedure(SOP) in lab – **Not available, Should prepare SOP for lab**
- Department Stock Register – **Not available**
- Department consumable Register – **Not available**
- List of Lab/Experiment(Semester/Year wise) – **Not available, Need to prepare the list of lab year wise**
- List of Equipment/Equipment history(source of purchase, cost, accuracy, year of Purchase) – **Not available**
- Equipment purchase file – **Not available**
- Department Maintenance Register – **Not available**
- Circular with Agenda – **Not available**
- Staff Meeting – **Not available**
- Parents Meeting – **Not available**
- For Students(Course wise/Year wise) – **Not available for all years**
- For Faculty – **Available in Admin Office**
- Staff Movement Register – **Need to be followed properly**
- Details about the various committees for Anti ragging, grievance, NSS, NCC etc – **Overall Committee list only available**
- Book issue register – **SOP for Book issue need to be framed**
- Professional society activities for students and faculty –**Not available**
- Document with respect to PG is not maintained
- Question Paper (CAT) Answer Keys not available
- Professional Society activities NIL
- Internal Mark Split up not Maintained
- Last Semester (7<sup>th</sup> Semester) Classes not conducted as all the students were allowed for internship. But few subject handled online and no such evidence maintained.

### MECHANICAL ENGINEERING

#### **Subject Expert Observation :**

- List of Files/Registers maintained – **Suggested to include other files and register details**
- Lesson Plan(Course wise/Subject wise) – **for PG Not available, Hard Copy should be kept for all courses**
- Lesson Notes/Lab Manual/ICT enabled Lectures(S/w)/Handouts (Subject wise) – **Lab Manual format should be made, Consolidate sheet is required for ICT enabled lecture. PG Lab Manual not available**

- Special Class/Extra Class File – **Need to do proper documentation**
- Question Bank File(Subject wise) – **Soft copy available**
- Assignment – **Consolidate sheet is required**
- Seminar – **Not available, Not applied for the assignment period**
- Details of Project /Mini Project/Dissertation Review and reports – **Review Details need to be updated, PG Phase 1**
- Class Committee File – **IV year not Updated, Even semester not initiated**
- In plant Training/Industrial Visit File – **In-plant training for PG available, IV not available**
- Placement File – **Not available, Need to update consolidated details**
- Student co curricular – **Only 3 Students participated**
- Student Extra curricular – **Consolidated sheet required**
- Details about department association – **Office bearers details not available**
- List of Guest Lecturer/Visiting Faculty – **Not available**
- List of Faculty attended seminar, symposium, conferences(National/International), FDP – **Need to include NPTEL course FDPS**
- Details of seminar, symposium, conferences(National/International), FDP organized by the Department – **Seminar/Workshop alone conducted**
- List of Equipment/Equipment history(source of purchase, cost, accuracy, year of Purchase) – **Consolidate details is required(for few equipment(old))**
- Department Maintenance Register – **Consolidate sheet is required**
- Circular with Agenda – **Not as per format**
- Staff Meeting – **Minutes of meeting should be done as per format**
- Students Meeting – **Class committee meeting**
- Parents Meeting – **Only one happened in online**
- For students(Course wise/Year wise) – **Need to update only two or three is available**
- For Faculty – **Maintained in office**
- Staff Movement Register – **Need to be documented properly**
- Book issue register –**Need to prepare SOPs**
- Professional society activities for students and faculty – **BIS alone available**
- Conference/FDPs not planned
- Lab equipment need to be upgraded
- Faculty coordination and student participation in Co-Curricular activities is less
- Mentor-Mentee need to be documented properly
- All faculty should be aware of all 99 files

## ELECTRICAL AND ELECTRONICS ENGINEERING

### **Subject Expert Observation**

- Seminar – **Not available**
- Department Maintenance Register – **Not available**

- Annual Stock verification report(Lab wise/Department wise) – **Not available**
- Parents Meeting – **Not available**

### BIOMEDICAL ENGINEERING

#### Subject Expert Observation

- Annual Stock verification report (Lab wise/Department wise) – **Not available**
- Parents Meeting – **Not available**
- Professional society activities for students and faculty – **Not available**

### ELECTRONICS AND COMMUNICATION ENGINEERING

#### Subject Expert Observation

- Faculty Time table (Individual/Masters Department) – **Not available**
- Student Nominal Roll (Admission File) – **Need Controlled copy from University**
- In plant Training/Industrial Visit File/Internship – Internship less than 10, No Industrial Visit
- Placement File – Incomplete
- Alumni Association Related File – To be verified from alumni coordinator
- Student co curricular – Weak Participation
- Student Extra curricular – Weak Participation
- Details about department association – No of activity to be increased
- Faculty Appraisal File -Recommendation from HOD and Principal not found
- List of Guest Lecturer/Visiting Faculty – Not available
- Lab stock Register – Incomplete
- Lab Consumable Register - Incomplete
- Department Stock Register –Incomplete
- Lab Maintenance/Breakage Register – No Maintenance Register
- Department Maintenance Register– Not available
- Annual Stock verification report(Lab wise/Department wise) – Not available
- Students Meeting – Not available
- Parents Meeting – Not available
- Formation of Transfer of Credit Committee file – Not available
- Compensatory Courses file – Not available
- FT & PT division from Academic Council file – Not available
- All Saturdays Holiday for Students
- PO Attainment for 2021 AND 2022 Batches file – Not available
- Separate Course files for each subject file – Not available
- Placement Record/Integrity(AICTE Internship Program) file – Not available
- Alumni file – Not available





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

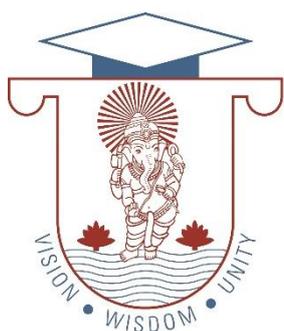
## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY, SALEM

DATE OF VISIT : 17.03.2023, Friday

EXPERTS : 1. Dr. P. Gnanasekar, Director – IQAC  
2. Dr. A. Rajan Samuel, Dy. Director – Academics  
3. Dr. A. Nagappan, Director – IIE(VMRF), Salem  
4. Dr. S.A.V. Satya Murty, Director – Research  
5. Dr. S. Suriyanarayanan, Dy. Director – Research  
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare  
7. Mr. S. Balu, Assistant Professor – SPT, Puducherry





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY, SALEM

#### **Introduction :**

The team of experts from the university visited the **Vinayaka Mission's College of Physiotherapy, Salem** for AAA for the academic year 2022-23 on **17.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### **Criteria-wise Report given by the Criteria Champions**

##### **Criteria 1 :**

##### **Observations:**

- Details of Syllabus revision is not available for MPT program.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Value added courses brochure needs modification. Certificates are not available in file

- File maintenance of field visits / research projects / Industry internships/ visits/Community postings needs improvement.
- Action taken report is not available for feedback on curriculum.
- Teaching schedule is not updated.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Students not aware of CBCS, SGPA, CGPA
- Mentoring process is not effective and needs improvement.
- Innovative Student centric learning methods to be introduced.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Curriculum Review Committee is not available.
- LMS usage is minimal.
- Awareness about Value added courses is poor.
- Remedial classes are not provided for slow learners.
- Clinical training for both undergraduate and postgraduate needs improvement.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Admitted students enrollment list endorsed by registrar is missing.
- Details of student centric learning methods to be updated.
- Media room to be created.

##### **Suggestions :**

- Documentation is good.

#### **Criteria 3 :**

##### **Observations :**

- Faculty shall be mentored and handheld to pursue research.
- No. of publications is very limited.
- Guidance shall be given to choose the right indexed journal.
- Seed Money projects need to be completed on schedule.
- Request for seed money is pending for approval.

- No research proposals are sent to external agencies.
- No significant research is being pursued.
- Documentation is well maintained.

#### **Suggestions :**

- Number of publications need to be improved immediately.
- Efforts shall be made to apply for extramural funding.
- Seed Money outcomes are limited.
- Progress of Seed Money projects need to be speeded up.
- Research output from Ph.D scholars is limited.
- Efforts shall be made to get NGO funding & Consultancy.
- Research center shall be established after getting the future topics from faculty for research and their commitment to pursue research.

#### **Criteria 4 :**

##### **Observations :**

- Most of the General infrastructure is being shared with VMKV Engineering College.
- Security: No. of Security Guards CCTV Surveillance Secured Compound: 26 CCTV Cameras
- Exam Cell: Board Room used
- No separate common room for boys and girls
- Smart boards and other ICT tools to be improved
- No stock verification done
- Library committee not functioning.

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship during the year are available.
- There are seven activities for capability enhancement and other skills development schemes that are found in the file for the year 2022-23 and the outcome of the schemes shall be obtained.
- The particular for the training given for the competitive examinations and career advancement during the year 2022-23 to be updated.
- Anti-ragging committee, squad, College students' grievance redressal committee, ICC are constituted as per regulations.
- Suggestion boxes are available for the institution, but no Action Taken Report recorded for the suggestion dropped in suggestion box.
- Placement cell activities for the year 2022-23 to be updated.

- The students participated in the other college cultural/sports events, but files are to be updated.
- The alumni association is registered but the office bearer meeting is to be conducted.
- NSS, RRC and other students club activities progression is good, but the club meeting minutes to be documented.
- Students Induction Program is conducted as per guidelines.
- Sports facilities are available but provide separate hours for the students.

#### **Suggestions :**

- A separate web page should be provided for students' welfare activities on the college website and the events to be updated.
- Activities of the Student council to be improved.

#### **Criteria 6 :**

##### **Observations :**

- No Audits conducted.
- Department level reviews to be done regularly.
- Estate Maintenance, they rely on VMKVEC. A separate team to be available in the block.
- RFID cards not issued for both faculty and students.
- No second line of leadership.

##### **Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.

#### **Criteria 7 :**

##### **Observations :**

- List of students who participated in Gender sensitization programs need to be filed
- Waste Management facilities are not there.
- Green Campus reports are not there.
- Ramp for disabled person's washroom is not proper.

##### **Suggestions :**

- Proper cement ramp shall be placed for disabled person's wash room.
- Boy's washroom shall be accommodated within the building.

#### **Subject Expert Suggestion:**

- To provide more space in OPD Department



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, VMKV MEDICAL COLLEGE CAMPUS, SALEM

**DATE OF VISIT** : 17.03.2023, Friday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE(VMRF), Salem
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Mrs. Iyyamma .B, Lecturer – SAHS, Puducherry
8. Dr. Savitha .G, Lecturer– SAHS, Puducherry



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, VMKV MEDICAL COLLEGE CAMPUS, SALEM

#### Introduction :

The team of experts from the university visited the **School of Allied Health Sciences, VMKVMC, Salem** for AAA for the academic year 2022-23 on **17.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Outcome Analysis Report not available.
- List and description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development not available. BoS / Academic Council approval for the same is not available.
- List of interdisciplinary courses not updated. BoS / Academic Council approval for the same is not available.

- List and Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.
- List of field visits / research projects / Industry internships/ visits/Community postings to be updated.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- More faculty needs to be recruited.
- Academic infrastructure to be created separately.

#### **Criteria 2 :**

##### **Observations :**

- Details of slow learners and advanced learners are missing.
- Fulltime teachers details are to be updated.
- Details of student centric learning methods not found.
- Clinical skill lab and simulation based learning are utilized from VMKV Medical College, Salem.
- List of teachers trained for development and delivery of E-contents is missing.
- Media room to be created.
- List of fulltime teachers who received awards and recognitions is missing.
- Students exam grievances file to be updated.
- Details of learning outcome/graduate attributes to be updated.
- Details of examination system to be updated.

##### **Suggestions :**

- Documentation to be improved.
- Separate infrastructure to be created including smart class rooms and labs.

### Criteria 3 :

#### Observations :

- No files exist.
- No publications since inception.
- Research efforts are nil.

#### Suggestions :

- Publications shall be made.
- Research Infrastructure of VMKVMCH can be used to pursue research

### Criteria 4 :

#### Observations :

- All infrastructure being shared with VMKV Medical College.
- Documentation need to be done systematically as per the requirements

### Criteria 5 :

#### Observations :

- The committees such as anti-ragging committee and squad, Internal Complaints Committee (ICC), College students' grievance redressal committee students club need to be constituted during the year and the meeting to be conducted periodically.
- Student council for the institution to be constituted.
- The institution should encourage students to participate in cultural/sports events conducted by other institutions.
- The Student Induction Program is to be conducted as per UGC/University regulations.
- The separate website for the institution to be launched.

#### Suggestions :

- The activities pertaining students' welfare measures to be initiated and documents for NAAC criteria 5 to be prepared by the institution.
- The institution has to obtain the anti-ragging affidavit from the students.

### Criteria 6 :

#### Observations :

- Since being a new institution all areas to be created and strengthened.

### **Suggestions :**

- VMKVMC to handhold them to improve.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.
- IQAC functioning to be strengthened with space and manpower.

### **Criteria 7 :**

#### **Observations :**

- No files exist.

#### **Suggestions :**

- Beginning has to be made.

### **Subject Expert Suggestion**

- Files/Registers Maintenance to be improved
- Research Activities to be improved
- Conference/Workshop/Seminar organized to be initiated
- Meeting Files with HODs, Faculties, Students to be properly Maintained
- Alumni Association and NSS to be framed
- Extension Activities to be improved





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

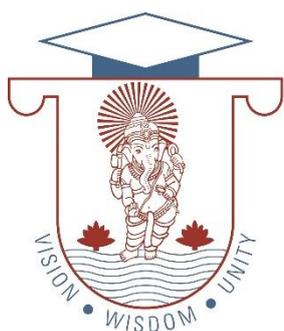
### SCHOOL OF ALLIED HEALTH SCIENCES, SALEM

**DATE OF VISIT** : 17.03.2023, Friday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Mrs. B. Iyamma, Lecturer – SAHS, Puducherry
8. Dr. G. Savitha, Lecturer– SAHS, Puducherry





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, SALEM

#### Introduction :

The team of experts from the university visited the **School of Allied Health Sciences, Salem** for AAA for the academic year 2022-23 on **17.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development not available. BoS / Academic Council approval for the same is not available.
- Description of interdisciplinary courses not available. BoS / Academic Council approval for the same is not available.
- Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.
- One page report for field visits / research projects / Industry internships/ visits/Community postings is not available.

- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Students not aware of CBCS, SGPA and CGPA
- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms needs attention.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Curriculum Review Committee is not available.
- LMS usage is minimal.
- Awareness about Value added courses is poor.
- Class room schedule is not available.
- Competitive exam training needs improvement.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Academic schedule and class room schedule to be organized.

#### **Criteria 2 :**

##### **Observations :**

- Details of slow learners and advanced learners are available partially.
- Details of ICT enabled tools are available partially.
- Media room to be created.
- List of fulltime teachers who received awards and recognitions are available partially.
- List of teachers trained for development and delivery of E-contents is missing.
- Students exam grievances file not available.
- Details of learning outcome/graduate attributes to be updated.

##### **Suggestions :**

- Documentation is satisfactory.
- Additional infrastructure to be created including smart class rooms and labs.

#### **Criteria 3 :**

##### **Observations :**

- No Research Infrastructure exist.
- No Externally Funded Projects being executed.

- No Consultancy and no NGO funding is generated.
- Research Output is limited.
- IRC meetings are held.
- No. of Publications is less considering the staff strength.
- As on to day no proposals are applied for Extramural funding.
- Documentation is well maintained.

#### **Suggestions :**

- Research Infrastructure need to be established. Before establishing, there shall be commitment from faculty to spend some time on research, action plan viz. List of Research Problems that will be pursued, end goals, time lines shall be defined.
- Proposals shall be applied for extramural funding.
- Efforts shall be made to generate consultancy revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Seed Money Projects outcome need to be improved.
- The number of publications made shall be considerably improved.

#### **Criteria 4 :**

##### **Observations :**

- Adequate Canteen Facilities : Not adequate
- Conference Rooms available : Mini Board Room
- Exam Cell : No specific room.
- Internet Bandwidth : 100 mbps
- Indoor-outdoor Game Facility/ Sports Centre : No Indoor facility

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship during the year are available.
- The activities for capability enhancement and other skills development schemes are found in the file for the year 2022-23 and outcome of the schemes shall be obtained.
- The institution conducts the training for the competitive examinations and career advancement during the year 2022-23 and 138 students are participated.
- Anti-ragging committee, squad, College students' grievance redressal committee are constituted as per regulations and the progression of the committee found good.
- Four suggestion boxes are available for the institution.
- The institution has separate web page in its website for student's achiever, a good initiative by the institution but this should document.
- The institution conducts two campus drives for student's placement during the year.

- Alumni association is registered but the office bearer meeting to be conducted.
- NSS, RRC and other students club activities progression is good, but the club meeting minutes to be documented.
- Students Induction Program is conducted as per guidelines.
- The institution is applied for NCC unit and is under process.
- Sports facilities available but provides separate hour to the students.

#### **Suggestions :**

- The institution has to obtain the anti-ragging affidavit for all the students.
- The institution shall take appropriate action to include the alumni in VAAVE portal and improve the alumni activities and their contribution.
- Alumni association accounts should be audited.

#### **Criteria 6 :**

##### **Observations :**

- No Audits conducted.
- Department level reviews to be done regularly.

##### **Suggestions :**

- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.

#### **Criteria 7 :**

##### **Observations :**

- Solar lights are there.
- Waste Management is common with VIMS Hospital which is fine.
- Green Cover can be improved.
- Proper Best Practices need to be chosen.

##### **Suggestions :**

- Lift Facilities may be provided in college buildings also
- Foot Paths may be provided.
- Proper procedures shall be there for handling & disposing radioactive equipment.
- Procedures shall be there for E-Waste Management.



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

**AARUPADAIVEEDU INSTITUTE OF TECHNOLOGY, PAIYANOOR**

**DATE OF VISIT** : 24.03.2023, Friday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Mr. P. Rajasekaran, Dy. Registrar (Admin.)
8. Dr. R. Sasikumar, Principal– VMKVEC, Salem
9. Dr. D. Vinod Kumar, Professor - VMKVEC, Salem
10. Dr. C. Senthil Kumar, Professor - VMKVEC, Salem
11. Dr. S. Senthil Kumar, Assistant Professor - VMKVEC, Salem
12. Dr. V. Thailan, Assistant Professor - VMKVEC, Salem





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### AARUPADAIVEEDU INSTITUTE OF TECHNOLOGY, PAIYANOOR

#### Introduction :

The team of experts from the university visited the **Aarupadaiveedu Institute Of Technology, Paiyanoor** for AAA for the academic year 2022-23 on **24.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Course outcomes to be updated in file.
- BoS / Academic Council approval for courses with focus on competency/ employability/ entrepreneurship/ Skill-development not available.
- BoS / Academic Council approval interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.

- Number of activities and filing needs improved for field visits / research projects / Industry internships/ visits/Community postings.
- Action taken report is not available for feedback on curriculum.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Students not aware of CBCS and SGPA/ CGPA
- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms needs attention.
- Academic Calendar is not circulated to students.
- Awareness about Value added courses is poor.
- Inadequate space in laboratories.
- Guest lectures to be improved.
- More industry training is required.

### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Industry training can be improved by establishing more collaborations.

### **Criteria 2 :**

#### **Observations :**

- Media room to be created.
- List of teachers trained for development and delivery of E-contents is missing.

#### **Suggestions :**

- Documentation is good.

### **Criteria 3 :**

#### **Observations :**

- No IRC Minutes are there. Only recently constituted IRC circular is there.
- The number of Publications & Patents is good.

#### **Suggestions :**

- Most of the Seed money projects are not completed on time.
- The observations & suggestions of the Research centers & GIEC are given below.
  - a. Nano Technology Lab: 3 to 4 faculty & a few Ph.D scholars are using the facilities and some useful Research is going on. If some full time Research associates are recruited, research output can be higher. Also the multiple requests for procurement of

electrochemical workstation are pending. Procurement of Sputtering machine also will be useful for nano-coatings.

- b. Plant Tissue culture research center: Ph.D scholars are using the facility. No significant research is going on.
  - c. Concrete Research & Testing research center: The center is being used for carrying out seed money projects. They also generate some amount of consultancy. It will be useful if Water Permeability test equipment is procured.
- GIEC Incubation center: Heavy investment is made and efforts shall be made for its effective use.

#### **Criteria 4 :**

##### **Observations :**

- Hostel - Facility and guest room Facility : Under renovation
- Resources lab for languages: Only for English. Other possibilities can be explored
- Indoor-outdoor Game Facility/ Sports Centre: Under process
- Students support center with career guidance cell: No center. Nomination letter not found. Student council functioning
- Library Resources updation : Not filed shown in PC.
- Budget copy of library: Library budget not documented properly. No recommendation of the committee found. Library committee role is limited.
- E content resource used data: Not filed
- Research Section need to be strengthened in the library
- Staff reading room occupied with students
- some places staff rooms dumped with cardboard boxes
- Broken tiles found in class rooms. Example TBC215 class room tiles broken

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship during the year are available in the file.
- Activities to be conducted for capability enhancement and other skills development schemes.
- The training is given for competitive examinations and career advancement for the students (IAS coaching).
- Anti-ragging committee, Anti ragging squad should be constituted for the year 2022-23 and to be updated on the institution website.
- College Students Grievance committee, ICC are constituted as per UGC/university regulations.
- A register should be maintained for suggestion box.

- The student's progression and placement file need to be updated.
- Sports/Cultural activities of the students need to be improved.
- The alumni association of the institution is registered but the officer bearer meeting, alumni activities, and their contribution to be initiated.
- The alumni association account of the institution is dormant. Yet to be activated.
- The accounts of alumni association to be audited every year.
- The institution has a separate web page for alumni but need to updated.
- The institution has separate web link for NSS, RRC and ISR Activities but it should be updated periodically.
- The Students Induction Program is conducted, and the invitation of the program is uploaded in the college website
- Two students club named EVS club and Fine Arts club, are in place, but they should do more activities as per guidelines. The activities of the Rotaract club are not shown.
- Adequate Sports facilities are available, and sports grounds are under renovation.

#### **Suggestions :**

- The institution shall organize cultural day and sports day for the students during the year.
- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- Alumni meet during the year should be conducted.
- The student council should be active and properly documented.
- A separate web page should be provided for students' welfare activities on the college website and the events to be updated.
- The institution's website should be updated periodically, including alumni.
- A separate period for sports shall be provided in student's timetable.

#### **Criteria 6 :**

##### **Observations :**

- All Committees to submit annual plan.
- Department level reviews to be done regularly.
- RFID cards not used for entry in library for both faculty and students, only biometric is used

##### **Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.

## Criteria 7 :

### Observations :

- Annual awareness programmes for faculty and staff to be organised.
- Available. All community related festivals are organised.
- Ramzan festival at campus to be celebrated
- Receptionist to be appointed
- Display boards are available across the building. Tactile path is not available. More signposts to be planned at the campus.
- Ramps are available. Lift to be planned for the main buildings
- ITC award is filed. More activities to be planned
- More activities to be planned
- More trees to be planted in the campus. List of trees and plants to be displayed in a board at prominent place in the campus.
- Boards are available. But not practised. Followed in Canteen. Other areas this to be implemented very strictly
- Different tile for disabled to be planned in the pathway.
- MOUs available. Water testing's are done periodically at Chemistry lab and outside approved labs. To be done through accredited labs.
- Treated water to be used for some other purposes.
- As per the MOU, e-wastes are to be scrapped through proper vendors
- Colour coded bins, shed and manure preparations are available. Documents are maintained well.
- Energy swaraj club activities, awards to be filed. IIOT based energy monitoring project to be extended to other buildings.
- List to be updated. List of Star rated equipment's to be maintained
- Building wise no of AC's and other sensor based equipment's list to be maintained. Sensor based lights to be extended for Labs and other academic areas.
- Awards certificates to be filed up to date.
- Incinerators are available.
- Counselling room is not available. Counsellor is not available. To be appointed.
- 164 CCTV HD Cameras are available in the campus with monitoring station.

## Department wise Reports

### CIVIL ENGINEERING

#### **Subject Expert Observation:**

- Special Class / Extra Class File - Not available
- Result analysis file (Course wise)/Year Wise) for last three years – Result Analysis Available, Action taken report no Available.
- Alumni Association Related File – Not available
- Details about department association - Not available
- Details about Department /College magazine / Newsletter – Not available
- As a resource person - Not available
- Details of seminar – symposium, conferences (National / International), FDP organized by the Department – Not available
- Circular with Agenda - Not available
- Staff Meeting - Not available
- Parents Meeting - Not available
- Many document without signature file in the department.
- Special class time table are not available in the department.
- Co, Po mapping not available in the faculty course file.
- CAD – Lab needs to the upgraded with latest software.

#### **Subject Expert Suggestion:**

- Placement in Core Company is required to improve the admission in the department.
- Department having computerized Universal testing machinery. They can do more Consultancy.
- Research project can be submitted using the UTM Facility.

### BIOTECHNOLOGY ENGINEERING

#### **Subject Expert Observation:**

- Some equipments service to be updated.
- Some of the file to be updated and individual.
- Equipment maintenance files to be updated.

#### **Subject Expert Suggestion:**

- Chemical Engineering Lab and food processing Lab to be need.
- Student's common Xerox machines needed
- Instruments service to be done regularly
- Genetic Lab participation needed

## PHARMACEUTICAL ENGINEERING

### **Subject Expert Observation:**

- Result analysis file (Course wise/Year wise) for last three years - Not Available
- Particulars of Arrears of student (Course wise/Year wise/ Subject wise) - Not Available
- Details of Project/Mini Project/ Dissertation Review and reports - Not Available
- List of Project/Dissertation (Course wise / Year Wise) - Not Available
- Placement File - Not Available
- Alumni Association Related File - Not Available
- Faculty Log Book (Subject wise) – Not Available.
- Student Batch list for practical (Lab wise/ Year wise) – Not Available
- Annual Stock verification report (Lab wise/Department wise) – Not Available
- Staff Meeting - – Not Available
- Students Meeting – Not available.
- List of books available in Department Library – Not available.
- Book Issue register – Not available.
- Gas Connection and water supply to be addressed

### **Subject Expert Suggestion:**

The Following files are needed

- Department Library File
- Circular with Agenda file.

## MECHANICAL ENGINEERING

### **Subject Expert Observation:**

- Special Class / Extra Class file – Not Available.
- Question Paper with Key – Not Available.
- Result and internal mark allocation – Not Available.
- Result analysis file (Course wise / year wise) for last three years – Action taken report needs to be recorded.
- Details about Department/college magazine / Newsletter – Not Available
- Staff Meeting – Centralized copy to be maintained.
- Parents Meeting – Not Available.
- In the course file PO, CO mapping has not done. Some of the Labs lab utilization Registers are not available and also equipment need to be Installed.
- Some machines/ equipment are outdated

### **Subject Expert Suggestion:**

- University Exam Result Analysis has to be carried out and remedial measure to be taken for improving the Academic performance.
- Consultancy work VCR Engine is available in the department; more revenue can be generated by using this above facility.

### **ELECTRONICS AND COMMUNICATIONS ENGINEERING**

#### **Subject Expert Observation:**

- Student Nominal Roll (Admission File) – First year list to be added registrar signed copy missing.
- Student Attendance Register – CAMU, No hard Copy.
- Special Class / Extra Class File – Time to be updated.
- Question Paper with Key – Soft Copy only.
- Question Paper with Key – Soft Copy only.
- Student's Attendance – CAMU.
- Time Table – Soft Copy Available.
- Details about department association – Not Available. (Not available for 2022-23).
- Faculty Appraisal File – Not In department. Available with HR.
- Faculty log Book (Subject wise) – Not Available – (can be seen In CAMU).
- Individual Faculty File – Not Available – (Soft Copy Available).
- List of Guest lecture / Visiting Faculty – Not Available.
- Details of seminars, Symposium, conference (National/ International), FDP organized by the Department – Reports are not available in the department.
- Available of Standard Operating Procedure (SOP) in lab – Not Available - No Separate file available for SOP lab.
- Department Stock Registrar – Not Available.
- Lab Maintenance / Breakage Register – through E- Ticketing.
- Department Maintenance Register – through E – Ticketing.
- Parents Meeting – Not Available.
- For Students (Course wise / Year wise) – Not Available – Updated in CAMU.
- Most of the documents are only signed by the HOD. Faculty advisor signature is missing.
- Details of students not available as hardcopy. It is marked in CAMU only.
- CO, PO Mapping is to be done for all the Courses.

#### **Subject Expert Suggestion:**

- File rack to be provided.
- Staff Cabin is required.
- Additional Class cupboards to be provided for department library.

## ELECTRICAL AND ELECTRONICS ENGINEERING

### **Subject Expert Observation:**

- Student Nominal Roll (Admission File) – First year Name list to be added.
- Student Attendance Register – CAMU.
- Student Attendance – CAMU.
- Student Extracurricular – Not Available – To be updated.
- Details about Department/College magazine / Newsletter – 2022-23 Under Process.
- Faculty Appraisal File – Not Available – Available in HR & Principal Room.
- Faculty Log Book (subject wise) – CAMU.
- Department Stock Register - Not Available.
- Department Maintenance Register – E- Ticketing.
- Parents Meeting – Not Available.
- For Students (Course wise / Year wise) – CAMU.
- For Faculty – People works.
- Some files to be controlled.
- Co, Po Mapping is to be done for all the Courses.

### **Subject Expert Suggestion:**

- File rack to be provided.
- Staff Cabin is required.
- Most of the documents needed shown in CAMU. It is suggested that , a copy of document to be kept available in hardcopy format

## BIOMEDICAL ENGINEERING

### **Subject Expert Observation:**

- Student Nominal Roll (Admission File) – First year to be added registrar signed copy missing.
- Student Attendance Registrar – CAMU.
- Question Bank file (Subject wise) – Sample (Other as soft copy).
- Question Paper with Key – Key – Soft Copy only.
- Time Table – Not Available.
- Students Attendance - CAMU.
- Time Table – Not available – Soft Copy only.
- Particulars of Arrears of Student (Course wise/ Year wise / Subject wise) – Not Available.
- Student Extracurricular – Not Available – Maintained and Available in PD Room.
- Details about Department/ College magazine / Newsletter – 2022-23 Odd semesters soft copy available.

- Faculty Appraisal File – Not Available – Not in Department.
- Faculty log Book (Subject wise) – CAMU.
- Individual Faculty File – Not Available.
- Department Stock Register – Not Available.
- Parents Meeting – Not Available.
- For Students (Course wise/ Year wise) – CAMU.
- For Faculty – People works.
- List of books available in Department Library – Sharing with ECE.
- Book issued register – Sharing with ECE.
- No Hard copy of student's attendance available.
- Attendance is marked in CAMU.
- CO, PO Mapping is to be done for all Subjects.

### **Subject Expert Suggestion:**

- Staff Room Required.
- Department Library Space & Rack required.
- File Rack is to be provided.
- LAB Assistant is required.
- Assist Device Lab to be provided separately.

## **COMPUTER SCIENCE AND ENGINEERING**

### **Subject Expert Observation:**

- Student Attendance Register – Available in CAMU only.
- Result and internal mark allocation – Partially Available.
- Result and internal mark allocation – Partially available.
- Student's Attendance – Available only in Soft Copy.
- Class Committee File – Photo and Art not Available.
- Details about department association – Not Available – TIVA Club only.
- Details about Department/college magazine / Newsletter – Not Available.
- Faculty Log Book (Subject wise) – LMS Soft copy only available.
- List of Guest Lecturer/Visiting Faculty – Not Available – Expert Talk.
- List of Faculty attended seminar, symposium, conferences (National/International) FDP – Need more participation.
- As a resource person – Increase the numbers of resource Person.
- Lab Consumable Register – Not Available.
- Department consumable register – Not Available.
- Equipment purchase file – No Updation in purchase.
- Circular with Agenda – Hard and Soft Copy.
- Parents Meeting – Need Photo's.

- Maximum of files are available in the CSE Department.
- Student's attendance Registers are available in the format software CAMU only.
- Some photos are needed for class committee and parent meeting.

### **Subject Expert Suggestion:**

- Please provide the log book for all the staff members. It will helpful for maintaining their teaching as well as monitoring one student's attendance.
- Please provide the sufficient facilities for conducting the forthcoming year in smooth manner
- Upgrade the system and Lab infrastructure.

## **SCIENCE AND HUMANITIES**

### **Subject Expert Observations:**

- Curriculum / Syllabus (Programme wise) – Syllabus to be printed available in soft copy.
- Student Attendance Register – Recorded through CAMU.
- Special Class / Extra Class File – Attendance to be maintained.
- Student's Attendance – Soft Copy only.
- Result (Course wise / year wise) – University Result for Odd semester yet to come.
- Particulars of Arrears of student (Course wise/Year wise/ Subject wise) - University Result for Odd semester yet to be published.
- Details of Project/Mini Project/ Dissertation Review and reports – Not Available
- List of Project/Dissertation (Course wise /Year wise) – Not Available
- In plant Training / Industrial Visit File – NIL
- Placement File – Not Available
- Alumni Association Related File – Not Available
- Student Extra Curricular – Data yet to be received and filed.
- Details about Department/college magazine / Newsletter – Newsletter Available in Soft Copy.
- Faculty Appraisal File – Not Available.
- Faculty Log Book (Subject wise) – Not Available.
- List of Guest Lecture / Visiting Faculty – Not Available.
- Lab Consumable Register – To be updated.
- Department consumable Register - Not available.
- Lab Maintenance/Breakage Register – To be updated.
- Department Maintenance Register – E- Ticketing for maintenance followed.
- Circular with Agenda – Not available.
- Staff Meeting - To be updated.
- Students Meeting – Not Available.
- For Faculty - Applied through People works Soft wok

- Most of the files are found updated.

## MANAGEMENT STUDIES.

### **Subject Expert Observation:**

- Academic Calendar File for last year, current year, next year – To be updated.
- Faculty Time table (individual/Master Department) – Not Available.
- Lesson Notes / Lab Manual / ICT enabled Lectures (S/W)/Handouts (Subject wise) – Maintains available to Soft Copy.
- Special Class / Extra Class File – Not Available.
- Question Bank File (Subject wise) – Not Available.
- Question Paper with Key – Key to be Prepared.
- Result and internal mark allocation – Not Available.
- Question Paper with Key – Key to be Prepared.
- Result and internal mark allocation – Not Available.
- Seminar – Not Available.
- Result analysis file (course wise/Year wise) for last three years – To be updated.
- Particulars of Arrears of student (course wise/Year wise/Subject wise) – Not Available.
- List of Project/Dissertation (Course wise/Year wise) – Not Available.
- Class Committee File – Not Available.
- In Plant Training / Industrial Visit File – Not Available.
- Placement File – Not Available.
- Alumni Association Related File – Not Available – Commonly maintain for AVIT.
- Student Extracurricular- Not Available.
- Details about department association – Not Available.
- Details about Department/college magazine /Newsletter – Not Available.
- Faculty Appraisal File – Not Available.
- Faculty Log Book (Subject wise) – Not Available.
- List of Guest Lecturer/Visiting Faculty – Not Available.
- List of Faculty attended seminar, symposium, conferences (National/International) FDP – Not Available.
- Department of Stock Register – Not Available.
- Department consumable Register – Not Available.
- List of Lab/Experiment (semester/Year wise) – Not Available
- List of Equipment/Equipment history (source of purchase, cost, accuracy, year of Purchase – Not Available
- Equipment Purchase file - Not Available
- Lab Maintenance/Breakage Register – Not Available
- Student Batch list for practical (Lab wise/year wise) – Not Available
- Department Maintenance Register – Not Available.
- Annual Stock verification report (Lab wise/Department wise) – Not Available.

- Circular with Agenda – Not Available.
- Staff Meeting – To be updated.
- Students Meeting – Not Available.
- Parents Meeting – Not Available.
- For Faculty – Available in People Works Software.
- Staff Movement Register – Not Available.
- Details about the various committees for Anti Ragging Grievance, NSS, NCC etc – Not available.
- Book issue register – Not Available.
- Professional society activities for students and faculty – Not Available.
- For the available files faculty, took more time to show.

**Subject Expert Suggestion:**

- File Maintenance and updating has to be improved further.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ARTS AND SCIENCE, PAIYANOOOR

**DATE OF VISIT** : 24.03.2023, Friday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
5. Mr. P. Rajasekaran, Dy. Registrar (Admin.)
8. Dr. V. Anbazhagan, Principal – VMKVASC, Salem
9. Dr. M. Prakash, Professor – VMKVASC, Salem





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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ARTS AND SCIENCE, PAIYANOOR

#### Introduction :

The team of experts from the university visited the **SCHOOL OF ARTS AND SCIENCE, PAIYANOOR** for AAA for the academic year 2022-23 on **24.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Outcome Analysis Report not done.
- Details of Syllabus revision is inadequate
- BoS / Academic Council approval for courses with focus on competency/ employability/ entrepreneurship/ Skill-development not available.
- BoS / Academic Council approval interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Improvement in documentation is required for Value added courses

- Number of activities and filing needs improved for field visits / research projects / Industry internships/ visits/Community postings
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Students not aware of CBCS, SGPA/CGPA
- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms need attention.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- E content upload and utilisation is poor.
- LMS usage is minimal.
- Awareness about Value added courses is poor.
- Remedial classes are not provided for slow learners

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Lab facility and equipment to be improved.

#### **Criteria 2 :**

##### **Observations :**

- Student diversity details are partially available.
- Details of slow learners and advanced learners are partially available.
- Details of student centric learning methods are available partially.
- List of teachers trained for development and delivery of E-contents is not found.
- Media room to be created.
- Details of learning outcome/graduate attributes not found.
- Details of student grievance related to examination are missing.

##### **Suggestions :**

- Documentation to be improved

#### **Criteria 3 :**

##### **Observations :**

- Files are in order.
- One full time Research Scholar is pursuing Ph.D in English.

- Publications in AY 2022-23 are limited considering the faculty strength.

#### **Suggestions :**

- Efforts shall be made to publish more indexed Journal Papers.
- Chemistry & Physics are more amenable for Research. Research component by the faculty in these two departments can be improved by using the infrastructure of Collaborating institutes.
- Also the research infrastructure in these departments can be improved for better research outcome.

#### **Criteria 4 :**

##### **Observations :**

- Adequate Classrooms & Laboratories: With Existing Programs and No. Of students on roll the existing class rooms and computers are not sufficient
- Most of the General Infrastructure is being shared with AVIT
- Security: No. of Security Guards CCTV Surveillance
- No separate stock for SAS
- For library need separate committee and budget
- SoP for cleaning to be improved
- Class room wall damage to be addressed and regular cleaning to be monitored
- lab chemicals usage are very low as per the stock register
- No stock verification details found

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship during the year are available in the file.
- Activities to be conducted for capability enhancement and other skills development schemes.
- The training to be given for competitive examinations and career advancement for the students.
- The institution constituted the Anti-ragging committee with 38 members to be constituted as per guidelines.
- The meetings for Anti-ragging committee, College Students Grievance committee, ICC should properly conduct and minuted accordingly.
- Anti ragging squad activities properly recorded.
- A register should be maintained for suggestion box.
- The student's progression and placement file need to be updated.
- Sports/Cultural activities of the students need to be improved.

- Student council should be constituted as per guidelines, the HoI and faculty may act as patron or faculty advisor of the council. The president shall be the chairperson of the council.
- The alumni association of the institution is registered during the day of audit and the certificate is yet to be received.
- One RRC activity found in website dated on 31.03.2023 the remaining activities are not seen.
- No NSS activity shown for audit and the activities if they are conducted should be updated on the institution website.
- The institution has separate web link for NSS, RRC and ISR Activities but it should be updated periodically.
- Two student clubs named ECO Green club and Fine Arts club, are in place, the activities of eco green club is found in website but they should do more activities as per guidelines. The activities of the Tamil Mandramare not shown, it should be uploaded in institution website.
- Common Sports facilities for AV campus are available.

### **Suggestions :**

- The institution shall organize cultural day and sports day for the students during the year.
- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- Atleast one Alumni meet during the year should be conducted.
- The student council should be active and properly documented.
- It is suggested that to change the name of ECO GREEN students club to Environmental Students club (EVS club).
- A separate period for sports shall be provided in student's timetable.

### **Criteria 6 :**

#### **Observations :**

- Organogram missing.
- Policy documents not available handy.
- Statutory body regulations, BOS Minutes etc. not available handy for the HOI.
- Code of conduct not visible.
- No second line of leadership.
- No Audits conducted.
- All Committees to submit annual plan.
- Department level reviews to be done regularly.
- IQAC functioning to be strengthened with space and manpower.
- RFID cards not implemented.
- Estate Maintenance, they rely on AVIT. A separate team to be available in the block.

- Performance Appraisal not done.

### **Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.
- AVIT to handhold them to improve.

### **Criteria 7 :**

#### **Observations :**

- Files are not updated after 2021. Annual awareness programmes for faculty and staff to be organized
- Files are not updated after 2021.
- Receptionist to be appointed
- Display boards are available across the building. Tactile path is not available. More signposts to be planned at the campus.
- Ramps are available. Lift is not working and safety certificate to be obtained.
- More trees to be planted in the campus. List of trees and plants to be displayed in a board at prominent place in the campus.
- Different tile for disabled to be planned in the pathway.
- MOUs available. Water testings are done periodically at Chemistry lab and outside approved labs. To be done through accredited labs.
- Treated water to be used for some other purposes.
- As per the MOU, e-wastes are to be scrapped through proper vendors
- Colour coded bins are available
- List to be updated. List of Star rated equipment's to be maintained
- Building wise no of AC's and other sensor based equipment's list to be maintained. Sensor based lights to be extended for Labs and other academic areas.
- Not working. To be repaired/replaced
- Action plan to be maintained and incorporated in the academic calendar.
- Awards certificates to be filed up to date.
- Incinerators are available.
- Counselling room is not available. Counsellor is not available. To be appointed.
- CCTV HD Cameras are available in the campus with monitoring station. List to be maintained.

### **Subject Expert Suggestion:**

- More awareness to be given by the institution to the plus two students for improving admission.
- MAT LAB workshop to be arranged for faculty and students.
- PG Lab with latest equipment is to be provided. So that Research and development activities can be improved.
- Exhaust fan to be installed immediately.
- Need to update file with signature and abstract improve staff strength because write now only two faculty members available.
- Need to improve placement cell activities.
- In Commerce department need to file with proper abstract and need to conduct professional society activity for students.
- Need to file lab manual for tally and requested to register alumni association need to improve placement cell activities.
- In the Department of Tamil File maintenance is good, but many of the files abstract not available and in departmental activities circular request letters are not in proper maintain need to improve.
- Needs to improve placement cell activities.
- Need to conduct more departmental activities and in documentation need to and circular, request letters program out come.
- Prepare lab manual for soft skill program.
- Need to improve placement cell activities.



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, PAIYANOOR

**DATE OF VISIT** : 24.03.2023, Friday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Mr. P. Rajasekaran, Dy. Registrar (Admin.)





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, PAIYANOOR

#### Introduction :

The team of experts from the university visited the **School Of Allied Health Sciences, Paiyanoor** for AAA for the academic year 2022-23 on **24.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program and course outcomes not available.
- Details of Syllabus revision is not available.
- List and description of courses with focus on competency/ employability/ entrepreneurship/

- Skill-development not available. BoS / Academic Council approval for the same is not available.
- List of interdisciplinary courses is not available. BoS / Academic Council approval for the same is not available.
- List and Description of Courses integrating cross cutting issues is not available. BoS / Academic Council approval for the same is not available.
- Improvement in documentation is required for Value added courses
- Number of activities and filing needs improved for field visits / research projects / Industry internships/ visits/Community postings
- Mechanism of feedback on curriculum to be improved.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms needs attention.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- More faculty needs to be trained in E content development.
- E content upload and utilisation is poor.
- LMS usage is minimal.
- Awareness about Value added courses is poor.
- Remedial classes are not provided for slow learners

### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Faculty needs training on documentation

### **Criteria 2 :**

#### **Observations :**

- Details of slow learners and advanced learners are partially available.
- Details of student centric learning methods are available partially.
- Details of ICT enabled tools are available partially.
- Details of clinical skill lab and simulation based learning are available partially.
- List of mentors with assigned mentee available partially.
- List of teachers trained for development and delivery of E-contents is available partially.
- Media room to be created.
- List of fulltime teachers who received awards and recognitions is missing.
- Details of learning outcome/graduate attributes not found.

### **Suggestions :**

- Documentation to be improved.
- Faculty strength to be increased

### **Criteria 3 :**

#### **Observations :**

- Only Extension & Outreach activities are carried out and corresponding files are maintained.
- No other files are there.
- No publications since inception of institute so far.
- No Research is taking place.

#### **Suggestions :**

- All files shall be maintained as per the requirement.
- Efforts shall be made to publish some indexed Journal Papers.
- Efforts shall be made to do some research.

### **Criteria 4 :**

#### **Observations :**

- Most of the Infrastructure is shared with AVIT and SAS

### **Criteria 5 :**

#### **Observations :**

- The particulars of the students' scholarship has to be maintained properly. It was mentioned that the reference name and source of admission suggested to update the file.
- Activities are conducted for capability enhancement and other skills development schemes but the student's feedback is yet to be obtained.
- The institution constituted the Anti-ragging committee, Anti ragging squad, College Students Grievance committee as per guidelines.
- The meetings for the above committees need to be properly documented.
- Anti ragging squad activities properly recorded.
- A register should be maintained for suggestion box.
- No NSS, RRC units are available.
- Sports/Cultural activities of the students need to be improved.
- Student council should be constituted as per guidelines.
- The same website is used for three school of allied health science at Salem, Chennai and Puducherry and content of all the three institutions are same (SAHS, VIMS)

- The students Induction Program is conducted by the institution and copies of the reports should be submitted to the university.
- Common Sports facilities for AV campus are available.

### **Suggestions :**

- The institution shall be constituted the Internal Complaints Committee as per guidelines.
- The institution shall organize cultural day and sports day for the students during the year.
- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- The student council should be constituted as per guidelines and activities are properly documented.
- It is suggested that the institution should have a separate website.
- A separate period for sports shall be provided in the students' timetable.

### **Criteria 6 :**

#### **Observations :**

- Organogram not displayed.
- Policy documents not available handy.
- Statutory body regulations, BOS Minutes etc. not available handy for the HOI.
- No second line of leadership.
- No Audits conducted.
- All Committees to submit annual plan.
- Code of conduct not visible.
- IQAC functioning to be strengthened with space and manpower.
- RFID cards not implemented. (No separate Library)
- Estate Maintenance, they rely on AVIT. A separate team to be available in the block.
- Performance Appraisal not done.
- Separate website not available.

#### **Suggestions :**

- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points separately for the school.
- AVIT to handhold them to improve.

### **Criteria 7 :**

#### **Observations :**

- Annual awareness programmes for faculty and staff to be organised.
- Receptionist to be appointed

- Display boards are available across the building. Tactile path is not available. More signposts to be planned at the campus.
- Ramps are available. Lift is not working and safety certificate to be obtained
- More trees to be planted in the campus. List of trees and plants to be displayed in a board at prominent place in the campus.
- Boards are available. But not in practice. Followed in Canteen. Other areas this to be implemented very strictly
- MOUs available. Water testings are done periodically at Chemistry lab and outside approved labs. To be done through accredited labs.
- Treated water to be used for some other purposes.
- As per the MOU, e-wastes are to be scrapped through proper vendors
- Colour coded bins are available
- List to be updated. List of Star rated equipment's to be maintained
- Building wise no of AC's and other sensor based equipment's list to be maintained. Sensor based lights to be extended for Labs and other academic areas.
- Not working. To be repaired/replaced
- Action plan to be maintained and incorporated in the academic calendar.
- Awards certificates to be filed up to date.
- Incinerators are not available.
- Counselling room is not available. Counsellor is not available. To be appointed.
- CCTV HD Cameras are available in the campus with monitoring station. List to be maintained.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### AARUPADAIVEEDU INSTITUTE OF LAW, PAIYANOOR

**DATE OF VISIT** : 24.03.2023, Friday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. S. Suriyanarayanan, Dy. Director – Research
6. Dr. R.S. Shanmugasundaram, Director – Student Welfare
7. Mr. P. Rajasekaran, Dy. Registrar (Admin.)





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### AARUPADAIVEEDU INSTITUTE OF LAW, PAIYANOOR

#### Introduction :

The team of experts from the university visited the **Aarupadaiveedu Institute Of Law, Paiyanoor** for AAA for the academic year 2022-23 on **24.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program and course outcomes not available.
- Program regulations and curriculum syllabus not in booklet form.
- List and description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development not available. BoS / Academic Council approval for the same is not available.
- Choice based credit system is not implemented in full sense.
- List of interdisciplinary courses not available. BoS / Academic Council approval for the same is not available.

- List and Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.
- Value added courses have not been initiated.
- List of field visits / research projects / Industry internships/ visits/Community postings not available.
- No records are available for feedback on curriculum.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- Soft and Life Skill training for student needs improvement.
- Curriculum Review Committee is not available.

### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Faculty needs training on documentation

### **Criteria 2 :**

#### **Observations :**

- Admitted students enrollment list endorsed by registrar is missing.
- Student diversity is missing.
- Details of slow learners and advanced learners are not found.
- List of fulltime teachers is available partially.
- List of students in all year of study is missing.
- Details of student centric learning methods are missing.
- Media room to be created.
- Details of ICT enabled tools are available partially.
- List of mentor with assigned mentee is available partially.
- List of fulltime teachers with Ph. D is not available.
- List of teachers trained for development and delivery of E-content is missing.
- List of teachers who received awards and recognitions is missing.
- Student's exam grievances file is available partially.
- Details of learning outcome/graduate attributes not found.

#### **Suggestions :**

- Documentation to be improved.

### Criteria 3 :

#### Observations :

- No files are maintained.
- No publications in AY 2022-23 so far.
- No Research is taking place.

#### Suggestions :

- Efforts shall be made to publish some indexed Journal Papers.
- Efforts shall be made to do some case studies at least.

### Criteria 4 :

#### Observations :

- Security: No. of Security Guards CCTV Surveillance Secured Compound : Yet to be installed
- IQAC Camber : yet to be furnished
- Library reading room : Construction under progress.
- Wi-fi Campus and Digital library : Sharing with AVIT
- Internet Bandwidth: Sharing with AVIT
- Indoor-outdoor Game Facility/ Sports Centre: Sharing with AVIT
- Library Management System / RFID: Sharing with AVIT
- Library Resources updation : Currently sharing with AVIT
- Budget copy of library: Sharing with AVIT
- E content resource used data: Sharing with AVIT
- Maintenance and cleaning SOP not available
- Wifi in all areas not enabled
- Class room LCD need to be fixed under process

### Criteria 5 :

#### Observations :

- The particulars of the students' scholarship have to be maintained properly.
- Activities to be conducted for capability enhancement and other skills development schemes and the student's feedback is to be obtained.
- Affidavits for anti-ragging from students and parents should be obtained.
- A register should be maintained for suggestion box.
- No NSS and RRC units are available.
- Sports/Cultural activities of the students need to be improved.
- The students Induction Program is being conducted but the reports are not available.
- Common Sports facilities for AV campus are available.

### **Suggestions :**

- The institution should be constituted of the Anti-ragging committee, Anti ragging squad, College Students Grievance committee, ICC, students' council, students club as per guidelines.
- The meetings for the above committees and clubs need to be properly documented.
- The institution shall organize cultural day and sports day for the students during the year.
- The list of various committees should be displayed with their contact numbers in prominent places for student awareness.
- The student council should be constituted as per guidelines and activities are properly documented.
- A separate period for sports shall be provided in the students' timetable.

### **Criteria 6 :**

#### **Observations & Suggestions :**

- Some Senior staff members are to be assigned for documentation.
- Existing staff members to be familiarized with IQAC proceedings.

### **Criteria 7 :**

#### **Observations :**

- More Programs to be planned and organised. No proper filing done
- Receptionist to be appointed
- More display boards/signposts to be planned at the campus.
- Ramps are available.
- Boards to be displayed
- More trees to be planted in the campus. List of trees and plants to be displayed in a board at prominent place in the campus.
- MOUs available. Water testing's are done periodically at Chemistry lab and outside approved labs. To be done through accredited labs.
- Common. Treated water to be used for some other purposes.
- More Colour coded bins to be available
- List to be updated. List of Star rated equipment's to be maintained
- Action plan to be maintained and incorporated in the academic calendar.
- Awards certificates to be filed up to date.
- Counselling room is not available. Counsellor is not available. To be appointed.
- CCTV HD Cameras to be installed
- Incinerators are not available.

## **CONFIDENTIAL REPORT**

- Name change to be initiated only after getting due approval from UGC.
- New board to be fixed as per the approval of Institution's name change.
- No Senior Management of the college was available for any interaction or discussions.

### **Interaction with Faculty :**

- For improving admissions, better branding is required.
- Quality of students being admitted is poor. There shall be an entrance test or minimum qualifying mark for admission.
- Placement of Students is very poor.
- Question bank system shall be removed.
- Students are confident that even if they write the examinations poor, they are confident that they will pass the examination because of high grace marks & evaluation.
- Hostel food & Canteen food to be improved.
- Degree certificates are issued late after the declaration of result.
- More industry institution interaction is needed.

### **Interaction with Non TeachingStaff : as reflected in AVIT**

### **Interaction with Students :**

- Space in the canteen is inadequate.





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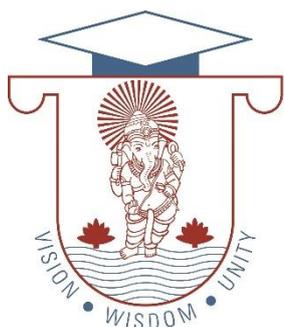
## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### AARUPADAIVEEDU MEDICAL COLLEGE, PUDUCHERRY

- DATE OF VISIT** : 13.03.2023, Monday & 14.03.2023, Tuesday
- EXPERTS** :
1. Dr. P. Gnanasekar, Director – IQAC
  2. Dr. A. Rajan Samuel, Dy. Director – Academics
  3. Dr. A. Nagappan, Director - IIE
  4. Dr. S.A.V. Satya Murty, Director – Research
  5. Dr. V. Sivasubramanian, Professor – VMMC, KKL
  6. Dr. Pagadapally Srinivas, Professor – VMMC, KKL
  7. Dr. G. Sriram, Associate Professor – VMMC, KKL
  8. Dr. R. Sasidhar, Assistant Professor – VMMC, KKL
  9. Dr. S. Gayathri, Assistant Professor – VMMC, KKL
  10. Dr. G. Selvalaxmi, Assistant Professor – VMMC, KKL
  11. Dr. P. Mekhala, Vice Principal – VMCN, KKL
  12. Mrs. G. Raji, Professor – VMCN, KKL

13. Mrs. P. Shanthi, Professor – VMCN, KKL

14. Mrs. R.G. Padmapriya, Associate Professor – VMCN, KKL



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### AARUPADAIVEEDU MEDICAL COLLEGE, PUDUCHERRY

#### Introduction :

The team of experts from the university visited the **Aarupadaiveedu Medical College, Puducherry** for AAA for the academic year 2022-23 on **13.03.2023 and 14.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

###### Observations :

- Program Regulations and Curriculum/ Syllabus not available in file.
- Outcome analysis is yet to be done for this year.
- Details of Syllabus revision are not available.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.

- No Value added courses had been offered after 2019.
- Filing needs improvement for field visits / research projects / Industry internships/ visits/Community postings
- Feedback analysis & Action taken report is not available for feedback on curriculum.
- Academic workload is not available for individual faculty.
- Internal marks calculation mechanism requires effective documentation.
- Curriculum review committee not available.
- Mentor allotment not done for first year MBBS students.
- Program regulations have not been circulated to students.
- Students are not aware of Program & Course outcomes
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- More faculties needs to be trained in E content development.
- Awareness about Value added courses is poor.
- Soft skill training needs improvement.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Admitted students enrollment endorsed by registrar is missing.
- State wise details in student diversity are missing.
- Effective usage details of clinical skill lab and simulation. based learning to be included.
- Media room to be created.

##### **Suggestions :**

- Documentation is satisfactory.
- Patient input in OP & IP to be improved by providing bus facilities.

#### **Criteria 3 :**

##### **Observations :**

- Criteria Champion 3 for AVMC has to have more understanding of various sub-criteria of Criteria 3.
- No. of Externally Funded Projects being executed is good.

- Cell Culture research infrastructure was established in the last one year.

**Suggestions :**

- In all IRC meetings seed money progress review& Extramural projects Research Progress review has to take place. For such a big organization like AVMC where research activities are considerable, review is essential. IRC has to meet every month.
- More motivation and hand holding is required for the faculty to pursue Research.
- Research infrastructure established is quite considerable with considerable investment and faculties have to make best use of it.
- Efforts shall be made to generate more consultancy revenue.
- Efforts shall be made to attract more NGO funded research Projects.
- Seed Money Projects progress need to be improved.
- Seed Money Projects shall be completed on schedule, which is not the case now.
- Number of indexed Publications has improved over last year. However these publications are from select few only and large number of faculty do not have even a single publication.
- More efforts shall be put to get more sponsored clinical trials.

**Criteria 4 :**

**Observations :**

- Security: No. of Security Guards inadequate.
- CCTV Surveillance not effective.
- Secured Compound : To be closed in Backside.
- Use of e resources minimal.

**Criteria 5 :**

**Observations :**

- Suggestion box is not opened on designated days.
- No placement activities are reported in the year 2022-23.
- Student council meetings are not conducted periodically.
- Executive council meeting of alumni association has not happened.
- Alumni contribution is not satisfactory.
- Activities of the student clubs are not documented effectively.
- Sports hour is not incorporated in the time table.

### **Criteria 6 :**

#### **Observations :**

- Statutory body regulations, BOS Minutes etc. not available handy for the Dean.
- Annual plan to be submitted by the various committees.

#### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department

### **Criteria 7 :**

#### **Observations :**

- Solar heating of water facilities are available.
- Campus is green.
- Ramp Facilities for Persons with disabilities are available.
- Events are conducted for harmony.
- Signage facilities are good.

#### **Suggestions :**

- Solar Power Panels may be commissioned to act as emergency power.
- Lift Facilities may be provided in all buildings.
- Foot Paths may be provided on all stretches of the roads for the benefit of Patients, Care Takers & Students. Now it is available only in a few stretches.
- Proper procedures shall be there for handling & disposing radioactive equipment.
- Procedures shall be there for E-Waste Management.

## Department Reports

### SKIN

#### **Subject Expert Suggestion:**

- Key answers to be prepared and to be maintained
- Online files – Hand(OP) to be maintained

#### **Nursing Expert Suggestion:**

- 1 or 2 registers not signed, so the staff nurse and ANS need to sign immediately.

### EMERGENCY MEDICINE

#### **Subject Expert Suggestion:**

- Hard copies to be made for question bank
- Key answers to be prepared
- Since it is a new department it is to be prepared in the course

#### **Nursing Expert Suggestion:**

- To be improved in maintaining some additional registers.

### ORTHOPEDICS

#### **Subject Expert Suggestion:**

- Key answers to be prepared and to be maintained in the Department

#### **Nursing Expert Suggestion:**

- 1 or 2 registers notes are written but not signed
- Need to be signed after completion of work.

### PSYCHIATRY

#### **Subject Expert Suggestion:**

- Key answers for the university exam to be prepared and to be maintained in the department
- Hard copy of Assignments are to be made and kept in department

### **Nursing Expert Suggestion:**

- Stock register not maintained as per date wise so the staff nurses to be maintained as daily basis
- Sharp needle bin to be kept in OPD.

### **OPHTHALMOLOGY**

#### **Subject Expert Suggestion:**

- Academic Calendar and faculty time table to be updated periodically
- Special and extra classes to the concerning student should entered immediately mentioning the topic covered
- Class committee files to be updated

#### **Nursing Expert Suggestion:**

- Eye OT need to be improved with adequate facilities
- Scrubs area in Eye OT need to be maintained with cleanliness

### **RADIO-DIAGNOSIS**

#### **Subject Expert Suggestion:**

- Students (PG) and parents Interactions can be improved
- Staff movement register has to be maintained on a regular basis

#### **Nursing Expert Suggestion:**

- Separate PPE Kit maintained register to be kept in the radiology department.

### **OTORHINOLARYNGOLOGY:**

#### **Subject Expert Suggestion:**

- Immediate Post OP and Post OP ward facility surgery under G/A – has to be provided so as to improve the patient care and also to avoid post OP complication.

#### **Nursing Expert Suggestion:**

- ENT OT recovery room to be equipped with adequate facilities

## OBSTETRICS AND GYNAECOLOGY

### **Subject Expert Suggestion:**

- To keep SOPs near instruments
- To create faculty appraisal file
- Individual faculty time table file
- Question paper key to be created
- To update arrear student list
- To make parents meeting file

### **Nursing Expert Suggestion:**

- IVF unit can be arranged in a better way
- SOP for all the equipments can be kept next to the instrument itself
- In some records, the writing can be legible

## PAEDIATRICS

### **Subject Expert Suggestion:**

- Some files need to be updated
- Individual faculty files to be created
- Individual faculty time table
- Lesson plan for all classes
- ICT file/Time table/Question paper with key needs to be prepared
- Special classes file and arrear list
- Prepare SOPs for all instruments
- Need Deep freezer
- Faculty log book, appraisal file to be created
- Department meeting file

### **Nursing Expert Suggestion:**

- In stock register, the date of entry of articles/equipments can be added
- In ILR, the temperature and vaccines were maintained appropriately, but deep freezing facility for vaccines storage can be incorporated
- SOP for all equipments can be displaced near to the equipment itself.

## PULMONARY

### **Subject Expert Suggestion:**

- Individual faculty time table file, time table and appraisal
- SOP for instruments
- Meeting file to be created
- Assignment, seminar and clean committee file to be created

### **Nursing Expert Suggestion:**

- In stock register, the date of entry of articles/equipments can be added
- In ILR, the temperature and vaccines were maintained appropriately. Deep freezing facility for vaccine storage can be incorporated
- SOP for all equipments can be displaced near to the equipment itself.
- In spirometry patient register –need to be complete in time
- Separate breakage register for equipments and articles can be maintained along with complaints generation
- SOP for all articles can be kept near to the instrument itself.

## GENERAL MEDICINE

### **Subject Expert Suggestion:**

- Files to be updated properly

### **Nursing Expert Suggestion:**

- Cot and bedside locker need to be cleaned in the ward
- All the unoccupied cot need to be covered with linen
- Stock register need to be updated
- All the register need to be updated

## GENERAL SURGERY

### **Subject Expert Suggestion:**

- Department files have to be updated. Faculty related files and programmes to be updated
- CME and seminars to be conducted by department

## ANAESTHESIOLOGY

### **Nursing Expert Suggestion:**

- Scrubbing area need to be cleaned
- Need adequate staff nurses and OT technician in the operation theatres
- Old linen need to be replaced
- Instruments can be purchased adequately

## ANATOMY

### **Subject Expert Observation**

- Special Class / Extra Class File – Well maintained
- Details of Project/Mini Project/ Dissertation Review and reports – 4 ICMR proposals submitted
- Faculty Log Book (Subject wise) – Customised log book has been maintained well by all the faculty
- Department Maintenance Register – Through e ticketing
- The department has been maintained neatly with all the files arranged according to the criteria.
- Customised log book has been maintained uniformly till date by all the faculties.
- Students have been encouraged to do many projects including ICMR by the faculties (4 proposals have been submitted for the year 2023).

## PHYSIOLOGY

### **Subject Expert Observation**

- Student Attendance Register – Not available, Not maintained for present batch
- Student's Attendance – Not available, In soft copies, Not maintained as register
- Students' Sample Records – Well maintained according to CBME curriculum
- Details of Project/Mini Project/ Dissertation Review and reports – One proposal submitted
- Faculty Log Book (Subject wise) - Incomplete
- Individual Faculty File - Incomplete
- Student Batch list for practical (Lab wise/year wise) – Not available, Not maintained in register
- Files/Registers has been maintained and updated till date except very few files
- Student Attendance register has not been maintained for the present batch(online attendance of the students has been shown)

- Batch wise details for practical's has not been maintained
- Log book and individual faculty file has not been updated by few faculties
- Practical lab is well equipped and maintained with sufficient seating capacity(75 students)

## BIOCHEMISTRY

### **Subject Expert Observation**

- Lesson Notes / Lab Manual / ICT enabled Lectures (S/w)/ Handouts (Subject wise) – Not available
- Details of Project/Mini Project/ Dissertation Review and reports – 4 – ICMR proposals submitted this year(2023)
- Faculty Log Book (Subject wise) – Not available, Not updated
- Students Meeting – Consolidated and maintained in VP office
- Parents Meeting – Consolidated and maintained in VP office
- For Students (Course wise/ Year wise) – Maintained through online portal
- All the files updated till date except very few
- Lesson plan has not been updated
- Class committee file has not been maintained

## MICROBIOLOGY

### **Subject Expert Observation**

- Details of Project/Mini Project/ Dissertation Review and reports – 3 ICMR protocols submitted
- Faculty Appraisal File – Not available, Kept confidential
- Department Maintenance Register – E ticketing report
- For Faculty – Registered with people work
- Well maintained Department and Laboratory
- All the files – updated till date
- Many studies/projects had been done and ongoing by the PG students, Phd scholars and faculties.

## PATHOLOGY

### **Subject Expert Suggestion:**

- Post Graduate Students can be encouraged for Short Projects from First Year itself.
- Undergraduate students can be motivated to participate in pathology subject related co-curricular activities.

## FORENSIC MEDICINE

### **Subject Expert Suggestion:**

- Can improve in number of research projects and publications
- Can improve in undergraduate self directed learning
- Undergraduate students can be motivated to participate in forensic medicine activity
- Can tie up with forensic medicine society/association

## COMMUNITY MEDICINE

### **Subject Expert Suggestion:**

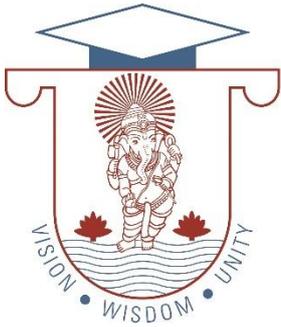
- Can improve in undergraduate self directed learning
- Can improve in number of Research projects

## PHARMACOLOGY

### **Subject Expert Suggestion:**

- Can improve the number of animals in animal house
- Can have tie up with pharmacological society to improve academic activities like CME, workshop etc
- Can improve in undergraduate self directed learning.





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF NURSING, PUDUCHERRY

**DATE OF VISIT** : 14.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director - IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Mrs. P. Shanthi, Professor – VMCN, KKL
6. Mrs. R.G. Padmapriya, Associate Professor – VMCN, KKL
7. Dr. P. Mekhala, Vice Principal – VMCN, KKL
8. Mrs. G. Raji, Professor – VMCN, KKL





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF NURSING, PUDUCHERRY

#### **Introduction :**

The team of experts from the university visited the **Vinayaka Mission's College Of Nursing, Puducherry** for AAA for the academic year 2022-23 on **14.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### **Criteria-wise Report given by the Criteria Champions**

##### **Criteria 1 :**

##### **Observations :**

- Details of Syllabus revision are not available.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Program regulations have not been circulated to students.
- Students are not aware of Program & Course outcomes
- Innovative Student centric learning methods to be introduced.

- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.
- Curriculum review committee is not available.
- LMS usage is minimal.
- Clinical training needs improvement.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

### **Criteria 2 :**

#### **Observations :**

- Fulltime teachers details are missing.
- Media room to be created.
- Application of student regarding exam grievances to be included in the grievance file.

#### **Suggestions :**

- Documentation is good.

### **Criteria 3 :**

#### **Observations :**

- Faculty shall be mentored and handhanded to pursue research.
- No. of publications is very limited.
- Guidance shall be given to choose the indexed journal.
- Seed Money outcomes are limited.
- No government sponsored projects are being pursued.
- No research proposals are sent to external agencies.
- No significant research is being pursued.

#### **Suggestions :**

- Number of publications need to be improved immediately.
- Efforts shall be made to apply for extramural funding.
- No handholding, guidance for research looks to be coming from AVMC.
- No efforts are put by any faculty to use the research infrastructure available in AVMC.
- Seed Money outcomes are limited.
- Progress of Seed Money projects need to speeded up.
- Research output from Ph.D scholars is limited.
- Efforts shall be made to get NGO funding & Consultancy.

#### **Criteria 4 :**

##### **Observations :**

- All General Amenities being shared with AVMC.

#### **Criteria 5 :**

##### **Observations :**

- More emphasis on capability enhancement and skill development schemes is required.
- Details about student scholarship are not available.
- Guidance for competitive examinations and career advancement is lacking.
- No cultural events are conducted in the year.
- Sports facilities are inadequate.
- Details of sports equipment purchase not available in file.

#### **Criteria 6 :**

##### **Observations :**

- Annual plan to be submitted by the various committees.
- Estate Maintenance, they rely on AVMC. A separate team to be available in the block.
- No IDs given yet to students and Staff with RFID
- Code of Conduct not visible.
- Audits not done.

##### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- Hard copy documents to be made available for all metrics.
- College Committee / Council to be formed.

#### **Criteria 7 :**

##### **Observations :**

- Better efforts need to be put for green campus around VMCON building.
- Waste Management facilities are being shared with AVMC, which is fine.
- Green Campus reports are not there.

##### **Suggestions :**

- Efforts shall be put for making campus more green.

### **Subject Expert Suggestion:**

- Necessary documents should kept in hard copy
- Labs should be Neat and Clean
- Faculty Folder need to be updated
- Models can be purchased for the department Lab
- Some of the file documents are shown as soft copy which need to be kept as hard copy
- Details of department association need to be filed.
- Foundation Lab need to be spacious
- OBG Nursing lab space to be improved
- Child Health lab need more space
- ing in some restrooms



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

SCHOOL OF ALLIED HEALTH SCIENCES, PUDUCHERRY

**DATE OF VISIT** : 14.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director - IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Mr. V. Sathish Kumar, Associate Professor - SAHS, SIm
6. Mrs. U. Anitha Mamallan, Assistant Professor – SAHS, SIm





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, PUDUCHERRY

#### Introduction :

The team of experts from the university visited the **School of Allied Health Sciences, Puducherry** for AAA for the academic year 2022-23 on **14.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program outcome and course outcome to be updated .
- Details of Syllabus revision is to be updated .
- Description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development to be updated . BoS / Academic Council approval for the same is to be updated .

- Description of interdisciplinary courses to be updated . BoS / Academic Council approval for the same is to be updated .
- Description of Courses integrating cross cutting issues to be updated . BoS / Academic Council approval for the same is to be updated .
- Feedback on curriculum is yet to be collected for this year.
- More awareness on Credits, Program & Course outcomes to be done
- Innovative Student centric learning methods to be introduced.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar circulation is to be ensured
- SWAYAM enrolment and awareness is poor.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.

### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

### **Criteria 2 :**

#### **Observations :**

- Admitted students enrollment endorsed by registrar is missing.
- Clinical skill lab and simulation based learning are shared with AV Medical College.
- Fulltime teachers with Ph. D qualification details are missing.
- Media room to be created.
- Details of learning outcomes/graduate attributes not found.

#### **Suggestions :**

- Documentation is satisfactory.
- Separate infrastructure to be created including smart class rooms and labs.

### **Criteria 3 :**

#### **Observations :**

- Faculty shall be mentored and handheld to pursue research.
- No. of publications is very limited.
- No government sponsored projects are being pursued.
- No research proposals are sent to external agencies.

#### **Suggestions :**

- Number of publications need to be improved
- Efforts shall be made to apply for extramural funding.
- AVMC can handhold.
- No efforts are put by any faculty to use the research infrastructure available in AVMC.

#### **Criteria 4 :**

##### **Observations :**

- Most of the infrastructure facilities shared with AVMC.

#### **Criteria 5 :**

##### **Observations :**

- Details about student scholarship are to be updated .
- Guidance for competitive examinations and career advancement is lacking.
- Standard operating procedure for Suggestion box is not followed.
- Details on students progression is not maintained.
- No sports/cultural events are conducted in the year
- Alumni association is to be updated
- NSS activities are not uploaded in website.
- RRC is to be updated
- Feedback about Student induction program is to be updated .
- Sports facilities are inadequate.

#### **Criteria 6 :**

##### **Observations :**

- No Second line of leadership present.
- Annual plan to be submitted by the various committees.
- Estate Maintenance, they rely on AVMC. A separate team to be available in the block.
- No separate library available.
- Feedback not obtained.
- Audits not done.
- IQAC functioning to be strengthened.
- Separate website to be updated .

##### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

#### **Criteria 7 :**

##### **Observations :**

- Annual Gender Sensitization & action plan shall be made and followed.

- STP, Liquid Waste management etc. are shared with AVMC, which is fine.
- Better efforts need to be put for green campus around SAHS building.
- Green Campus reports are not there.

### **Suggestions :**

- Procedures shall be there for E-Waste Management.

### **Subject Expert Observation:**

- Regulation/BOS – **But not updated, Last July 21 only mentioned**
- Statutory council Norms – **To be updated**
- Vision, Mission, Objective File – **Objective to be updated**
- Academic Calendar File for last year, current year, next year – **Next year to be updated**
- Faculty Leave Letter File – *Application Form and Consolidated available*
- List of Laboratories/Centers/Incubation Center File – **List of labs available No incubation Centres**
- Ongoing, completed and applied project file-faculty wise(Govt-NonGovt./Major-Minor) – **3 Faculty (Seed Money Projects)**
- Patents File – **To be updated**
- Ph.D Guides/Ph.D Students – **To be updated**
- Ph.D. thesis awarded with thesis title list - **To be updated**
- Consultancy Project file – **To be updated**
- Startup/Innovation File – **To be updated**
- List of Research fellowships/Scholarship received – **To be updated**
- Consultancy project file – **To be updated**
- Seminar/Conference Proceedings produced by the institution – **To be updated**
- Alumni Related Files – **To be updated**
- Transport facilities – **To be updated , from AVMC**
- List of Books/Journals/CD etc–**from AVMC**
- Journal/E-Journal subscription file – **from AVMC**
- Details about college magazine/Newsletter– **To be updated , from AVMC**
- Details about the various committee for Anti ragging, grievance, NSS, NCC etc. – **NSS Committee to be updated . NCC to be updated**
- Anti-Ragging Affidavit File (Course wise) – **To be updated**
- Details about NAD registration – **To be updated**
- Professional society activities for students and faculty – **To be updated**
- Annual report for last three years – **To be updated , (20-21) available**
- Convocation File – **To be updated**
- 99 Files are maintained
- Previous year files should be segregated
- Three labs are observed for out of 11 Departments of UG and 4 PG

**Subject Expert Suggestion:**

- Suggested to improve the laboratory facilities of all courses
- Suggested for Individual Library for AHS





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF PHYSIOTHERAPY, PUDUCHERRY

**DATE OF VISIT** : 14.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director - IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Mr. T. Sudhakar, Assistant Professor – VMCPT, Salem





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF PHYSIOTHERAPY, PUDUCHERRY

#### Introduction :

The team of experts from the university visited the **School Of Physiotherapy, Puducherry** for AAA for the academic year 2022-23 on **14.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

#### Criteria 1 :

##### Observations :

- Program outcome and course outcome to be updated.
- Outcome analysis report is to be updated.
- Details of Syllabus revision is to be updated.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is to be updated.
- BoS / Academic Council approval for List of interdisciplinary courses is to be updated.

- BoS / Academic Council approval for Courses integrating cross cutting issues is to be updated.
- Value added courses not conducted this year.
- Feedback on curriculum for this year is yet to be collected
- Program regulations have not been circulated to students.
- Students are not aware of Credits, Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- Mentoring process and log book maintenance is not effective.
- No specific day in a month is identified for Mentor Mentee meeting and one to one meeting is not happening.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.
- Teaching schedule is to be updated.
- No remedial classes are conducted for slow learners

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Admitted students enrolled endorsed by registrar is missing.
- Details of slow learners and advanced learners not found.
- Details of date of joining, experience in teaching in full time teachers list is missing.
- List of students in all years of study is missing.
- Details of clinical skill lab and simulation based learning is shared with AV Medical College.
- List of Mentors with assigned mentee is missing.
- Media room to be created.
- Students exam grievance file is missing.
- Details of learning outcomes/graduate attributes not found.

##### **Suggestions :**

- Documents to be improved.

#### **Criteria 3 :**

##### **Observations :**

- Faculty shall be mentored and handheld to pursue research.
- No. of publications is nil.
- No government sponsored projects are being pursued.

- No research proposals are sent to external agencies.
- No research is being pursued.
- IRC is yet to be constituted.

#### **Suggestions :**

- Number of publications need to be improved immediately.
- Efforts shall be made to apply for extramural funding.
- No handholding, guidance for research looks to be coming from AVMC.
- Effort to be made by any faculty to use the research infrastructure available in AVMC.
- IRC shall be constituted immediately and encourage faculty to pursue research.

#### **Criteria 4 :**

##### **Observations :**

- Adequate Classrooms & Laboratories-Laboratories Sharing with AVMCH
- Conference Rooms available-Multipurpose usage interactive device needed
- Auditorium Available-Multipurpose usage interactive device needed
- Virtual classrooms-Multipurpose usage interactive device needed
- Hostel - Facility and guest room Facility-Sharing with AVMCH
- Exam Cell-Multiple purpose usage
- Innovation and start - up Cell-Sharing with AVMCH
- Specialized labs and Central Research Facility-Sharing with AVMCH
- Centre for Teaching Languages-Sharing with AVMCH
- Resources lab for languages-Sharing with AVMCH
- Library reading room-Sharing with AVMCH
- Research Section/ Periodical Section in Library-Sharing with AVMCH
- Wi-fi Campus and Digital library-Sharing with AVMCH
- Indoor-outdoor Game Facility/ Sports Centre-Sharing with AVMCH
- Students Activity Centre-Sharing with AVMCH
- Skills Lab/ Simulation lab-Sharing with AVMCH
- Clinical training facilities-Sharing with AVMCH
- Community Training Facilities-Sharing with AVMCH
- Library Management System / RFID-Sharing with AVMCH
- Library Resources updation -Sharing with AVMCH

#### **Criteria 5 :**

##### **Observations :**

- More emphasis on capability enhancement and skill development schemes is required.
- Details about student scholarship are to be updated.
- Guidance for competitive examinations and career advancement is lacking.
- Minutes of meeting of Internal complaints committee needs to be updated.

- No Alumni contribution is available for the institution
- Details of sports equipment purchase to be updated in file.

#### Criteria 6 :

##### Observations :

- Annual plan to be submitted by the various committees.
- Estate Maintenance, they rely on AVMC. A separate team to be available in the block.
- Grievance Redressal Mechanism not visible.
- No separate library available.
- Code of conduct not visible.
- Audits to be done
- IQAC functioning to be strengthened with space and manpower.

##### Suggestions :

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done.
- College Committee / Council to be formed.

#### Criteria 7 :

##### Observations :

- Annual Gender Sensitization & action plan shall be made and followed.
- Better efforts need to be put for green campus around SPT building.
- Green Campus reports are not there.

##### Suggestions :

- Signage shall be improved.
- Procedures shall be there for E-Waste Management.

#### Subject Expert Observation:

- List of Files/Registers maintained – **Suggestion Box Register to be updated**
- Faculty Leave Letter File – **No hard copies available**
- Model Exam- Master Time Table – **Maintained in Good Manner**
- Seed money for Projects File – **To be updated**
- List of Laboratories /Centers/Incubation Center File – **To be updated, Two More Labs Required**
- Ongoing, completed and applied project file-faculty wise(Govt-Non govt/Major-Minor) – **To be updated**
- Patents file – **To be updated**

- Ph.D Guides/Ph.D. Students – **To be updated, 2 Ph.D Students only no guide**
- Ph.D thesis awarded with thesis title list- **1 Awarded**
- Consultancy project file – **To be updated**
- Startup/Innovation file – **To be updated**
- List of Research fellowships/Scholarship received –**To be updated**
- Consultancy project file – **To be updated**
- MoU File – **1 MoU(22-23) Available**
- Conference/workshop/seminar organized with photo evidence – **Workshop -1 Organized**
- Awards/Recognition received by faculty members and students – **Student 1 National Award received**
- With university Officials – **Common curricular**
- With HoDs – **File Maintained**
- Sports facilities – **Shared with AVMC**
- Transport Facilities – **Shared with AVMC**
- Hostel Facilities – **Shared with AVMC**
- Central Library facilities – **Common with AVMC**
- Journal/E-journal subscription file – **Combined with AVMC**
- Details about college magazine/Newsletter – **Collaboration with AVMC**
- Details about IT facilities – **Computer required more**
- Annual report for last three years – **To be updated**
- Extension activities including ISR – **To be updated**
- Staff Rooms to be extend (Minimal Space only having)
- Office rooms and IQAC to be separate
- Interactive Devices – **NIL**
- Adequate rest rooms needed
- OP – Physiotherapy Department is good
- To be updated – **Common Room**

#### **Subject Expert Suggestion:**

- Separate Auditorium to be needed
- Shortage of equipment –advanced modalities to be provided





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

SCHOOL OF REHABILITATION AND BEHAVIORAL SCIENCES,  
PUDUCHERRY

**DATE OF VISIT** : 14.03.2023, Tuesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director - IIE
4. Dr. S.A.V. Satya Murty, Director – Research
6. Mr. V. Sathish Kumar, Associate Professor - SAHS, Slm
7. Mrs. U. Anitha Mamallan, Assistant Professor – SAHS, Slm





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF REHABILITATION AND BEHAVIORAL SCIENCES, PUDUCHERRY

#### Introduction :

The team of experts from the university visited the **School Of Rehabilitation And Behavioral Sciences, Puducherry** for AAA for the academic year 2022-23 on **14.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program outcomes and course outcomes not available.
- Outcome analysis report is not available
- Details of Syllabus revision is not available.
- List and description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development not available. BoS / Academic Council approval for the same is not available.

- List of interdisciplinary courses not available. BoS / Academic Council approval for the same is not available.
- List and Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.
- Value added courses yet to be implemented.
- Field visits / research projects / Industry internships/ visits/Community postings needs improvement.
- Action taken report of feedback on curriculum is not available.
- Program regulations have not been circulated to students.
- Students are not aware of Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- Mentoring process needs improvement.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Faculty require training regarding documentation

#### **Criteria 2 :**

##### **Observations :**

- Details of slow learners and advanced learners not found.
- Details of ICT enabled tools are missing.
- List of teachers trained for development and delivery of E-contents is missing.
- Media room to be created.
- Students exam grievances file is missing.
- Details of learning outcome/graduate attributes not found.

##### **Suggestions :**

- Documentation to be improved.
- Present labs are good and can be shifted in the new infrastructure.

#### **Criteria 3 :**

##### **Observations :**

- Overall - research to be improved.

##### **Suggestions :**

- Number of publications need to be improved immediately.

- Efforts shall be made to apply for extramural funding.
- No handholding, guidance for research looks to be coming from AVMC.
- No efforts are put by any faculty to use the research infrastructure available in AVMC.
- IRC shall be constituted immediately and encourage faculty to pursue research.

#### **Criteria 4 :**

##### **Observations :**

- Conference Rooms available- Sharing with AVMCH
- Auditorium Available- Sharing with AVMCH
- Virtual classrooms- Sharing with AVMCH
- Hostel - Facility and guest room Facility- Sharing with AVMCH
- Centre for Teaching Languages- -Sharing with AVMCH
- Resources lab for languages- Sharing with AVMCH
- Library reading room- Sharing with AVMCH
- Research Section/ Periodical Section in Library-Sharing with AVMCH
- Wi-fi Campus and Digital library-Sharing with AVMCH
- Indoor-outdoor Game Facility/ Sports Centre- Sharing with AVMCH
- Students support center with career guidance cell- Sharing with AVMCH
- Studio Facility-Sharing with AVMCH
- Community Training Facilities--Sharing with AVMCH
- Library Management System / RFID-Sharing with AVMCH

#### **Criteria 5 :**

##### **Observations :**

- More emphasis on capability enhancement and skill development schemes is required.
- Details about student scholarship are not available.
- Guidance for competitive examinations and career advancement is lacking.
- Students grievance redressal committee and internal complaints committee not constituted.
- Details on students progression is not maintained.
- No sports/cultural events are conducted in the year.
- Alumni association is to be created
- Student induction program details are to be maintained.
- Student clubs to be active
- Details of sports equipment purchase not available in file.

#### **Criteria 6 :**

##### **Observations :**

- Organogram not visible.
- Annual plan to be submitted by the various committees.

- Estate Maintenance, they rely on AVMC. A separate team to be available in the block.
- Feedback to be obtained
- Audits to be done
- Performance Appraisal to be done

#### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

#### **Criteria 7 :**

##### **Observations :**

- Annual Gender Sensitization & action plan shall be made and followed.
- Better efforts need to be put for green campus around the building.
- Green Campus reports to be prepared

##### **Suggestions :**

- Signage shall be improved.
- Procedures shall be there for E-Waste Management.

#### **Subject Expert Observation**

- Many files to be created and updated
- NDL to be done
- 99 Files are maintained

#### **Subject Expert Suggestion:**

- Suggested for Individual library for SRBS and Sports Facility
- Few Files are not having authorized signature
- Few Files are available as hard copy. Hence to suggested to keep hardcopy for all required files



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S MEDICAL COLLEGE, KARAIKAL

- DATE OF VISIT** : 15.03.2023 Wednesday & 16.03.2023 Thursday
- EXPERTS** :
1. Dr. P. Gnanasekar, Director – IQAC
  2. Dr. A. Rajan Samuel, Dy. Director – Academics
  3. Dr. A. Nagappan, Director – IIE
  4. Dr. S.A.V. Satya Murty, Director – Research
  5. Dr. R.S. Shanmugasundaram, Director – Student Welfare
  6. Dr. Purnanandha Mishra, Professor– AVMC, Puducherry
  7. Dr. T. Prasad, Professor – AVMC, Puducherry
  8. Dr. S. Narayanasamy, Associate Professor– AVMC, Puducherry
  9. Dr. Naveen Puttum, Assistant Professor – AVMC, Puducherry
  10. Dr. Ashwyn Anand Nelson, Assistant Professor – AVMC, Puducherry

11. Dr. T. C. Vikaram Raj Mohanan, Associate Professor –  
AVMC, Puducherry

12. Dr. V. Sasi, Vice Principal, VMCN, Puducherry

13. Dr. A. Samundeeswari, Professor – VMCN, Puducherry

14. Dr. K. Sangeetha, Professor – VMCN, Puducherry

15. Dr. Rajarajeswari, Professor – VMCN, Puducherry



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S MEDICAL COLLEGE, KARAIKAL

#### **Introduction :**

The team of experts from the university visited the **Vinayaka Mission's Medical College, Karaikal** for AAA for the academic year 2022-23 on **15.03.2023 and 16.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### **Criteria-wise Report given by the Criteria Champions**

#### **Criteria 1 :**

##### **Observations :**

- Program outcomes and course outcomes not available.
- Program Regulation to be updated in line with VMRF structure.
- Details of Syllabus revision is not available.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.

- No Value added courses were offered in this year.
- Number of activities and filing needs improvement for field visits / research projects / Industry internships/ visits/Community postings
- Action taken report is not available for feedback on curriculum.
- Program regulations have not been circulated to students.
- Students are not aware of Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- Mentoring process and log book maintenance is not effective.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- More faculty needs to be trained in E content development.
- Awareness about Value added courses is poor.
- Students not aware of grievance mechanism.
- Students not aware of insurance.
- Soft skill training needs improvement.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

#### **Criteria 2 :**

##### **Observations :**

- Details of slow learners not found.
- List of teachers trained for development and delivery of E-contents is missing.
- Media room to be created.

##### **Suggestions :**

- Documentation is satisfactory.
- Faculty to be encouraged to do Ph.D since very few are with Ph. D qualifications.

#### **Criteria 3 :**

##### **Observations :**

- Available Research infrastructure is well organized.
- Utilization registers & safety procedures exist.
- No. of Externally Funded Projects being executed is only one.
- Almost limited Consultancy and no NGO funding is generated.
- Research Output need to be increased.
- No. of Publications is limited.
- No IPR workshops are conducted in this AY.

### **Suggestions :**

- In all IRC meetings seed money progress review has to take place. For such a big organization like VMMC quantum of research is limited.
- More motivation and hand holding is required for the faculty to pursue Research.
- Research infrastructure established is considerable with considerable investment and faculty have to make best use of it.
- More Proposals shall be applied for extramural funding.
- Efforts shall be made to generate consultancy revenue.
- Efforts shall be made to attract NGO funded research Projects.
- Seed Money Projects progress need to be improved.
- Seed Money Projects shall be completed on schedule, which is not the case now.
- The publications made are from select few only and large number of faculty do not have even a single publication.
- More efforts shall be put to get sponsored clinical trials. As on today no clinical trials are going on.

### **Criteria 4 :**

#### **Observations :**

- Housekeeping for regular cleaning-still an improvement is needed in hospital side
- Internet Bandwidth-Primary link 250 mbps – not sufficient
- Indoor-outdoor Game Facility/ Sports Centre to be improved and maintained properly

### **Criteria 5 :**

#### **Observations :**

- Students' scholarship file is yet to be updated.
- No evidence found for conducting training for the competitive examinations and career advancement offered by the Institution during the year 2022-23
- The institution has yet to complete the process for obtaining the anti-ragging affidavit from the students.
- The College Students Grievance Redressal Committee was reconstituted recently and to updated in website.
- The student council is constituted but requires more activities.
- The activities of alumni and their contribution are not found.
- The NSS activities are not seen because program officer is on leave during the visit.
- RRC activity are not found.
- The student club activities need to be documented and to be uploaded on the institution website.
- Sports activities needs to be enhanced.

### **Suggestions :**

- The capability enhancement and other skills development schemes pertaining to the NAAC C5 to be implemented.
- The anti-ragging committee meeting to be conducted periodically and minutes to be recorded accordingly.
- A register to be maintained for suggestion box.
- The Internal Complaints Committee (ICC) needs to be reconstituted and the meeting minutes to be updated as per UGC.
- The placement and student progression file has yet to be updated.
- The institution should encourage students to participate in cultural/sports events conducted by other institutions.
- The institution shall be planned to conduct the sports day and cultural day for the year 2022-23
- The institution shall take appropriate action to include the alumni in VAAVE portal.
- Alumni office bearers found on the website required to reconstitute and the meetings to be conducted periodically.
- The Student Induction Program is to be conducted as per UGC/University regulations.
- The institution website shall have the provision for student welfare activities such as NSS, RRC, students' council, students club etc.
- The sports facilities of the institution need to be improved and physical director of the institution should be active more

### **Criteria 6 :**

#### **Observations :**

- RFID cards not issued for both faculty and students.
- No Audits conducted.
- Regular Department reviews missing.

#### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

### **Criteria 7 :**

#### **Observations :**

- Annual Gender sensitization action plan shall be there.
- Sensor based energy conservation facilities may be setup.
- Old Building (Hospital Building) needs to be more clean and tidy.
- Ramp Facilities for Persons with disabilities are available.

- Events are conducted for harmony.
- Signage facilities need to be improved.
- Code of Conduct awareness programs need to be conducted for faculty & students.

**Suggestions :**

- Lift Facilities may be provided in all buildings.
- Foot Paths may be provided on all stretches of the roads for the benefit of Patients, Care Takers & Students.
- Proper procedures shall be there for handling & disposing radioactive equipment.
- Procedures shall be there for E-Waste Management.

## Department Reports

### PAEDIATRICS

#### **Subject Expert Suggestion:**

- Transport facilities from PHC to VMMC, KKL required
- Transport facilities at night to VMMC required
- Small Ambulance can be used at nights with specific timing.
- Space can be given in the 2nd floor of the OPD building for library and faculty rooms
- Landline Extensions and WIFI can be installed.

#### **Nursing Expert Suggestion:**

- Pediatric OPD waiting room chairs need to be repaired.
- Adequate fan to be arranged in the OPD.
- Provide adequate toilet facilities for the patient as well as for the family.
- Arrangement of Breast-feeding room for the mother.
- Availability of phototherapy as per norms.
- Inventory note be maintained properly.

### ENT

#### **Subject Expert Suggestion:**

- There is a compelling need for a complete revamp to ensure the welfare of patients and faculty/students

#### **Nursing Expert Suggestion:**

- Strictly follow the hygienic measures
- Crash cart must be available every ward
- Cleanliness need to be maintained
- Store the surgical item in sterile un rusted bins and trays.
- Follow the septic precaution while handling the equipments and procedure.
- Strict and close monitoring of work.
- Daily check list – need to be follow.
- Adequate number of staff needs to be assigned to carry out the work.

### PSYCHIATRY

#### **Subject Expert Suggestion:**

- To maintain the files as per NAAC norms

- To increase the number of rooms allotted for OPD.
- To increase the number of nursing staff
- To assign dedicated housekeeping personnel and fix responsibility by maintaining a chart in both ward and OPD.
- To identify another area/room for male/female patients
- To replace all damaged cots and procure new drug trays.
- To maintain emergency crash cart.

**Nursing Expert Suggestion:**

- Cleanliness checklist and verify everyday by the ward in charge/supervisor.
- Crash carts need to be prepared for each ward.
- High dusting needs to be done at least every month.
- Strictly follow hygienic measures.
- Procurement of S.S. trays, bins, and other items.
- Need more staff for doing the work (Staff nurse, attender, cleaner etc.).

**SKIN**

**Subject Expert Suggestion:**

- To update the above mentioned registers

**Nursing Expert Suggestion:**

- Cleanliness
- More staffs
- Crash Cart

**ORTHOPEDICS**

**Subject Expert Suggestion:**

- Augmentation of CSSD in terms of manpower to supply sterilised instruments on 24 hours basis
- Instruments like Hip replacement spine set, power drill may be purchased for OT
- More man power, Staff Nurses may be recruited for smooth functioning of 2 units, there is a potential for growth interns of OPD, in patients and surgical volume.

**Nursing Expert Suggestion:**

- The university can arrange the workshop for lesson plan, internal assessment maintenance and result analysis.

## OPHTHALMOLOGY

### **Subject Expert Suggestion:**

- Exclusive Eye OT is the need of hour with no adjacent OG and orthopedic OT, common preoperative area where infective patients from other department is a great concern.
- RO Water/Hot water may be supplied for scrubbing
- Laminar hood is available but not utilized, Eye collection centre(ERC) if not eye bank, wet lab to be initiated as per NMC norms
- More teaching faculties may be recruited for effective MBBS/PG teaching and patient care
- Digital slit lamp, camera recording with monitor in OT may be supplemented in accordance with NMC norms.
- Male and female wards under renovation need immediate and urgent action.

### **Nursing Expert Suggestion:**

- Relevant information was not displayed.
- In report need to mention institution name, department and academic year.

## RADIO DIAGNOSIS

### **Subject Expert Suggestion:**

- PACS may be provided for convenient access to changes from multiple modalities like CT, MRI and X rays.

### **Nursing Expert Suggestion:**

- Disciplinary policy can make it and follow
- Can recruit one missing staff in Radio department.

## OBSTETRICS AND GYNAECOLOGY

### **Subject Expert Suggestion:**

- Faculty related deficiencies should be sorted
- Orientation of files to all faculty
- Monitoring of wards by all unit chiefs
- To maintain checklist and files for Equipments. No file maintained – Quotation of purchase list/ list should be done
- Sensitization of 99 files should be given to cell new faculties to introduced to IQAC team
- As per infrastructure – all wards and ICU needs to looked into the needs of norms and cleanliness.

### **Nursing Expert Suggestion:**

- Labour room kept very clean and neat
- Specially restroom to be available with proper cleanliness
- Special clinic file register to be maintained properly
- Paediatric ward attached with male (specifically)restroom for patients
- OPD can be extended with few basic facilities like student cupboard, outside patient situp(waiting table), slipper stand, paper adequate restroom
- Need phototherapy and infusion pump
- Wifi connection with TV required to create awareness to the people

## **PULMONARY**

### **Subject Expert Suggestion:**

- Adequate Staffs should be appointed
- Shared Clerks should be given for completion of file updates
- Proper spacing can be given for ward patients.
- All documents should be updated, as most of the files are updated till 2018, major need is Clerical Staffs'
- Change of Department name to Respiratory medicine
- Separate Male and Female Wards has to be provided
- TB and Isolation Ward must be provided.

### **Nursing Expert Suggestion:**

- Need few staff(Nursing)/Maintain the Department and care the patient
- Vision and Mission was displayed properly

## **ANESTHESIOLOGY**

### **Subject Expert Suggestion:**

- Need for new HOD Room is a must.
- Fridge to be changed, all steel furniture and steel body equipment to be painted
- To increase staff nurse in ICU, SICU
- Housekeeping to be trained well and to be monitored.
- Need for a good maintenance team

### **Nursing Expert Suggestion:**

- Facilities may be provided for them

## GENERAL SURGERY

### **Subject Expert Suggestion:**

- Painting of walls, steel furniture, and equipment to be done.
- Flooring to be uniform
- Have to improve maintenance and housekeeping
- Dressing trolley need in S.S

### **Nursing Expert Suggestion:**

- Little more attention can be given to maintain the equipments and facilities in the department
- May be provided with adequate storage cupboards and tables for proper utilization

## GENERAL MEDICINE

### **Subject Expert Suggestion:**

- Painting of all steel, furniture, equipments is required
- Water heater is needed in all ward
- Need Bathroom Doors
- Need Multi Parce monitors, ECG, machine, Crash cart walls up to 6 feet to be painted with enamel paint.

### **Nursing Expert Suggestion:**

- Facilities need to be improved
- Fire evacuation plan to be displayed

## COMMUNITY MEDICINE

### **Subject Expert Suggestion:**

- Consolidated master time table including UG, PG, Nursing and other specialties involved in teaching can be created and be displayed.
- SOPs need to be kept in departmental file
- Annual stock registry to be maintained
- Special clinics with various specialties can be strengthened at the UHTC for increasing OPD census

## FORENSIC MEDICINE

### **Subject Expert Observation**

- Regulation (Programme wise) – **Regulations to be kept on separate file**
- Data's are available but needs to be properly assorted and filed
- Displays can be updated with new photos
- SOP's for conducting autopsy not maintained in department even though autopsies are conducted at GH, Karaikal

## PATHOLOGY

### **Subject Expert Suggestion:**

- Faculty room ambience can be better
- Since the department is going to appear for PG inspection, department needs special alteration in infrastructure and equipment

## MICRO BIOLOGY

### **Subject Expert Observation**

- Microscope are just kept in a room without proper protections and coverings
- Museum is not provided with chairs and most of the items are broken
- Faculty rooms are empty without any basic amenities
- HOD room is not equipped properly (No A/c)
- Display can be more colourful and updated
- College vision mission needs to be displayed
- Wash rooms are not properly functioning
- Department looks "PATHETIC" needs immediate attention

## ANATOMY

### **Subject Expert Observation**

- Most of the files are clubbed it can be maintained as separate format as required for NAAC
- Purchase of equipment and stock details not updated
- Department library books list to be updated
- Faculties appraisal documents to be updated
- Need circular and agenda for department meetings
- Book issue register to be updated
- Student's meeting documents to be updated

### **Subject Expert Suggestion:**

- List of Equipments and purchase order to be updated based on the 150students norms
- All the documents related to students participating research, co-curricular and extra curricular activities to be updated
- Annual stock register verification file to be updated
- 2 CME was conducted by department of Anatomy
- List of books in available in department to be updated based on 150 student norms

## **PHARMACOLOGY**

### **Subject Expert Suggestion:**

- Many of the documents to be updated as per 150 student norms. Examples like of equipment, stock register
- Competency based question bank to be prepared
- Common files like Alumni, placement, sports, cultural are not clear. They can get it through IQAC or concerned coordinators
- Documents for slow and advanced learners to be updated

## **PHYSIOLOGY**

### **Subject Expert Suggestion:**

- More CMEs to be organized
- List of equipments and stock register is outdated. To be updated
- Lab SOP to be documented as per the guidelines
- Students participation in research activities may be improved
- Authentication of documents by HOD signature is required
- Annual stock verification report to be maintained

## **BIOCHEMISTRY**

### **Subject Expert Suggestion:**

- Authentication of documents with Hod sign in mandatory
- Participation of student in research activities may be improved
- Most of the files are available in condensed format it can be arranged as per the IQAC requiring format
- Common files like alumni, placement, extra-curricular(students) not updated

- Copy of documents especially reagents, equipments, stock in central lab may be kept in biochemistry department for NAAC purpose.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

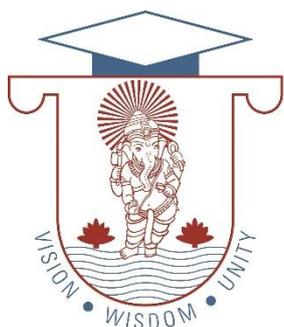
### VINAYAKA MISSION'S COLLEGE OF NURSING, KARAIKAL

**DATE OF VISIT** : 16.03.2023, Thursday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. R.S. Shanmugasundaram, Director – Student Welfare
6. Dr. V. Sasi, Vice Principal, VMCN, Puducherry
7. Dr. Rajarajeswari, Professor – VMCN, Puducherry
8. Dr. K. Sangeetha, Professor – VMCN, Puducherry
9. Dr. A. Samundeeswari, Professor – VMCN, Puducherry





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### VINAYAKA MISSION'S COLLEGE OF NURSING, KARAIKAL

#### Introduction :

The team of experts from the university visited the **Vinayaka Mission's College Of Nursing, Karaikal** for AAA for the academic year 2022-23 on **16.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Details of Syllabus revision is not available.
- BoS / Academic Council approval for List of courses with focus on competency/ employability/ entrepreneurship/ Skill-development is not available.
- BoS / Academic Council approval for List of interdisciplinary courses is not available.
- BoS / Academic Council approval for Courses integrating cross cutting issues is not available.
- Action taken report is to be updated for feedback on curriculum.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes

- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms needs attention.
- Mentor mentee meetings are not happening frequently.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is to be created.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- Curriculum Review Committee is not available.
- LMS usage is minimal.
- Awareness about Value added courses is to be created
- Awareness on Student Induction program to be done.

### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.

### **Criteria 2 :**

#### **Observations :**

- Details of student centric learning methods not found.
- List of mentor with assigned mentee for first year is missing.
- Clinical skill lab and simulation based learning are utilized from VM Medical College, Karaikkal.
- List of teachers trained for development and delivery of E-contents is missing.
- Media room to be created.
- Details of student grievance related to examination is missing.

### **Criteria 3 :**

#### **Observations :**

- Faculty shall be mentored and handheld to pursue research.
- No. of publications is very limited.
- Guidance shall be given to choose the right indexed journal.
- Seed Money outcomes are limited.
- No government sponsored projects are being pursued.
- No research proposals are sent to external agencies.
- No significant research is being pursued.
- Documentation is well organized.

#### **Suggestions :**

- Number of publications need to be improved immediately.
- Efforts shall be made to apply for extramural funding.

- handholding, guidance for research looks to be done from VMMC.
- No efforts are put by any faculty to use the research infrastructure available in VMMC.
- Seed Money outcomes are limited.
- Progress of Seed Money projects need to speeded up.
- Research output from Ph.D scholars is limited.
- Efforts shall be made to get NGO funding & Consultancy.

#### **Criteria 4 :**

##### **Observations :**

- Conference Rooms available-A/C to be Provided
- Auditorium Available-A/C to be Provided
- Specialized labs and Central Research Facility-Sharing with VMMC, KKL
- Centre for Teaching Languages-Sharing with VMMC, KKL
- Resources lab for languages-Sharing with VMMC, KKL
- Skills Lab/ Simulation lab-Sharing with VMMC, KKL
- Clinical training facilities-Sharing with VMMC, KKL
- Community Training Facilities-Sharing with VMMC, KKL
- Library Management System / RFID - RFID is in process

#### **Criteria 5 :**

##### **Observations :**

- The particulars of the students' scholarship during the year is available.
- The activities for capability enhancement and other skills development schemes are found in the file for the year 2021-22. But no activities for the year 2022-23
- conducting training for the competitive examinations and career advancement to be done
- Anti-ragging committee, squad, College students' grievance redressal committee are constituted as per regulations but needs to be updated in file.
- The institution has obtained the anti-ragging affidavit from the students.
- One suggestion box is available for the institution.
- Files are maintained for student's progression but to be updated for the year 2022-23.
- Alumni activities are found in the file and the account is audited during the year.
- NSS activities are organized but needs to be increased as per schedule.
- EVS club activities are conducted during the year but the meeting minutes to be documented.
- Sports facilities available but it shall be utilized by the students.

##### **Suggestions :**

- The Internal Complaints Committee (ICC), need to be reconstituted as per UGC during the year and the meeting to be conducted periodically.

- Student council, NSS, RRC activities to be uploaded on the website.
- The students Induction program shall be conducted as per UGC/University regulation.
- The institution shall take appropriate action to include the alumni in VAAVE portal.
- The institution should encourage students to participate in cultural/sports events conducted by other institutions.

#### **Criteria 6 :**

##### **Observations :**

- RFID cards usage to be improved
- Regular Department reviews to be done

##### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.

#### **Criteria 7 :**

##### **Observations :**

- Better efforts need to be put for green campus around VMCON building.
- Waste Management facilities are not there.
- Green Campus reports are not there.

##### **Suggestions :**

- Efforts shall be put for making campus more green.

## Department Reports

### OBSTETRICS AND GYNAECOLOGY NURSING

#### **Subject Expert Observation:**

- Lesson Plan (Course wise/Subject wise) – **Need to update for the M.Sc (N) program.**
- Class Time Table (Course wise/Year wise) - **Need to update with M.Sc (N) Program.**
- Student Nominal Roll (Admission File) – **Not Available.**
- Question Bank File (Subject wise) – **M.Sc (N) need to be updated.**
- Question Paper with Key – **Not Available.**
- Question Paper with Key – **Need to be update it.**
- Result analysis file (Course wise/Year wise) for last three years – **Separate analysis need it.**
- Particulars of Arrears of student (Course wise/Year wise/subject wise) – **To be updated– Details Not Available.**
- In plant Training / Industrial Visit File - **Planned.**
- Alumni Association Related File – **Up date it.**
- Student co curricular - **To be updated– Not Available.**
- Student Extracurricular - **To be updated– Not Available.**
- Details about department association – **Not Available.**
- Details about Department/college magazine /Newsletter – **Not Updated.**
- Faculty Log Book (Subject wise) – **Not Available.**
- As a Participants – **To be updated– Not Available.**
- As a resource person – **To be updated– Not Available.**
- Available of Standard Operating Procedure (SOP) in Lab – **Not Available.**
- Lab Consumable Register – **Not Available.**
- Department of Stock Register – **Not Available.**
- Department consumable Register – **Not Available.**
- Equipment Purchase file - **Not Available.**
- Lab Maintenance/Breakage Register – **Not Available.**
- Department Maintenance Register – **Not Available.**
- Annual Stock verification report (Lab wise/Department wise) – **Not Available.**
- Parents Meeting – **Not Conducted.**
- Staff Movement Register – **Common.**
- Details about the various committees for Anti Ragging Grievance, NSS, NCC etc – **Not available.**
- Professional society activities for students and faculty – **Not Available.**
- Few Files need to update.
- Separate files of identification need for course wise.
- Few Registers were not available.
- Many Paper not signed by the HOD and Principal.
- HOI Seal is not found in documents.

### Subject Expert Suggestion:

- Documents to be checked and verified and sealed and signed by the faculty and HoI wherever necessary

## COMMUNITY HEALTH NURSING

### Subject Expert Observation:

- Student Nominal Roll (Admission File) – **Common**.
- Particulars of Arrears of student (course wise/Year wise/Subject wise) –**No arrear Student**.
- In Plant Training / Industrial Visit File – **Not Available**.
- Placement File – **General**.
- Alumni Association Related File – **General**.
- List of Guest Lecturer/Visiting Faculty – **Not Available**.
- List of Faculty attended seminar, symposium, conferences (National/International) FDP – **Soft copy only**.
- As a participants – **Soft copy only**.
- As a resource person – **Soft copy only**.
- Details of seminar, symposium, conferences (National/International), FDP organized by the Department – **To be updated– Plan to Organize**.
- Details about the various committees for Anti Ragging Grievance, NSS, NCC etc – **Common**.
- All Files are maintained by the department of Community Health Nursing and updated.
- Few files get damaged.
- Few files not maintained and updated.
- Lab maintained well.

### Subject Expert Suggestion:

- Few documents not signed by respective faculty and HoI.

## PSYCHIATRY NURSING

### Subject Expert Observation:

- Academic Calendar File for last year, current year, next year – **to be updated**
- Lesson plan (Course wise/Subject wise) – **Principal and HOD signature is missing**.
- Lab/Practical Time Table (Lab wise/Course wise) – **Mentioned in the clinical rotation**.
- Question Bank File (Subject Wise) – **Available Not Mentioned the Year / Month**.
- Unit Test/Cycle Test – **Available. Not Mentioned the Year / Month**.
- Question Paper with Key – **Available. Need to be signed by HOD, Principal**.

- Time Table –**Available. Month and year need to be mentioned.**
- Question Paper with Key – **Month and year need to be mentioned. HOD, Principal sign missing.**
- Particulars of Arrears of student (Course wise /Year wise/Subject wise) – **Since 2020 no failures in the MHN Subject.**
- In Plant Training / Industrial Visit File – **Available permission letter and transport request letter need to be kept.**
- Placement File – **Common file.**
- Alumni Association Related File – **Common file.**
- List of Faculty – **available only two faculties.**
- Faculty Log Book (Subject wise) – **To be updated– PG Faculty not maintaining the Log book.**
- Available of Standard Operating Procedure (SOP) in Lab – **Not Applicable – Due to non availability of Lab.**
- Lab stock Register – **Not Applicable – Due to non availability of Lab.**
- Lab Consumable Register – **Not Applicable – Due to non availability of Lab.**
- Department Stock Register - **Not Applicable – Due to non availability of Lab.**
- Department consumable Register - **Not Applicable – Due to non availability of Lab.**
- List of Lab/Experiment (semester/Year wise) – **Not Applicable – Due to non availability of Lab.**
- List of Equipment/Equipment history (source of purchase, cost, accuracy, year of Purchase – **Not Applicable – Due to non availability of Lab.**
- Equipment Purchase file – **Not Applicable – Due to non availability of Lab.**
- Lab Maintenance/Breakage Register – **Not Applicable – Due to non availability of Lab.**
- Student Batch list for practical (Lab wise/year wise) –**Available need to be Updated.**
- Department Maintenance Register – **Available need to be Updated**
- Annual Stock verification report (Lab wise/Department wise) – **Available in Common file.**
- For Faculty – **Available in Common.**
- Staff Movement Register – **Available in Common.**
- Details about the various committees for Anti Ragging Grievance, NSS, and NCC etc – **Available in Common.**
- List of books available in Department Library – **Available in 51 Number.**
- Professional society activities for students and faculty – **Not available.**
- List of files available and updated.
- Question paper and Question bank, Answer Key all the papers need to be signed by prepared person, HOD and HOI.
- Academic year and month is missing in the question paper, answer Key.
- INDEX page not kept in all files.
- limited faculty members available in Psychiatry nursing department.
- 2<sup>nd</sup> year M.Sc Students – Two in Number, B.Sc Nursing 3<sup>rd</sup> years – 60 students.

### Subject Expert Suggestion:

- All papers should be signed by authorized person.
- More faculty to be recruited.
- Some files are in common. That paper can be take photo copy and keep it in the department. Otherwise soft copy can be used for audit and other purpose.

## MEDICAL SURGICAL NURSING

### Subject Expert Observation:

- List of Files/Registers maintained – **Register list available but few not labeled.**
- Curriculum/Syllabus (Programmed wise) – **To be organized properly.**
- Academic Calendar File for last year, current year, next year – **Next year calendar not available.**
- Class Time Table (Course wise/Year wise) – **UG Available.**
- Lab/Practical Time Table (Lab wise/Course wise) – **Batch list not available.**
- Faculty Time Table (Individual/Master Department) - **Need to be arranged Time Table (TT) form July 2022 to Dec 2022 not available.**
- Student Nominal Roll (Admission File) – **Common.**
- Lesson Notes /Lab Manual/ICT enabled Lecturers (S/W)/Handouts (Subject wise) – **Hand written Notes available.**
- Special Class / Extra Class File - **CC signature not present not updated.**
- Time Table –**To be updated- It is separately available but not in actual TT.**
- Question Paper with Key – **No answer key, to be updated.**
- Result and internal mark allocation – **Need to keep separately.**
- Student's Attendance Register – **Specification and attendance to be maintain properly.**
- Time Table – **Both available is one file.**
- Result (Course wise/year wise) – **To be kept separately.**
- Details of Project/Mini Project/Dissertation Review and reports – **Faculty seed money project details available. Students also available.**
- Class Committee File – **UG Available.**
- In Plant Training/Industrial visit File – **UG & PG Kept together.**
- Placement File – **Till 2018-2019 students available. Again by 2021-2022 student admin.**
- Student co curricular – **Common.**
- Student Extra curricular –**Common.**
- Details about department association – **Not Available.**
- Details about Department/college magazine /Newsletter – **Not Available.**
- Faculty Appraisal File – **No Principal Signature in it. But AU in IQAC signed copy.**
- Faculty Log Book (Subject wise) – **It is written in long size note book.**
- Individual Faculty File – **To be updated.**

- As a Participants – **Certificates available. List to be kept.**
- As a resource person – **No.**
- Available of Standard Operating Procedure (SOP) in Lab – **Not Applicable – To be properly followed**
- Lab stock Register – **To be updated- Inventory Available.**
- Lab Consumable Register –**To be updated- Inventory is Available to be created.**
- Department Stock Register – **To be updated- Inventory register available.**
- Department consumable Register - **Not Available.**
- List of Lab/Experiment (semester/Year wise) – **To be updated– Available in Log Book**
- List of Equipment/Equipment history (source of purchase, cost, accuracy, year of Purchase – **To be updated– Common.**
- Equipment Purchase files - **To be updated– Common.**
- Lab Maintenance/Breakage Register – **To be updated– To be created.**
- Annual Stock verification report (Lab wise/Department wise) – **Not Available**
- Staff Meeting – **To be updated.**
- Students Meeting – **To be updated– Common.**
- Parents Meeting – **Not updated.**
- For Students (Course wise /Year wise) – **Available in candidate file.**
- For Faculty – **Common.**
- Staff Movement Register – **Common.**
- Details about the various committees for Anti Ragging Grievance, NSS, NCC etc – **To be updated– Inadequate books in department Library.**
- Professional society activities for students and faculty – **Not Available.**
- System for department not available.
- Files maintenance and updating to made.
- Some of the documents are kept in IQAC as common and could not be checked.
- Adequate faculties are available.
- HOD signatures shall be ensured in all documents.
- Department library books to be increased.
- Work room in the department to be established

#### **Subject Expert Suggestion:**

- It may be better to keep a copy in department.
- Department notice boards can be utilized properly.
- All reports to be signed by HOI and subject incharge / HOD's
- Student seminar's to be mentioned in their attendance.
- System may be kept for the department.
- More members of department library books can be procured and kept.

## CHILD HEALTH NURSING

### **Subject Expert Observation:**

- List of Files/Registers maintained – **List of registers to be created.**
- Curriculum/Syllabus (Programme wise) – **UG /PG Available.**
- Statutory council Norms – **To keep separately.**
- Faculty Time Table (Individual/Master Department) – **Master TT Available for the year.**
- Special Class/ Extra Class File – **TT Available.**
- Time Table – **To be updated- In general.**
- Result and internal mark allocation – **To be kept separately.**
- Time Table – **To be updated.**
- Question Paper with Key - **To be kept separately.**
- Result and internal mark allocation – **Not Available.**
- Student's Attendance – **Common attendance.**
- Details of Project/Mini Project/ Dissertation Review and reports – **Faculty seed money project available.**
- List of Project/Dissertation (Course wise/Year wise) – **UG Available.**
- Placement File – **Percentage to be made.**
- Alumni Association Related File – **To be updated- To be created.**
- Student co curricular – **Common File.**
- Student Extra curricular – **Common File.**
- Details about department association – **IQAC only available**
- Details about department/College magazine/Newsletter – **To be updated.**
- List of Faculty – **Signature of Principal to be get.**
- Faculty Appraisal File – **To be updated- Common**
- Faculty Log Book (Subject wise) - **Not available.**
- List of Guest Lecturer / Visiting Faculty – **Reports available and not list.**
- As a Resource person – **Not Available**
- Available of Standard Operating Procedure (SOP) in Lab – **Signature an approval not valid.**
- Lab stock Register – **To be updated- Inventory Available.**
- Lab Consumable Register – **To be updated- Inventory Available.**
- Department Stock Register – **Common.**
- List of Lab/Experiment (Semester/Year wise) – **Log book**
- List of Equipment/Equipment history (source of purchase, cost, accuracy, year of Purchase – **Common.**
- Equipment Purchase file – **Common.**
- Lab Maintenance/Breakage Register – **Not Applicable.**
- Department Maintenance Register – **to be maintained**
- Annual Stock verification report (Lab wise/Department wise) – **to be maintained. No data.**
- Circular with Agenda –**To be updated**

- Staff Meeting – **Available**
- Students Meeting – **Not Available.**
- For Students (Course wise/Year wise) – **Common.**
- For Faculty – **Common.**
- Staff Movement Register – **Common.**
- Details about the various committees for Anti Ragging Grievance, NSS, NCC etc – **Common.**
- Professional society activities for students and faculty – **Not Available**
- File maintenance to be improved.
- Some of the files to be updated.
- No PG Student admission in 2022-2023 and hence no data.
- SOP need to written in proper format and should process data of approval, verified and approval signature.
- Many of the data/document is kept in common file.
- In Adequate department library book.
- Stock register and maintenance to be improved.

#### **Subject Expert Suggestion:**

- Indexing on files to be maintained
- Stock consumable register to be created to do periodic stock verification.
- Faculties with Nursing Tutor designation to be allotted for the department.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, KARAIKAL

**DATE OF VISIT** : 15.03.2023, Wednesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. R.S. Shanmugasundaram, Director – Student Welfare
6. Mr. V. Sathish Kumar, Associate Professor - SAHS, Slm
7. Mrs. U. Anitha Mamallan, Assistant Professor – SAHS, Slm





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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SCHOOL OF ALLIED HEALTH SCIENCES, KARAIKAL

#### Introduction :

The team of experts from the university visited the **School Of Allied Health Sciences, Karaikal** for AAA for the academic year 2022-23 on **15.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program outcomes and course outcomes to be updated
- Outcome Analysis Report to be updated
- Details of Syllabus revision to be done
- List and description of courses with focus on competency/ employability/ entrepreneurship/
- Skill-development to be updated. BoS / Academic Council approval for the same is to be updated.

- List of interdisciplinary courses to be updated. BoS / Academic Council approval for the same is to be updated.
- List and Description of Courses integrating cross cutting issues to be updated. BoS / Academic Council approval for the same is to be updated.
- BoS / Academic Council approval for implementation of CBCS to be updated
- Value added courses yet to be implemented
- Field visits / research projects / Industry internships/ visits/Community postings details are to be updated.
- Action taken report is to be updated for feedback on curriculum.
- Program regulations have not been circulated to students
- Students are not aware of Credits, Program & Course outcomes
- Innovative Student centric learning methods to be introduced.
- ICT facilities in many classrooms needs attention.
- Academic Calendar is not circulated to students.
- SWAYAM enrolment and awareness is poor.
- Soft and Life Skill training for student needs improvement.
- More faculty needs to be trained in E content development.
- LMS usage is minimal.
- Awareness about Value added courses is poor.

#### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Faculty needs training on documentation

#### **Criteria 2 :**

##### **Observations :**

- Details of slow learners and advanced learners are available partially.
- Full time teachers details are to be updated in file.
- Details of student centric learning methods not found.
- Clinical skill lab and simulation based learning are utilized from VM Medical College, Karaikkal.
- Fulltime teachers with Ph. D qualification details are missing.
- List of teachers trained for development and delivery of E-contents is missing.
- Media room to be created.
- List of fulltime teachers who received awards and recognitions is missing.
- Students exam grievances file is missing.
- Details of learning outcome/graduate attributes not found.

##### **Suggestions :**

- Documentation to be improved.
- Infrastructure such as smart class rooms, labs and other amenities to be improved.

### Criteria 3 :

#### Observations :

- No copy of Research Policy is there in the institution.
- Faculty are not aware of the incentives being provided.
- No Research is going on.
- Institute has not applied for any seed money project.
- Faculty shall be mentored and handheld to pursue research.
- No publications since inception.
- No government sponsored projects are being pursued.
- No research proposals are sent to external agencies.

#### Suggestions :

- Faculty shall publish in Journals.
- Support shall be taken from VMMC for Research.
- Efforts shall be made to apply for extramural funding.
- No efforts are put by any faculty to use the research infrastructure available in VMMC.

### Criteria 4 :

#### Observations :

- Adequate Classrooms & Laboratories-Laboratories startup
- Conference Rooms available-Sharing with VMMC
- Auditoriums Available-Sharing with VMMC
- Virtual classrooms-Sharing with VMMC
- Adequate number of toilets for girls-Toilet available
- Adequate number of toilets for boys-Toilet available
- Hostel - Facility and guest room Facility-Sharing with VMMC
- Specialized labs and Central Research Facility-Sharing with VMMC
- Library reading room-Sharing with VMMC
- Research Section/ Periodical Section in Library-Sharing with VMMC
- Wi-fi Campus and Digital library-Sharing with VMMC
- Internet Bandwidth-Sharing with VMMC
- Indoor-outdoor Game Facility/ Sports Centre-Sharing with VMMC
- Students support center with career guidance cell-Sharing with VMMC
- Skills Lab/ Simulation lab-Sharing with VMMC
- Clinical training facilities-Sharing with VMMC
- Community Training Facilities-Sharing with VMMC
- Library Management System / RFID-Sharing with VMMC
- Library Resources updation -Sharing with VMMC
- Budget copy of library-Sharing with VMMC

## Criteria 5 :

### Observations :

- Students' scholarship file is yet to be updated.
- The institution has yet to complete the process for obtaining the anti-ragging affidavit from the students.
- The College Students Grievance Redressal Committee was constituted, and list should display in the prominent place of the institution.
- One suggestion box is available for the institution and was opened monthly once.
- One Self-funded NSS unit available and the activities to be documented.
- Sports facilities available for the institution and the activities needs to be enhanced.

### Suggestions :

- The capability enhancement and other skills development schemes pertaining to the NAAC C5 to be implemented.
- The anti-ragging committee and squad, Internal Complaints Committee (ICC) need to be constituted during the year and the meeting to be conducted periodically.
- Student council for the institution to be constituted as per guidelines.
- Alumni association yet to be constituted and registered.
- Red Ribbon Club to be started for the institution.
- The student club activities need to be documented and to be uploaded on the institution website.
- The placement and student progression file has yet to be initiated updated.
- The institution should encourage students to participate in cultural/sports events conducted by other institutions.
- The institution shall be planned to conduct the sports day and cultural day for the year 2022-23
- The Student Induction Program is to be conducted as per UGC/University regulations.
- The institution website page is under construction requires to be completed and shall have the provision for student welfare activities such as NSS, RRC, students' council, students club etc.

## Criteria 6 :

### Observations :

- Organogram missing.
- No second line of leadership.
- Statutory body regulations, BOS Minutes etc. to be updated handy for the HOI.
- RFID cards not issued for both faculty and students.
- No Audits conducted.

- Regular Department reviews missing.
- No Code of conduct visible.
- Policy documents to be updated handy.
- Academic and Administrative governance is poor.
- IQAC functioning to be strengthened with space and manpower.

### **Suggestions :**

- Vision and Mission to be aligned using measurable points.
- SWOC Analysis to be done for every department.
- College Committee / Council to be formed.
- Functioning of committees to be reviewed regularly.
- VMMC to handhold them to improve.

### **Criteria 7 :**

#### **Observations :**

- Video Surveillance system to be implemented
- Annual Gender Sensitization & action plan shall be made and followed.
- STP, Liquid Waste management etc. are shared with VMMC, which is fine.
- Better efforts need to be put for green campus around SAHS building.
- Green Campus reports to be created
- No reports on events conducted, if any, harmony, values & Professional Ethics.

### **Subject Expert Observation:**

- Video surveillance system shall be installed immediately.
- All the guidelines given shall be implemented in a phased manner.
- List of Files/Registers maintained – **To be updated, Need to Update, documents to be updated**
- Regulations/BOS – **Not in Update**
- Statutory council Norms – **Not Applicable**
- Vision, Mission, Objective File – **Update in File**
- Academic Calendar File for last year, current year, next year – **Only 22-23**
- Model Exam – **Master Time Table – To be updated**
- Seed money for Projects File– **To be updated**
- List of Laboratories /Centers/Incubation center File – **To be updated, sharing from VMMC**
- Ongoing, completed and applied project file-faculty wise(Govt-NonGovt./Major-Minor) – **To be updated**
- Patents file – **To be updated**
- Ph.D Guides/Ph.D Students – **One faculty available but no record maintained**
- Ph.D. thesis awarded with thesis title list – **To be updated**

- Consultancy Project file – **To be updated**
- Startup/Innovation File – **To be updated**
- List of Research fellowships/Scholarship received – **To be updated**
- Consultancy project file – **To be updated**
- MoU File – **To be updated**
- Conference/workshop/seminar organized with photo evidence – **To be updated**
- Seminar/Conference Proceedings produced by the institution – **To be updated**
- Awards/Recognition received by faculty members and students – **To be updated**
- With Management – **To be updated**
- With University Officials – **To be updated**
- With HoDs – **To be updated**
- With Faculties – **last year, one meeting noted**
- With Students – **To be updated**
- Others – **To be updated**
- Alumni Related Files – **To be updated**
- Placement related Files – **To be updated**
- Placement records – **To be updated**
- Sports facilities – **To be updated, Sharing from VMMC**
- Transport facilities – **Sharing from VMMC**
- Hostel facilities – **but no file maintained**
- Inplant Training /Industrial Visit File – **To be updated**
- Canteen Facilities – **Sharing from VMMC**
- List of Books/Journals/CD etc – **Sharing from VMMC**
- Details about college magazine/Newsletter– **To be updated**
- Details about the various committee for Anti ragging, grievance, NSS, NCC etc. – **Committee available but in soft copy**
- Anti-Ragging Affidavit File (Course wise) – **Not maintained**
- Details about NAD registration – **To be updated**
- Details about IT facilities – **Sharing with VMMC**
- Professional society activities for students and faculty – **To be updated**
- Annual report for last three years – **To be updated**
- Convocation File – **To be updated**
- Details about NDL registration – **Registered but in soft copy**
- All 99 files are available, but no files are maintained and not updated
- Vision and Mission for university only available and specified allied health sciences to be updated
- Laboratory facilities are under process
- Alumni details to be updated
- Authorized signs are missing in many documents
- Placement records to be updated

- Few recent activities done but mentioning orally not updated as a documents

**Subject Expert Suggestion:**

- Suggested for space utilization for labs
- Suggested to keep meetings with faculty periodically
- Suggested to file all the documents as they are showing as soft copy in system
- Suggested to utilize the VMMC for department specific programmes in jointly with them
- Suggested to utilize the VMMC – IQAC cell for file and data maintenance
- Suggest to utilize the available spaces
- Record the document wherever the activities done
- To update the placed students information.





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SHANMUGA COLLEGE OF PHYSIOTHERAPY, KARAIKAL

**DATE OF VISIT** : 15.03.2023, Wednesday

**EXPERTS** :

1. Dr. P. Gnanasekar, Director – IQAC
2. Dr. A. Rajan Samuel, Dy. Director – Academics
3. Dr. A. Nagappan, Director – IIE
4. Dr. S.A.V. Satya Murty, Director – Research
5. Dr. R.S. Shanmugasundaram, Director – Student Welfare
6. Mr. T. Sudhakar, Assistant Professor – VMCPT, Salem





# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

### SHANMUGA COLLEGE OF PHYSIOTHERAPY, KARAIKAL

#### Introduction :

The team of experts from the university visited the **Shanmuga College of Physiotherapy, Karaikal** for AAA for the academic year 2022-23 on **15.03.2023**. Based on the observations, suggestions given by the experts, the documents produced by the institution and on interaction with the Head of Institution, Faculty, Non Teaching Staff and students the following report has been prepared and submitted to IQAC for perusal.

#### Criteria-wise Report given by the Criteria Champions

##### Criteria 1 :

##### Observations :

- Program outcomes and course outcomes to be updated
- Details of Syllabus revision to be updated
- List and description of courses with focus on competency/ employability/ entrepreneurship/ Skill-development, BoS / Academic Council approval for the same is to be kept in the respective files.
- List of interdisciplinary courses and BoS / Academic Council approval is to be kept in the file
- List and Description of Courses integrating cross cutting issues not available. BoS / Academic Council approval for the same is not available.

- BoS approval for CBCS implementation is not available.
- Value added courses yet to be implemented.
- List of field visits / research projects / Industry internships/ visits/Community postings not available.
- Program regulations have not been circulated to students.
- Students are not aware of Credits, Program & Course outcomes
- Academic Calendar is not circulated to students.
- More faculty needs to be recruited.

### **Suggestions :**

- Percolation of information about Programme regulations needs to be done.
- Faculty needs training on documentation

### **Criteria 2 :**

#### **Observations :**

- Student diversity details are missing.
- Details of slow learners and advanced learners are available partially.
- Fulltime teachers details are missing.
- Details of student centric learning methods not found.
- Details of ICT enabled tools are missing.
- Fulltime teachers with Ph. D qualification details are missing.
- List of teachers trained for development and delivery of E-contents is missing.
- Media room to be created.

#### **Suggestions :**

- Documentation to be improved.

### **Criteria 3 :**

#### **Observations :**

- Efforts to be made to improve research

#### **Suggestions :**

- Faculty shall start publishing immediately.
- Efforts shall be made to apply for extramural funding.
- Handholding, guidance for research to be done from VMMC.
- Effort to be put by any faculty to use the research infrastructure available in VMMC.
- IRC shall be constituted immediately and encourage faculty to pursue research.

#### **Criteria 4 :**

##### **Observations :**

- Adequate Classrooms & Laboratories-Sharing with VMMC
- Conference Rooms available-Sharing with VMMC
- Auditoriums Available-Sharing with VMMC
- Virtual classrooms-Sharing with VMMC
- Hostel - Facility and guest room Facility-Sharing with VMMC
- Housekeeping for regular cleaning-Sharing with VMMC
- Exam Cell-Sharing with SAHS
- Specialized labs and Central Research Facility-Sharing with SAHS
- Centre for Teaching Languages-Sharing with VMMC
- Resources lab for languages-Sharing with VMMC
- Library reading room-Sharing with VMMC
- Research Section/ Periodical Section in Library-Sharing with VMMC
- Wi-fi Campus and Digital library-Sharing with VMMC
- Internet Bandwidth-Sharing with VMMC
- Indoor-outdoor Game Facility/ Sports Centre-Sharing with VMMC
- Community Training Facilities-Sharing with VMMC
- Library Management System / RFID-Sharing with VMMC
- Library Resources updation -Sharing with VMMC
- Budget copy of library-Sharing with VMMC
- E content resource used data-Sharing with VMMC

#### **Criteria 5 :**

##### **Observations :**

- The institution was started last year and the activities pertaining to students welfare measures to be initiated and documents for NAAC criteria 5 to be prepared.
- The institution has obtained the anti-ragging affidavit from the students.
- One suggestion box is available for the institution.

##### **Suggestions :**

- The anti-ragging committee and squad, Internal Complaints Committee (ICC), students club need to be constituted during the year and the meeting to be conducted periodically.
- Student council for the institution to be constituted.
- Red Ribbon Club to be started for the institution.
- The institution should encourage students to participate in cultural/sports events conducted by other institutions.
- The Student Induction Program is to be conducted as per UGC/University regulations.
- The separate website for the institution to be launched.

## Criteria 6 :

### Suggestions :

- VMCM to handhold them to improve.
- SWOC Analysis to be done.
- College Committee / Council to be formed.
- Vision and Mission to be aligned using measurable points.

## Criteria 7 :

### Observations :

- Files to be updated
- Video Surveillance system is not there.
- Annual Gender Sensitization & action plan shall be made and followed.

### Suggestions :

- Signage shall be improved.
- Video Surveillance system shall be installed at the earliest.
- Efforts shall be made to improve

## Subject Expert Observation:

- Vision, Mission, Objective File – Institution, Vision Mission – **Available**,
- University Exam Particulars File including Result analysis – **Not available**
- Seed money for Projects File – **Not available**
- List of Laboratories /Centers/Incubation center File – **Now only construction going on**
- Ongoing, completed and applied project file-faculty wise(Govt -Non Govt./Major-Minor) – **Not available**
- Patents file – **Not available**
- Ph.D Guides/Ph.D Students – **Not available**
- Ph.D. thesis awarded with thesis title list – **Not available**
- Consultancy Project file – **Not available**
- Startup/Innovation File – **Not available**
- List of Research fellowships/Scholarship received – **Not available**
- Consultancy project file – **Not available**
- MoU File – **Not available**
- Conference/workshop/seminar organized with photo evidence – **Not available**
- Seminar/Conference Proceedings produced by the institution – **Not available**
- Awards/Recognition received by faculty members and students – **Best Poster Award – Dr. G. Velmurugan**
- With HoDs – **Not available**

- With Faculties – **Not available**
- With Students – **Not available**
- Alumni Related Files – **Not available**
- Placement related Files – **Not available**
- Placement records – **Not available**
- Sports facilities–**Shared with SAHS**
- Transport facilities – **Shared with SAHS(only Students)**
- Hostel facilities – **Shared with(Nursing, SAHS and Physiotherapy)**
- Central library facilities – **Separate Library Construction on going in Ground Floor**
- List of Books/Journals/CD etc – **Books – 475, Journal - NIL**
- Journal/E-Journal subscription file – **Not available**
- Details about college magazine/Newsletter – **Not available**
- Details about the various committee for Anti ragging, grievance, NSS, NCC etc. – **NSS Not available**
- Details about NAD registration – **Not available**
- Details about IT facilities – **Not available**
- Professional society activities for students and faculty – **Not available**
- Annual report for last three years – **Not available**
- Convocation File – **Not available**
- Details about NDL registration – **Not available**
- Extension activities including ISR – **Not available**
- Infrastructure renovation is going on
- Labs – Construction going on
- Signage board are required
- Attenders – Not available
- Sports equipment – Not available
- IQAC-Room - Not available
- IT – Computer – Not available

### **Subject Expert Suggestion:**

- Physiotherapy department is to be established
- No of equipment – not adequate
- More computers to be procured based on the need
- Exercise therapy – Equipments to be purchased in college
- PRO to be appointed separately

