



VINAYAKA MISSION'S RESEARCH FOUNDATION

(DEEMED TO BE UNIVERSITY)

Sankari Main Road, Ariyanoor, Salem 636 308.

ACADEMIC AUDIT REPORT – 2018

1	Vinayaka Mission's College of Pharmacy, Salem
2	Vinayaka Mission's Sankarachariyar Dental College, Salem
3	Vinayaka Mission's Kirupananda Variyar Medical College, Salem
4	Vinayaka Mission's Annapoorana College of Nursing, Salem
5	Vinayaka Mission's Homoeopathic Medical College, Salem
6	Vinayaka Mission's College of Physiotherapy, Salem
7	Vinayaka Mission's Kirupananda Variyar Engineering College, Salem
8	Vinayaka Mission's Kirupananda Variyar Arts and Science College, Salem
9	Aarupadaiveedu Institute of Technology, Chennai
10	Aarupadaiveedu Medical College, Pondicherry
11	Vinayaka Mission's College of Nursing, Pondicherry
12	Vinayaka Mission's Medical College, Karaikkal
13	Vinayaka Mission's College of Nursing, Karaikkal



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ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S COLLEGE OF PHARMACY
Salem

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ACADEMIC AUDIT REPORT – 2018



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Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Salem

Dates of Audit : 10th March 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files
 - Records maintenance is fairly good
 - No file maintained for statutory council norms
 - No file maintained for Vision, Mission and objectives
 - Academic calendar not prepared for next academic year
 - Alumni is not registered and poor documentation
 - Maintenance of department records and files is poor
2. Teaching and learning
 - Effective usage of ICT in teaching learning to be improved
 - Teaching methodology is largely conventional, innovative teaching methodology should be introduced
 - Lesson Plan to be given to students in advance
 - Course materials to be given to students for all subjects and to be made available in institution website
 - To increase usage of e learning materials
 - Staff daily report is being given to the HOD and HOI which is appreciable
3. Evaluation
 - Exam results analysis is not comprehensive, needs more detailed analysis
4. Academic governance
 - Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive

- A poor rapport exists between the HOI and other staff

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furnitures to be more comfortable and renewed
 - Class rooms to be equipped with audio visual aids
- Laboratories
 - SOP missing in all the departments
 - Labs to be equipped with more modern and latest equipments and instruments
 - PG Labs are ill equipped
 - Lab Manuals to be updated
 - Stock verification not done
 - List of consumables is not available in the labs
- Library
 - Issue register not available
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be reconstituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - Yearwise list of journals and books to be kept
 - Digitization of library is recommended
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems need to be updated and upgraded
 - Licensed softwares specifically Pharma based to be procured
- Research facilities
 - No specific research lab
 - One central instrumentation lab available

- Animal House needs to be maintained as per norms
 - List
- Hostels
 - Students are housed in private hostels outside the college
- Canteen
 - Canteen facility available but to be further improved
- Sports facilities
 - Sports facilities less, to be improved
 - More indoor games to be provided
- Others
 - Suggested to have more green cover
 - Effective utilization of available water sources to be planned
 - Renewal energy usage needs to be implemented in tune with government policy
 - More toilet facilities to be created for both staff and students
 - Maintenance of toilets are poor
 - Girls common room available but is in unused condition
 - House keeping facilities to be improved
 - More Transport facility to be provided to students and staff

D. VARIOUS COMMITTEES AND CELLS

- There are various committees on record, whose meetings are not conducted and recorded regularly. No list was readily available.

E. RESEARCH

- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Suggested to create linkages and MOUs with other hospitals and pharma companies
- Suggested to have a separate research lab equipped with necessary requirements

F. SUGGESTIONS AND RECOMMENDATIONS

- Alumni Association to be created and registration has to be done
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- There seems to be a detachment amongst the faculty and the Head of Institution, which needs immediate attention

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S COLLEGE OF PHARMACY - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	N
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	N
SPECIFIC COMMENTS		
IQAC Co-ordinator's room (HOD room) is shown as IQAC room. Yet to be furnished. Files are not maintained as per list given and not in the order of numbering given. Meetings are not conducted regularly. IQAC Co-ordinator is well informed but not in the case of other staff.		



Review of Research Facilities- 2018

Name of the Institution :VMCP,Salem
 Date of Visit :10/03/2018
 Visit by :Dr.S.Suriyanarayanan, Deputy Director Research

S.NO	List of Files	Yes/No	Nos.	2015-2018	Comments
1.	Seed money for Projects	Nil			
2.	List of Laboratories/ Centers/Incubation Center File 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases 6. Research Labs	01-Central Instrumentation lab shown 1. Natural drug museum	<ul style="list-style-type: none">No specific research labPG department labs available for researchAnimal house needs to be maintained as per the normsMuseum list of specimens and log note needs to be maintainedRecommended to keep the SOP for all the equipments in the laboratoriesLack of basic equipments observedNo stock verification donelist of consumable needs to be placed with proper labeling		

- In general stock register /log note for equipments or Labs needs to be maintained regularly
- No stock verification done
- NO ongoing projects was observed
- List of Ph.D Guides and Students needs to be displayed
- laboratory safety procedures needs to be placed in all the laboratories
- All the equipments need to be provided with SOP's and a file copy needs to be maintained.
- The laboratories need to be upgraded to ensure the basic facilities.



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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 1. To frame the Programme regulations
 2. To develop the curriculum and syllabus as per the statutory council norms
 3. To start and abandon the programme with valid reasons
 4. To modify the intake of the programme
- ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
- iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
- iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
- v. To prepare the Time table for college
- vi. To prepare the Internal Examination time table including Model Examinations and practical
- vii. To analyze the Internal/University Examinations result
- viii. To plan and conduct the seminar, workshops, conferences and symposium
- ix. To help the Head of Institutions for preparing the Academic budget
- x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
- xi. To appoint subcommittee at department level and consider its recommendations
- xii. To assist the university to maintain the individual faculty academic profile
- xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



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Salem

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Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Dates of Audit : 19th, 20th and 22nd March 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- Placement and higher education data is available, but it needs more documentation.
- Alumni association is registered. But the data is incomplete.
- File maintenance should be improved in most departments, particularly in Orthodontics & Prosthodontics.
- No standardization in faculty files.

2. Teaching and learning

- Timetable needs to be changed, with early clinical hours for final years.
- PG seminars & Journal clubs should be streamlined in Orthodontics & Prosthodontics departments.
- Lecture hours can be reduced, as it's more than the recommended hours by the DCI.
- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovative teaching methodology should be introduced
- Problem based learning has been introduced from Second year it is recommended to start it from first year itself
- Lesson Plan and teaching schedule to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website

- To inculcate the habit of students in usage of e learning materials
 - Outcome Based Education to be introduced
 - E portal should be introduced
3. Evaluation
- Exam results analysis is not comprehensive, needs more detailed analysis
4. Academic governance
- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
 - There seems to be a bit of detachment between the teaching and non teaching staff

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - One more classroom is required.
 - AV equipment is not in good condition.
 - Classroom needs overall facelift, especially the furnitures and fittings.
- Clinics/Laboratories
 - Orthodontics & Periodontics departments need additional space. They should be on par with other clinical departments.
 - Planning & space management in Orthodontic department is poor, particularly the postgraduate wing.
 - The radiology department to be strengthened and modernised with CBCT.
- Library
 - Documentation well maintained
 - Librarian very familiar with documents and procedures
 - Usage records well maintained
 - Suggested to keep separate log books for staff and students
 - Bar coding is in practice
 - No separate list for rare books and reference books
 - Yearwise library budget not available
 - Purchase history not available
 - Though 2 cards are given to students, they are allowed to take only one book
 - Constitution of Library Advisory committee doesnot have any authentication
 - No Stock verification after 2015
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments

- Systems need to be updated
- Licensed softwares not available
- IT infrastructure needs a total rehaul
- The website maintenance is outsourced which seems to be poor, hence suggested to hand it over to the university web team
- Research facilities

A separate report on research facilities is attached in **Annexure – 2**
- Hostels
 - Students are housed in hostels attached to VMKV Medical College
 - It would be ideal if separate girl's hostel is built for VMSDC near the college.
- Canteen
 - Canteen to be improved
- Sports facilities
 - Not adequate indoor and out door facilities observed, those available are also being under utilized
 - Sports kit needs to be upgraded
 - Out door facilities needs to be created for regular use of students
- Others
 - A board room is required in the office.

D. VARIOUS COMMITTEES AND CELLS

- There are 21 committees on record.
- Anti ragging committee list differs as in file and the website
- Toll Free number for Anti Ragging to be updated in the website
- Minutes of the meetings of various committees to be properly documented
- Alumni Association is registered. There are 2400 members from 1991 to date
- The composition of the Grievance Redressal committee is not as per UGC regulations
- The disciplinary committee and the Grievance Redressal committee have the same chairman. It is ideal to have different chairmans
- NSS activities are good
- It is observed that some money is being collected in the name of YRC and sent to YRC every year, but without proper acknowledgement
- YRC no guidelines and activities

E. RESEARCH

- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Linkages and MOUs was not evidenced during the last 3 years
- There are no funded projects
- Some equipments found to be outdated

F. SUGGESTIONS AND RECOMMENDATIONS

- To have separate hostels for the students in the campus, atleast for the girls
- Canteen to be improved
- The roles and responsibilities of the sub staff to be specified
- The timings of clinics to be well maintained and monitored to avoid hardships to the patients and students
- Mobile dental unit to be put to effective use

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S SANKARACHARIYAR DENTAL COLLEGE - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
IQAC room is well equipped and stacked. Files are maintained as per list and neatly done, though not updated. Separate IQAC meetings not done only staff and HOD's meetings are shown as IQAC meetings.		



Review of Research Facilities- 2018

Name of the Institution :VMSDC,Salem

Date of Visit :22.03.2018

Visit by :Dr.S.Suriyanarayanan

S.NO	List of Files	No seed money.
1.	Seed money for Projects	
2.	List of Laboratories/ Centers/Incubation Center File 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases 6. Research Labs	<p>No research related equipments were purchased during the last 5 years.</p> <p>No Common facility for research.</p> <p>Pathology lab identified as common research Facility. The laboraroy is not equipped mimumum facilities. Lack of basic equipments was observed. It is suggested to equip the laboratory with basic necessary equipments such as pH meter, weighing balance, fluoride analyzer, conductivity meter etc., and necessary basic equipments and consumables for the specialized faculties who pursue the research in dental sciences.</p> <p>One trinocular microscope well maintained purchased 10 years back. Suggested to buy a new microscope with advanced futures. Pathology museum well maintained. Observed that more space is required to increase the no. of specimens . Suggested to create a log book for visitors Suggested to maintain the record on the list of specimens</p>



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION
(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



**VINAYAKA MISSION'S KIRUPANANDA VARIYAR
MEDICAL COLLEGE & HOSPITAL
Salem**

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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2. IQAC Inspection Report
3. Review of Research Facilities
4. List of Committees and its Responsibilities
5. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

Name of the Institution : **VINAYAKA MISSION'S KIRUPANANDA VARIYAR
MEDICAL COLLEGE, Salem**

Dates of Audit : 07th and 8th March 2018

Auditors : 1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Placement and higher education data is not available
- Alumni is not registered and poor documentation
- Poor file maintenance is observed in the following departments
 - i. General Medicine
 - ii. Chest and TB
 - iii. Paediatrics
 - iv. Anesthesiology
 - v. Radiology
 - vi. Skin and STD
 - vii. General Surgery
 - viii. ENT
 - ix. O&G
 - x. Anatomy
 - xi. Allied Health Sciences

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved

- Teaching methodology is largely conventional, innovating teaching methodology should be introduced
 - Problem based learning to be introduced
 - Lesson Plan to be given to students in advance
 - Course materials to be given to students for all subjects and to be made available in institution website
 - To inculcate the habit of students in usage of e learning materials
 - Outcome Based Education to be introduced
 - E portal should be introduced
 - More clinical material will improve effective learning
 -
3. Evaluation
- Exam results analysis is not comprehensive, needs more detailed analysis
4. Academic governance
- Coordination and cooperation between teaching and non teaching staff seems to be little low, which could be improved
 - Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
 - Percolation of information from top management to the lower level of staff seems to be poor

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furnitures to be more comfortable
- Laboratories
 - Emergency Medicine Department needs bedside USG and syringe pumps
 - Separate OT for Skin and STD is essential
 - Anti retroviral drugs and CD4 investigation not available in Skin and STD
 - Molecular Lab not available in Microbiology Department
 - SOP missing in many of the department
- Library
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be constituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books

- More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - There are 30 computers available for students and staff
 - Stock book was not available for furniture and computers
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems need to be updated
 - Licensed softwares not available
 - IT infrastructure needs a total rehaul
- Research facilities

A separate report on research facilities is attached in [Annexure – 2](#)
- Hostels
 - No ramp facility provided in the hostel premises
 - Poor maintenance of hostel rooms
 - Hanging of cloths all over the hostels are observed
 - Well maintained hygienic dinning and cooking facilities observed
 - There is no separate visitors room
 - Toilets and bathrooms need to be cleaned regularly
 - Anti ragging and hostel committee members list are not displayed
 - Drinking water facility to be improved
 - Roads to the hostels are in poor condition
 - Gym in the ladies hostel is well equipped. Usage needs to be documented
 - Gym facility for boys needs to be improved
 - No proper drainage facility was observed
- Canteen
 - Canteen to be improved
- Sports facilities
 - Though adequate indoor and out door facilities observed, these are being under utilized
 - Sports kit needs to be upgraded
 - Out door facilities needs to be properly maintained for regular use of students

- Others
 - Foot operated taps to be provided in the OTs
 - Suggested to have more green cover
 - Sewage treatment facility to be maintained properly
 - Effective utilization of available water sources to be planned
 - Renewal energy usage needs to be implemented in tune with government policy
 - More toilet facilities to be created for both staff and students
 - Maintenance of toilets are poor
 - Hospital maintenance seems to be very poor
 - House keeping facilities to be improved

D. VARIOUS COMMITTEES AND CELLS

- There are 15 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing
- Hostel committee not exists

E. RESEARCH

- All the research equipments needs to be provided with SOPs
- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Lack of consultancy projects observed
- Linkages and MOUs was not evidenced during the last 3 years
- There are no funded projects except for few ICMR student projects
- Some equipments found to be outdated

F. SUGGESTIONS AND RECOMMENDATIONS

- Staff nurses to be posted in X-Ray room, CT and MRI to assist patients specifically female patients
- Improvement in infection control require
- Security at Psychiatry department is essential
- 'L' shaped Nursing Stations to be provided in all wards
- Visitors to the wards to be restricted specially in the surgery department
- Refraction units, OCT, B-Scan and additional slit lamps in OPD and wards in Ophthalmology department is required
- More Opththal assistants and paramedical staff to be recruited
- Cochlear implant facilities not available in ENT department, which can be provided
- Well equipped Epidemiological unit is required for research purposes
- More CMEs to be conducted

- Separate molecular biology lab with latest equipments is required in the Department of Biochemistry
- Alumni Association to be created and registration has to be done
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S KIRUPANANDA VARIYAR MEDICAL COLLEGE & HOSPITAL - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
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6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
IQAC room is available but not equipped. Files are maintained but not in IQAC order but UGC inspection order. Vision, Mission, Quality policy not displayed in the IQAC. Data pertaining to FAHS not included and updated. Extra and co-curricular activities are poor.		



Review of Research Facilities- 2018

Name of the Institution :VMKVMCH Salem

Date of Visit :07/03/2018

Visit by :Dr.S.Suriyanarayanan, Deputy Director Research

S.NO	List of Files	Nil	
1	Seed money for Projects		
2	List of Laboratories/ Centers/Incubation Center File 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases 6. Research Labs	01-Central Instrumentation center 01 Animal House	<ul style="list-style-type: none"> • NO logbook was maintained • SOP needs to be placed (one at the instrument and one in the file) • No technician available in the CIC • Lack of basic equipments • Equipment stock book needs to be maintained • No purchase history for the equipments • Log book and stock books needs to be maintained in all the labs • Most of the equipments are outdated after 2015 no equipments were added • Log book in the museums and list of specimens needs to be maintained.

- In general stock register /log note for equipments or Labs needs to be maintained regularly
- All laboratories needs to keep the list of equipments and accessories
- Lack of ongoing projects
- Ejournals needs to be subscribed based on the expertise available
- Purchase history is not available. Suggested to follow the purchase procedure.
- SOP copies needs to be maintained in the file as well near the equipment with signatory
- No stock verification done yet .Yearly stock verification suggested
- laboratory safety procedures needs to be placed in all the laboratories



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION

(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S ANAPOORNA COLLEGE OF NURSING
Salem

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. List of Committees and its Responsibilities
4. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

Name of the Institution : **VINAYAKA MISSION'S ANNAPOORANA**

COLLEGE OF NURSING, Salem

Dates of Audit : 08th March 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Placement and higher education data is not available
- Alumni is not registered and poor documentation
- Maintenance of department records and files is poor

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovating teaching methodology should be introduced
- Problem based learning has been introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- Student mentorship program is effective

3. Evaluation

- Exam results analysis is not comprehensive, needs more detailed analysis

4. Academic governance

- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
- A good rapport exists between the HOI and other staff

B. IQAC

A separate report on IQAC is attached in Annexure – 1

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furnitures to be more comfortable
 - Class rooms to be more ventilated and illuminated
 - Class rooms to be equipped with audio visual aids
- Laboratories
 - SOP missing in all the departments
 - Separate lab required for Child Health Department
 - More mannequins are required
- Library
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be reconstituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - Suggested to have a systematic book lending facility
 - Stock book was not available for furniture and computers
 - Yearwise list of journals and book purchased details are not available
 - A list of books and titles needs to maintained in the file
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems need to be updated

- Research facilities

Lack of research facilities and activities evident

- Hostels
 - Students are housed in hostels attached to VMKV Engineering College and VMKV Medical College
- Canteen
 - No canteen facility available
- Sports facilities
 - Sports facilities of VMKV Medical College are being utilized
- Others
 - Suggested to have more green cover
 - Effective utilization of available water sources to be planned
 - Renewal energy usage needs to be implemented in tune with government policy
 - More toilet facilities to be created for both staff and students
 - Maintenance of toilets are poor
 - House keeping facilities to be improved
 - Transport facility to be provided to students to attend postings in outside hospitals
 - Building is in a poor condition, hence suggested for shifting to a different premises.

D. VARIOUS COMMITTEES AND CELLS

- There are 21 committees on record, whose minutes are recorded regularly. Few of the committees require updations
- Good counseling cell and mentorship
- College web site is regularly maintained and updated by the college web site committee

E. RESEARCH

- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Suggested to create linkages and MOUs with other hospitals
- Suggested to have a separate research lab equipped with necessary requirements

F. SUGGESTIONS AND RECOMMENDATIONS

- Alumni Association to be created and registration has to be done
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S ANNAPOORANA COLLEGE OF NURSING - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	N
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
No separate room given for IQAC. IQAC Co-ordinator is not aware of any of the IQAC functions and files. IQAC meetings have not been conducted.		



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

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- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
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 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
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 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

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- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
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 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
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X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

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- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

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- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

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- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION (DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S HOMOEOPATHY COLLEGE & HOSPITAL
Salem

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. List of Committees and its Responsibilities
4. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Dates of Audit : 09th March 2018

Auditors : 1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Placement and higher education data is not available
- Alumni is not registered and poor documentation
- Class log books are not in proper format and in some department not signed by the HOD

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovative teaching methodology should be introduced
- Problem based learning to be introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- More clinical material will improve effective learning
- Regular CMEs and camps are being conducted

3. Evaluation

- Exam results analysis is not comprehensive, needs more detailed analysis

4. Academic governance

- Coordination and cooperation between teaching and non teaching staff seems to be little low, which could be improved
- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive

B. IQAC

A separate report on IQAC is attached in Annexure – 1

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furnitures to be more comfortable
- Laboratories
 - SOP missing in many of the departments
 - Lab equipments are outdated needs updation
- Library
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be constituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - Stock book was not available for furniture and computers
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems need to be updated
- Research facilities
 - Lack of research facilities

- Hostels
 - Students are housed in hostels attached to VMKV Engineering College and VMKV Medical College
- Canteen
 - No canteen facility available
- Sports facilities
 - Sports facilities of VMKV Medical College are being utilized
- Others
 - Suggested to have more green cover
 - Effective utilization of available water sources to be planned
 - Renewal energy usage needs to be implemented in tune with government policy
 - More toilet facilities to be created for both staff and students
 - Maintenance of toilets are poor

D. VARIOUS COMMITTEES AND CELLS

- There are 28 committees are constituted, but no committee minutes seen
- The NSS activities of the college was praise worthy

E. RESEARCH

- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Linkages and MOUs was not evidenced during the last 3 years
- There are no funded projects

F. SUGGESTIONS AND RECOMMENDATIONS

- Alumni Association to be created and registration has to be done
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- The Herbal garden of the college needs more plantation and maintenance.

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S HOMOEOPATHY MEDICAL COLLEGE & HOSPITAL - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	N
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	Y
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	N
SPECIFIC COMMENTS		
The IQAC co-ordinator was very lethargic and had not even prepared the reports to be submitted. No files list as per IQAC but only as per UGC Annexures. Though separate room is provided it is not equipped and not even a single file was found.		



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
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- d. Responsibility of the Library Advisor Committee
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VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



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ACADEMIC AUDIT 2017-18

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- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
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- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

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I. GENERAL

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3. All colleges shall have a maintenance schedule
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12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION

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NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY
Salem

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



CONTENTS

1. Academic Audit Report
2. IQAC Inspection Report
3. List of Committees and its Responsibilities
4. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Dates of Audit : 09th March 2018

Auditors : 1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files
 - Records maintenance is fairly good
 - No file maintained for Vision, Mission and objectives
 - Academic calendar not prepared for next academic year
 - Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
 - Placement and higher education data is not available
 - Alumni is not registered and poor documentation
 - Maintenance of department records and files is poor
2. Teaching and learning
 - Effective usage of ICT in teaching learning to be improved
 - Teaching methodology is largely conventional, innovative teaching methodology should be introduced
 - Lesson Plan to be given to students in advance
 - Course materials to be given to students for all subjects and to be made available in institution website
 - To inculcate the habit of students in usage of e learning materials
 - Attendance of PG students is very poor
3. Evaluation
 - Exam results analysis is not comprehensive, needs more detailed analysis

4. Academic governance

- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
- A good rapport exists between the HOI and other staff
- More faculty to be recruited in commensurate to the faculty student ratio

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furnitures to be more comfortable
 - Class rooms to be more ventilated and illuminated
 - Class rooms to be equipped with audio visual aids
- Laboratories
 - SOP missing in all the departments
 - More equipments relevant to latest technology required
 - Specialty labs pertaining to PG departments to be created
- Library
 - There is no separate library
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems to be provided for the usage of students
- Research facilities

Lack of research facilities and activities evident
- Hostels
 - Students are housed in hostels attached to VMKV Engineering College and VMKV Medical College
- Canteen
 - No canteen facility available
- Sports facilities
 - Sports facilities of VMKV Medical College are being utilized
- Others
 - Effective utilization of available water sources to be planned

- Renewal energy usage needs to be implemented in tune with government policy
- More toilet facilities to be created for both staff and students
- Maintenance of toilets are poor
- Stock books needs to be maintained for all the equipments and furnitures
- Maintenance register needs to be maintained

D. VARIOUS COMMITTEES AND CELLS

- There are 20 committees on record, minutes to be updated

E. RESEARCH

- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Suggested to create linkages and MOUs
- Suggested to have a separate research lab equipped with necessary requirements

F. SUGGESTIONS AND RECOMMENDATIONS

- Alumni Association to be created and registration has to be done
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- The institution to be shifted to a more spacious building asap.

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S COLLEGE OF PHYSIOTHERAPY - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	N
SPECIFIC COMMENTS		
Separate room available for IQAC and files maintained as per list. Data though update seem to be fictitious. Infrastructure and faculty are weak. No proper records on PG is available.		



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
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ACADEMIC AUDIT 2017-18

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(Deemed to be University)

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1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatons of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION
(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE
Salem

VINAYAKA MISSION'S RESEARCH FOUNDATION
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NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. Review of Research Facilities
4. List of Committees and its Responsibilities
5. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

Name of the Institution : **VINAYAKA MISSION'S KIRUPANANDA VARIYAR**
ENGINEERING COLLEGE, Salem

Dates of Audit : 05th and 6th March 2018

Auditors : 1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- There was no Model Exam time table
- Maintenance of Records and files is poor in Chemistry Department
- Principal Signature missing in faculty appraisal in Management Department
- Mechanical Engineering Department has not maintained a department maintenance register
- Annual Stock verification details not available
- Documentation poor in Architecture Department
- Records pertaining to examinations including internal evaluation is not available in the Civil Engineering Department (the department has mentioned that these records are maintained at IQAC)
- Records are being maintained at ECE Department commonly for ECE, Mechatronics and Bio Medical Engineering

2. Teaching and learning

- Cloud based learning methodology observed. But still its outreach to students is less
- Innovative teaching methodologies to be followed. More of Chalk and board method is being followed. Effective usage of ICT in teaching learning to be improved

- Problem based learning to be introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- Though OBE is being introduced the awareness on OBE framework is poor among the staff and students
- E portal should be introduced

3. Evaluation

- Exam results analysis is not comprehensive, needs more detailed analysis

4. Academic governance

- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
- Percolation of information from top management to the lower level of staff seems to be poor

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - More Digital classrooms to be created
 - Atleast 50% of the classrooms to have audio visual aids
- Laboratories
 - Facilities not available for Food Processing Technology Lab and animal biotech lab in Bio Technology Department
 - Lack of lab facilities in Advanced Instrumentation in Bio Medical Department
 - In Climatology Lab, Weather Station has to be commissioned and installed in Architecture Department
 - In Civil Department un opened boxes containing machineries found
- Library
 - Department library of EEE Department could be shifted from the store room to separate room
 - Staff individual file not available
 - E-content usage was not maintained
 - No ramp facility is provided
 - No separate log note for staff and students
 - Library committee needs to be reconstituted with students nominee
 - Library committee meeting minutes not updated
 - Purchase history was not available

- No stock verification done
- Lack of e-content facilities
- Year wise library budget was not available
- No separate list for rare books and reference books
- More Journals to be subscribed based on the expertise available in the institution
- More books to be procured regularly
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Systems need to be updated
 - Licensed softwares not available
 - IT infrastructure needs a total rehaul
- Research facilities

A separate report on research facilities is attached in [Annexure – 2](#)

- Hostels
 - No ramp facility provided in the hostel premises
 - Poor maintenance of hostel rooms
 - No separate washing and drying area earmarked
 - Hanging of cloths all over the hostels are observed
 - Well maintained hygienic dinning and cooking facilities observed
 - There is no separate visitors room
 - Toilets and bathrooms need to be cleaned regularly
 - Gyms found to be unused
 - Anti ragging and hostel committee members list are not displayed
- Canteen
 - Canteen menu to be improved
- Sports facilities
 - Though adequate indoor and out door facilities observed, these are being under utilized
 - Sports kit needs to be upgraded
 - Out door facilities needs to be properly maintained for regular use of students
- Others
 - Suggested to have more green cover
 - Sewage treatment facility to be provided
 - Effective utilization of available water sources to be planned

- Renewal energy usage needs to be improved and upgraded in tune with government policy
- Renewal energy usage needs to be documented
- More toilet facilities to be created for both staff and students
- Maintenance of toilets are poor
- Student stationery store and reprographic facility not available

D. VARIOUS COMMITTEES AND CELLS

- There are 21 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing
- The activities of NCC are found to be good, but requires proper documentation
- Hostel committee not exists

E. RESEARCH

- Patents' status needs updation
- Publications on patents missing
- All the research equipments needs to be provided with SOPs
- The incubator projects need self explanatory flow charts
- Duplication of sponsored projects and incubator projects was observed
- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Lack of consultancy projects observed
- Linkages and MOUs was not evidenced during the last 3 years
- There are no funded projects other than MSME projects

F. SUGGESTIONS AND RECOMMENDATIONS

- Suggestion boxes are available but procedure of handling the same is not evidenced
- Alumni Association to be created and registration has to be done
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- Student support in the form of mentorship to be introduced

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	N
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	Y
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
Separate room shown for IQAC but seems that the room is used as Exam cell for conduct of internal exams of the institution. Though well equipped and manned they seem to be doing only exam work and not IQAC work. No files found in IQAC as per list. Awareness among the faculty, students and staff less on NAAC and IQAC.		



Review of Research Facilities- 2018

Name of the Institution :VMKVEC,Salem
 Date of Visit :05/03/2018
 Visit by :Dr.S.Suriyanarayanan, Deputy Director Research

1.	Seed money for Projects	Nil
2.	List of Laboratories/ Centers/Incubation Center File 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/ Business Lab/Studios 5. Research/Statistical Databases 6. Research Labs	<ul style="list-style-type: none"> • 2 Research Labs & 3 Centre of Excellence • NO statistical databases are available <p><u>Robotic Lab</u></p> <ul style="list-style-type: none"> • Lab Log Note was not available • Proper labeling of equipments suggested • Lab Stock book was not available • Longtime pending on patents are observed – suggested to update the status • After 2015 no up gradation and addition of equipment was observed <p><u>Research Lab Engineering Design</u></p> <ul style="list-style-type: none"> • Log book not available • Stock book was not maintained • No ongoing projects <p><u>Centre of Excellence to develop Electronic Gadgets</u></p> <ul style="list-style-type: none"> • Research Lab and COE having 6+6 computers • But No stock book • No issue register • Purchase history not available <p><u>COE in Food Processing & Equipments</u></p> <ul style="list-style-type: none"> • No log book • No stock book <p>Due to lack of facilities and ongoing projects the Proposed COE may be named as R&D lab for Automotive Research. Apart from MSME ongoing projects are Nil.</p>

3.		<ul style="list-style-type: none"> • APJ incubator having all the sponsored projects from MSME. • It was observed that 14 ongoing projects under this incubation center sponsored by MSME New Delhi and MSME IISC Bangalore. • NO other than MSME research projects was observed. • Lack of Funded projects from external funding agencies for research was observed. • Most of the departments are referring the incubation center projects are sponsored projects. Suggested to approach other funding sources in near future. 	<p>It was observed that department of biotech regularly conducting seminar and conferences with external funding. Ongoing Students dissertation work and private funding project was observed. It was suggested to have exclusive R&D facility for Biotech in the existing COE facility nearby by the PG Lab.</p> <p><u>CENTRE OF EXCELLENCE IN RENEWABLE ENERGY SOURCES</u></p> <ul style="list-style-type: none"> • Models are placed • No display or details are available • Suggested to have a display and details of models as self explanatory • Record on the usage of renewable energy is to be maintained periodically. • Suggested to have a display of ongoing projects and specialization in the centre • Suggested to display the innovative projects completed as a chart
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- In general stock register /log note for equipments or Labs needs to be maintained regularly
- No stock verification done
- laboratory safety procedures needs to be placed in all the laboratories
- List of filed patents needs to be updated with current status
- Department wise List of Ph.d Guides and Students list needs to be displayed
- All the equipments need to be provided with SOPs and a file copy needs to be maintained.
- The incubator projects needs a self explanatory flow chart for individual projects
- Duplication of sponsored projects and Incubation center projects was observed
- The laboratories need to be upgraded to ensure the basic facilities.
- Machine Shop and Workshop to be named as Central Fabrication Facility Suggested to have a Name Board as Central Fabrication Facility(Since the terminology used in NAAC it is advised to name it as CFF)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
2. Review of HR Policy and Leave rules
3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
4. Standardization of various HR formats
5. Restructuring the University Departments/sections
6. Required Training to maintain the Decorum of the faculty
7. Uniform for sub staff and drivers
8. Review of College/University timings (Working hours)
9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

1. Required more rest rooms in the campus
2. Ramp/Lift facility required
3. Need Proper Visitor Management System
4. Required proper File and Document Management System in the University
5. The facility at cafeteria shall be upgraded
6. Identify the dining area for the staff and provide the facilities
7. Proper Board room required to conduct the official meetings
8. Visitors waiting area shall be earmarked and to provide the facilities
9. Parking for two wheelers and Four Wheelers shall be earmarked
10. University Name board in front of the University building
11. Water seepage in all the corridors shall be arrested
12. Solar Renewable energy may be installed
13. Proper purchase and distribution policy to be framed and adopted
14. Central stores
15. Upgrade IT facilities



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
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5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
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VINAYAKA MISSION'S RESEARCH FOUNDATION
(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S KIRUPANANDA VARIYAR ARTS & SCIENCE COLLEGE
Salem

VINAYAKA MISSION'S RESEARCH FOUNDATION
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NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

Name of the Institution : **VINAYAKA MISSION'S KIRUPANANDA VARIYAR**
ARTS & SCIENCE COLLEGE, Salem

Dates of Audit : 06th March 2018

Auditors : 1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files
 - Records maintenance is fairly good
 - Academic calendar not prepared for next academic year
 - Annual Stock verification details not available
 - Consolidated records not visible for Arts and Science, whereas records are maintained differently for Arts and science, Education and Physical Education faculties
2. Teaching and learning
 - No Novel teaching learning methods visible
 - Faculty of education offers some ABL programs
 - Lack of interest in staff is evident
 - Student attendance seems to be poor
 - But for Physical education not much of students were present during the visit
3. Evaluation
 - Exam results analysis is not comprehensive, needs more detailed analysis
4. Academic governance
 - Staff strength in the faculties of arts and science & education is poor
 - Hence lack of Heads of departments seen
 - Responsibilities of the staff to be underlined

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - More Digital classrooms to be created
 - Atleast 50% of the classrooms to have audio visual aids
 - Furnitures in the classrooms to be upgraded and repaired
 - Some of the classrooms lack in basic electrical fittings
- Laboratories
 - Labs to be equipped with latest minimum equipments
 - Stock verification to be done atleast once in a year
 - Consumables to be recorded separately
- Library
 - Qualified Librarian needs to be appointed
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be reconstituted with students nominee
 - Library committee meeting minutes not updated
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Systems need to be updated
 - Licensed softwares not available
 - IT infrastructure needs a total rehaul
- Research facilities
 - Lack of research facilities and activities evident
- Hostels
 - No Hostels available
- Canteen
 - No Canteen available, making use of adjacent Annapoorana Engineering College Canteen
- Sports facilities

- Though adequate indoor and out door facilities observed, these are being under utilized
- Sports kit needs to be upgraded
- Out door facilities needs to be properly maintained for regular use of students
- The basket ball court needs to be concreted
- More sporting facilities to be provided since faculty of physical education is available.
- Others
 - Suggested to have more green cover
 - Effective utilization of available water sources to be planned
 - More toilet facilities to be created for both staff and students
 - Maintenance of toilets are poor

D. VARIOUS COMMITTEES AND CELLS

- There are 8 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing

E. RESEARCH

- Poor rather nil research exists

F. SUGGESTIONS AND RECOMMENDATIONS

- Suggestion boxes are available but procedure of handling the same is not evidenced
- Alumni Association to be created and registration has to be done
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- Drinking water facility to be improved
- Women rest room needs to be cleaned and suggested to remove the unwanted debris for the regular use of students
- For physical education faculty, the awards and achievements needs to be showcased properly

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S KIRUPANANDA VARIYAR ARTS & SCIENCE COLLEGE - SALEM**

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	N
SPECIFIC COMMENTS		
No Separate room nor separate IQAC co-ordinator shown. No Quality policy display was seen. Files are maintained properly but can be improved. More involvement of IQAC in institution activities required.		



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



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ACADEMIC AUDIT REPORT – 2018



AARUPADAI VEEDU INSTITUTE OF TECHNOLOGY
Chennai

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ACADEMIC AUDIT REPORT – 2018



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2. IQAC Inspection Report
3. Review of Research Facilities
4. List of Committees and its Responsibilities
5. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

Name of the Institution : **AARUPADAIVEEDU INSTITUTE OF TECHNOLOGY, PAIYANOOR**

Dates of Audit : 12th and 13th March 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- Annual Stock verification details not available
- MOUs did not have the signatures of the HOI himself
- Annual reports of previous years not found but for 2017
- Records and files of the following departments are maintained poorly
 - i. Architecture
 - ii. Maths
 - iii. Commerce
 - iv. Computer Science & Engineering
- It is observed that the files and records pertaining to the faculty of Arts and Science in the departments of Physics, Chemistry, Maths, English, Management and Computer Science are mixed with Faculty of Engineering and Technology. Advised to separate the records and files pertaining to the Faculty of Arts and Science
- Breakage details, issue register and consumables register not available in ECE and EEE departments

2. Teaching and learning

- Innovative teaching methodologies to be followed. More of Chalk and board method is being followed. Effective usage of ICT in teaching learning to be improved
- Problem based learning to be introduced

- Lesson Plan to be given to students in advance
 - Course materials to be given to students for all subjects and to be made available in institution website
 - To inculcate the habit of students in usage of e learning materials
 - Though OBE is being introduced the awareness on OBE framework is poor among the staff and students
 - E portal should be introduced
3. Evaluation
- Exam results analysis is not comprehensive, needs more detailed analysis
4. Academic governance
- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
 - Percolation of information from top management to the lower level of staff seems to be poor

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - More Digital classrooms to be created
 - Atleast 50% of the classrooms to have audio visual aids
- Laboratories
 - Latest updated Equipments and machinery required for most of the departments
 - SOP for Bio Organic Chemistry needed
 - Lack of lab facilities in Advanced Instrumentation in Bio Medical Department
 - Maintenance of UPS in Computer Science Department in Network lab and case tools lab to be done regularly
 - Air conditioning in UG programming lab not working
 - Leakage in false ceiling in UG programming lab
 - No Maintenance register available in any lab
- Library
 - Staff individual file not available
 - No ramp facility is provided
 - No separate log note for staff and students
 - E content usage needs documentation
 - Library committee needs to be reconstituted with students nominee
 - Library committee meeting minutes not updated
 - Purchase history was not available

- No stock verification done
- Lack of e-content facilities
- Year wise library budget was not available
- No separate list for rare books and reference books
- More Journals to be subscribed based on the expertise available in the institution
- More books to be procured regularly
- IT Infrastructure
 - WiFi was not accessible during the visit
 - Systems need to be updated
 - IT infrastructure needs a total rehaul
 - Internet bandwidth poor

- Research facilities

A separate report on research facilities is attached in [Annexure – 2](#)

- Hostels
 - No ramp facility provided in the hostel premises
 - Poor maintenance of hostel rooms
 - Well maintained hygienic dining and cooking facilities observed
 - There is no separate visitors room
 - Toilets and bathrooms need to be cleaned regularly
 - Gym in girls hostel is to be maintained properly
 - Anti ragging and hostel committee members list are not displayed
 - Food menu needs improvement
- Canteen
 - Canteen menu to be improved
- Sports facilities
 - Sports kit needs to be upgraded
 - Out door facilities needs to be properly maintained for regular use of students
- Others
 - Suggested to have more green cover
 - Effective utilization of available water sources to be planned
 - Renewal energy usage needs to be improved and upgraded in tune with government policy
 - Renewal energy usage needs to be documented
 - More toilet facilities to be created for both staff and students

- Maintenance of toilets are poor
- Student stationery store and laundry facilities are good
- Transport is good but timing to be improved

D. VARIOUS COMMITTEES AND CELLS

- There are 24 committees on record, but most of the committee minutes seems to have been prepared recently and most of the committees are physically not existing
- The activities of NSS are found to be good
- Affidavits for anti ragging to be completed every year

E. RESEARCH

- Patents' status needs updation
- Publications on patents missing
- All the research equipments needs to be provided with SOPs
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Lack of consultancy projects observed
- Linkages and MOUs was evidenced but activities are evidenced
- There are no funded projects
- New equipments have been found, but not commissioned

F. SUGGESTIONS AND RECOMMENDATIONS

- Suggestion boxes are available but procedure of handling the same is not evidenced
- Alumni Association to be created and registration has to be done
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- Student support in the form of mentorship to be introduced
- Parking facilities to be improved and properly earmarked
- Security seem to be lethargic and not attentive

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****AARUPADAI VEEDU INSTITUTE OF TECHNOLOGY - CHENNAI**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	N
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	Y
9	IQAC is involved in all the activities of the institution	Y
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
Separate room available for IQAC, well equipped and manned but files not maintained as per IQAC list. IQAC meeting records not found. Composition of IQAC to include more students and other stake holders. Guest faculty and visiting faculty not recorded properly.		



Review of Research Facilities- 2018

Name of the Institution :AVIT Chennai

Date of Visit :12/03/2018

Visit by :Dr.S.Suriyanarayanan, Deputy Director Research

1.	Seed money for Projects	Nil	
2.	List of Laboratories/ Centers/Incubation Center File	CENTERS OF EXCELLENCE	
	1. Central Instrumentation Centre	1. COE for Nanotechnology Research	COE for Nanotechnology Research In progress
	2. Animal House/Green House / Museum	2. COE for IOT	COE for IOT
	3. Central Fabrication facility	• 30 computers in place	NO Log book
	4. Media laboratory/Business Lab/Studios	• Collaboration with Intel	No Stock Maintenance
	5. Research/Statistical Databases		Linkage for Intel – Document not available
	6. Research Labs		List of faculty in charge not in place
		3. COE for cloud computing	COE for cloud computing
		4. Cloud enabled central research facility for Siemens DCs, COMOS Integrated Engineering design and Simulation	IN progress
		Collaboration with Siemens	Documentation not available
		5. COE for BOSCH Automotive Research	In charge staff list not available
			Documentation not available in the lab
			Lab in charge not listed
			Equipments yet to be installed
		6. Virtual Instrumental and Medical Imaging through National Instruments	Virtual Instrumental and Medical Imaging through National Instruments
			Orders placed for equipments. In progress
		7. Research Center for Renewable Energy Technology	Research Center for Renewable Energy Technology
			NO stock book for furnitures
			NO SOP inplace
			List of equipments not available
			Stock verification report available
			No ongoing projects
		8. Research Center for Plant Tissue Culture and Bioprocessing (DBT sponsored- Tenure over)	
		9. Center for Concrete Research and Testing	In progress

3.		10. COE for Alternate fuel testing 11. Software assisted quality Arc Welding research facility in collaboration with Leibniz University Hanover, Germany R&D Lab	No stock book NO SOP NO log note Safety procedures need to be placed In progress
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- In general stock register /log note for equipments or Labs needs to be maintained regularly
- All laboratories needs to keep the list of equipments and accessories
- No stock verification done yet except COE - Renewable Energy
- Department wise List of Ph.D supervisors and phd. Students need to displayed
- laboratory safety procedures needs to be placed in all the laboratories
- All the equipments need to be provided with SOP's and a file copy needs to be maintained.
- Suggested Workshop and Machine shop together named as Central Fabrication Facility
- Some of the new Equipments found yet to be commissioned
- Fire extinguishers needs to be placed in appropriate places especially for laboratory access
- List of Chemicals/Glassware needs to be maintained with proper labeling



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 1. To frame the Programme regulations
 2. To develop the curriculum and syllabus as per the statutory council norms
 3. To start and abandon the programme with valid reasons
 4. To modify the intake of the programme
- ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
- iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
- iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
- v. To prepare the Time table for college
- vi. To prepare the Internal Examination time table including Model Examinations and practical
- vii. To analyze the Internal/University Examinations result
- viii. To plan and conduct the seminar, workshops, conferences and symposium
- ix. To help the Head of Institutions for preparing the Academic budget
- x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
- xi. To appoint subcommittee at department level and consider its recommendations
- xii. To assist the university to maintain the individual faculty academic profile
- xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- Each college shall establish the IQAC cell
- The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- Each college shall constitute an Anti-ragging committee and Anti ragging squad
- The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - The Head of the institution – Chairperson
 - All Head of the Departments – Member
 - The Librarian – Member secretary
- The Terms of the member of the committee shall be three years and eligible for reappointment



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



VINAYAKA MISSION'S RESEARCH FOUNDATION

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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION

(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



AARUPADAI VEEDU MEDICAL COLLEGE
Puducherry

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. Review of Research Facilities
4. List of Committees and its Responsibilities
5. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

Name of the Institution : **AARUPADAIVEEDU MEDICAL COLLEGE, Pondy**

Dates of Audit : 14th and 15th March 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is poor
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar not prepared for next academic year
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Placement and higher education data is not available
- Alumni is not registered, poor documentation and no Alumni meeting has happened
- Poor file maintenance is observed in most of the departments
- Death audit file not maintained in General Medicine Department
- Fumigation and OT registers not available in OTs

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovative teaching methodology should be introduced
- Problem based learning to be introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- Outcome Based Education to be introduced
- E portal should be introduced

- More clinical material will improve effective learning
3. Evaluation
- Exam results analysis is not comprehensive, needs more detailed analysis
4. Academic governance
- Coordination and cooperation between teaching and non teaching staff seems to be very low, which could be improved
 - Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
 - Percolation of information from top management to the lower level of staff seems to be poor
 - There seems to be discontent between the staff on the governing structure of the campus
 - The campus management team seems to be playing a role above the HOI which is very explicitly evident in all respects and also reflected in all the interactions and deliberations

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furniture to be more comfortable
 - Air conditioning in the Lecture halls to be improved
 - Audio visual aids to be improved
- Laboratories
 - SOP missing in many of the departments
 - Maintenance of the labs is very poor
 - Outdated condemned equipments and instruments found in the departments
 - All AMCs of equipments to be renewed
- Library
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Usage of library seems to be poor
 - Books are not issued to students
 - Library committee needs to be constituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books

- More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - Stock book was not available for furniture and computers
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems need to be updated
 - Licensed softwares not available
 - IT infrastructure needs a total rehaul
- Research facilities

A separate report on research facilities is attached in [Annexure – 2](#)
- Hostels
 - No ramp facility provided in the hostel premises
 - Poor maintenance of hostel rooms
 - Well maintained dinning and cooking facilities observed but little unhygienic
 - There is no separate visitors room
 - Toilets and bathrooms need to be cleaned regularly
 - Anti ragging and hostel committee members list are not displayed
 - Drinking water facility to be improved
 - Gym facility for boys needs to be improved and shifted to more spacious room
 - The mess menu seems to be monotonous, needs improvement
 - NO supervisor or hostel in charge available in the hostels
 - Dust bins are not properly placed
- Canteen
 - Canteen is good
 - Timing to be increased
- Sports facilities
 - Though adequate indoor and out door facilities observed, these are being under utilized
 - Sports kit needs to be upgraded and existing ones are unusable
 - Out door facilities needs to be properly maintained for regular use of students
- Others
 - Foot operated taps to be provided in the OTs

- Suggested to have more green cover
- Sewage treatment facility to be maintained properly
- Effective utilization of available water sources to be planned
- Renewal energy usage needs to be implemented in tune with government policy
- More toilet facilities to be created for both staff and students
- Maintenance of toilets are poor
- Hospital maintenance seems to be very poor
- House keeping facilities to be improved
- Poison Antidote chart not available in MICU, Casualty and Medical wards
- Central suction line provision not found in MICU, ICCU
- Tracheotomy set, LP tray and ICT set not available in MICU and ICCU.
- Hand wash taps in wards to be elbow type.
- Open dust bins seen in PICU.
- Proper biomedical waste management is to be followed and practiced
- Ambu bag with face mask not present in Pediatric ward
- Fumigation to be done regularly and register updated
- Culture report to be obtained properly
- Alcohol Breathe Analyser not available in the Psychiatry department
- Internal drug audit to be performed
- Lithium analyser not available in Psych OP
- Basic Psychological tests not done
- Infection control policy maintained
- Dressing Trolley not available for Male surgery ward
- Nasal Passing tray not available in the ENT Ward
- No separate post op wards in ENT department
- Simulation lab left unused
- No wheel chair found in both the Ortho wards
- Splints / weights not available in Ortho Male ward
- Separate POP cutter not available in wards
- New equipments in the central research lab found to be unused
- Ophthalmoscope not available in the Opthal ward
- Light microscope not available in the SKIN and STD wards
- Chest and TB ward ill equipped
- IN Forensic medicine the lab and museum to be separated
- Cycles were found to have been purchased and kept under lock and key without any use

D. VARIOUS COMMITTEES AND CELLS

- There are 21 committees on record, but most of the committees are physically not existing
- Hostel committee not exists

E. RESEARCH

- The PG Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Lack of consultancy projects observed
- Linkages and MOUs was not evidenced during the last 3 years
- There are no funded projects except for few ICMR student projects
- Central instrumentation facility needs to be improved

F. SUGGESTIONS AND RECOMMENDATIONS

- Staff nurses to be posted in X-Ray room, CT and MRI to assist patients specifically female patients
- Improvement in infection control required
- Necessary basic medicines are not available in the hospital pharmacy
- The patients and students are forced to buy medicines outside the campus for which they have to travel till MGMC
- Visitors to the wards to be restricted specially in the surgery department
- Refraction units, OCT, B-Scan and additional slit lamps in OPD and wards in Ophthalmology department is required
- More Opthal assistants and paramedical staff to be recruited
- Cochlear implant facilities not available in ENT department, which can be provided
- More CMEs to be conducted
- Alumni Association to be created and registration has to be done
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- Sleep Lab and Vestibular assessment equipment can be provided for ENT department

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****AARUPADAI VEEDU MEDICAL COLLEGE AND HOSPITALS - PUDUCHERRY**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	N
5	IQAC maintains files as per list	N
6	IQAC files are updated	N
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
IQAC room is available in the hospital side which has to be in the college side. The reports were not ready. None of the documents asked for were available. IQAC co-ordinator was only busy helping the dean whereas did not respond to the Director - IQAC's queries. A sort of detachment among the cadre is felt.		



Review of Research Facilities- 2018

Name of the Institution :AVMC Pondy

Date of Visit :14/03/2018

Visit by :Dr.S.Suriyanarayanan, Deputy Director Research

1.	Seed money for Projects	Nil
2.	List of Laboratories/ Centers/Incubation Center File 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases 6. Research Labs	<p>Department of Community Medicine Research Lab: Name Board in process Room were empty Computer and Statitital Data base requirement by faculty No lab incharge Museum no log book were maintained No stock verification after 4/10/2016 No signature in the files Department of Physiology NO stock book Log book needs to bemaintained. Anatomy Research Lab Log note in place SOP in place : SOP signed by the concerned incharge List of equipments needs to be maintained Stock veryficationdone in march, 2018 Anatomy Museum List of specimens needs to be maintained in the file NO separate log book Equipment list and numbering needs to be maintained No stock register for equipments No stock verification done No log note maintained. Dept. of Pathology R&D not equipped Histopathology lab can be used as R&D Lab NO labeling in the instruments SOPs copies needs to be maintained in the file:NO stock verification done Log note was not maintained NO issue or stock register Dept of Pharmacology R&D lab not in use No record</p>

3.		<p>Museum List of specimens not available</p> <p>Dept of Bio Chemistry NO stock verification done by the college NO equipments were purchased during the last 4 years SOP needs to be signed by the concerned incharge A copy of sop needs to be maintained in the file as well in the equipment. No purchase history available Consumables not maintained in the form of register Glasswares and chemicals needs to be listed rack wise No log note in place</p> <p>Forensic Medicine Research Lab Needs to be strengthen with basic facilities such as records and documentation on medico-legal procedures and practical training domos in medico-legal aspects of emergency medicine, radiology and other clinical disciplines Stock register needs to be signed by the incharge NO log note available</p> <p>Central Research Lab A Well established central analysis lab Stock book needs to be maintained List of equipments not available No log book Maintenance register not available SOP not in place Consumable records needs to be maintained. No stock verification done</p> <p>Simulation Lab No stock book No log book</p>	
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- In general stock register /log note for equipments or Labs needs to be maintained regularly
- All laboratories needs to keep the list of equipments and accessories
- Purchase history is not available. Suggested to follow the purchase procedure.
- SOP copies needs to be maintained in the file as well near the equipment with signatory
- No stock verification done yet
- laboratory safety procedures needs to be placed in all the laboratories
- Workshop and Machine shop together named as Central Fabrication Facility
- No ongoing funded projects were found
- Fire extinguishers needs to be placed in appropriate places



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 1. To frame the Programme regulations
 2. To develop the curriculum and syllabus as per the statutory council norms
 3. To start and abandon the programme with valid reasons
 4. To modify the intake of the programme
- ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
- iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
- iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
- v. To prepare the Time table for college
- vi. To prepare the Internal Examination time table including Model Examinations and practical
- vii. To analyze the Internal/University Examinations result
- viii. To plan and conduct the seminar, workshops, conferences and symposium
- ix. To help the Head of Institutions for preparing the Academic budget
- x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
- xi. To appoint subcommittee at department level and consider its recommendations
- xii. To assist the university to maintain the individual faculty academic profile
- xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION

(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S COLLEGE OF NURSING
Puducherry

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. List of Committees and its Responsibilities
4. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Dates of Audit : 15th March 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar did not carry the HOIs signature
- Students Nominal roll was incomplete
- On duty to be marked in attendance register and a separate file to be maintained
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Parents meeting minutes incomplete and not signed by the parents
- Placement and higher education data is insufficient
- Alumni is not registered and database insufficient
- Maintenance of department records and files is poor

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovative teaching methodology should be introduced
- Problem based learning has been introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- Student mentorship program is ineffective

3. Evaluation

- Exam results analysis is not comprehensive, needs more detailed analysis

4. Academic governance

- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
- A good rapport exists between the HOI and other staff, but not with the HOI and campus management team

B. IQAC

A separate report on IQAC is attached in Annexure – 1

C. INFRASTRUCTURE

- Class rooms
 - Not sufficient
 - The second floor classrooms to be fixed with windows and doors
 - Class rooms to be equipped with audio visual aids
- Laboratories
 - SOP missing in all the departments
 - More mannequins are required
 - Lab maintenance registers were not available
- Library
 - Staff individual file not available
 - E-content usage was not maintained
 - Library committee needs to be reconstituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - Suggested to have a systematic book lending facility
 - Stock book was not available for furniture and computers
 - Yearwise list of journals and book purchased details are not available
 - A list of books and titles needs to maintained in the file
 - Departmental library to be updated regularly
- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments

- Systems need to be updated
 - More computers to be provided in the library
 - Internet facility to be improved
- Research facilities
 - Lack of research facilities and activities evident
 - Simulation Lab facilities though available in AVMC are not being open to Nursing college
- Hostels
 - Students are housed in hostels attached to AV Medical College
- Canteen
 - No separate canteen facility available
- Sports facilities
 - Sports facilities of AV Medical College are being utilized
- Others
 - Suggested to have more green cover
 - Renewal energy usage needs to be implemented in tune with government policy
 - More toilet facilities to be created for both staff and students
 - Transport facility to be provided to students to attend postings in outside hospitals
 - Building to be finished and furnished ASAP

D. VARIOUS COMMITTEES AND CELLS

- There are 13 committees on record, whose minutes are not recorded regularly. Few of the committees require updation
- Separate committees to be shown for Diploma students
- Students Grievance Redressal Cell and Anti ragging committee and squad to be reconstituted as per UGC norms and regulations

E. RESEARCH

- The PG Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Suggested to create linkages and MOUs with other hospitals

F. SUGGESTIONS AND RECOMMENDATIONS

- Alumni Association registration has to be done
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- The building to be earmarked for Nursing and facilities to be provided as such

- There seems to be misunderstanding and lack of co-ordination between the college and campus management team
- The faculty and staff need to be lauded for their achievements and appreciated frequently
- The Audit team places on record the achievements of the NSS unit and its activities

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S COLLEGE OF NURSING - PUDUCHERRY**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
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9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
IQAC room is available. To be equipped properly and additional man power to be provided. The name of the university not changed in the documents. The data of students was not given correctly. Datas were inconsistent and proper proof not available.		



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

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 - i. To make recommendation to the Board of studies on:
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 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

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VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

XV. Sports Committee

- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
- b. The role and responsibilities of the sports committee shall be framed by the college

XVI. Website Maintenance Committee

- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
2. Review of HR Policy and Leave rules
3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
4. Standardization of various HR formats
5. Restructuring the University Departments/sections
6. Required Training to maintain the Decorum of the faculty
7. Uniform for sub staff and drivers
8. Review of College/University timings (Working hours)
9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

1. Required more rest rooms in the campus
2. Ramp/Lift facility required
3. Need Proper Visitor Management System
4. Required proper File and Document Management System in the University
5. The facility at cafeteria shall be upgraded
6. Identify the dining area for the staff and provide the facilities
7. Proper Board room required to conduct the official meetings
8. Visitors waiting area shall be earmarked and to provide the facilities
9. Parking for two wheelers and Four Wheelers shall be earmarked
10. University Name board in front of the University building
11. Water seepage in all the corridors shall be arrested
12. Solar Renewable energy may be installed
13. Proper purchase and distribution policy to be framed and adopted
14. Central stores
15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION

(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S MEDICAL COLLEGE AND HOSPITALS
Karaikal

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. Review of Research Facilities
4. List of Committees and its Responsibilities
5. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Dates of Audit : 26th and 27th April 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Placement and higher education data to be updated
- Alumni is registered but database to be updated
- Poor file maintenance is observed in the following departments
 - i. Physiology
 - ii. Pharmacology
 - iii. Pathology
 - iv. Forensic Medicine
 - v. General Medicine
 - vi. OG
 - vii. Psychiatry
 - viii. Radiology

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovative teaching methodology should be introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- Outcome Based Education to be introduced
- E portal should be introduced

- More clinical material will improve effective learning
3. Evaluation
 - Exam results analysis is not comprehensive, needs more detailed analysis
 4. Academic governance
 - Coordination and cooperation between teaching and non teaching staff seems to be little low, which could be improved
 - Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
 - There seems to be a disconnect between the lower cadre of staff because of Union issues, which has to be resolved amicably

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - Sufficient, but furnitures to be more comfortable
 - Classrooms for AHS to be pruned and audio visual aids provided
- Laboratories
 - SOP missing in many of the departments
 - Only one lab in Pathology department which is not sufficient
- Library
 - Though bar coding facility is available it has not been used
 - Since there are three assistant librarians, suggested to elevate one as Librarian based on experience and qualification
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be constituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - There are 22 computers available for students and staff, but students were unaware of its existence
 - Stock book was not available for furniture and computers

- IT Infrastructure
 - WiFi was not accessible during the visit
 - More Computers to be provided to the Departments
 - Systems need to be updated
 - Licensed softwares not available
 - IT infrastructure needs a total rehaul
 - Communication facilities between the departments to be improved

- Research facilities

A separate report on research facilities is attached in [Annexure – 2](#)

- Hostels
 - No ramp facility provided in the hostel premises
 - Poor maintenance of hostel rooms
 - There seems to be seepage of water in ladies hostels due to leak in drain pipes
 - Well maintained hygienic dinning and cooking facilities observed
 - There is no separate visitors room
 - Toilets and bathrooms need to be cleaned regularly
 - Anti ragging and hostel committee members list are not displayed
 - Drinking water facility to be improved
 - Roads to the hostels are in poor condition
 - Gym facility for boys needs to be improved
 - No proper drainage facility was observed
 - Windows in the CRRI block to be fixed with mosquito nets
 - Most of the fans and lights to be repaired
 - TV not working in the recreation hall
- Canteen
 - Canteen to be improved
 - Canteen timing to be extended for patients and staff
- Sports facilities
 - Though adequate indoor and out door facilities observed, these are being under utilized and poorly maintained
 - Sports kit needs to be upgraded
 - Out door facilities needs to be properly maintained for regular use of students
 - Students are not even aware that a PED exists
- Others
 - Foot operated taps to be provided in the OTs

- Suggested to have more green cover
- Sewage treatment facility to be maintained properly
- ENT ward is overcrowded needs more space
- Generally the Nursing stations are poorly stocked
- Separate Dressing room for Nurses required
- Male medical ward, the injection room was not clean and the instruments were rusted
- Medicine carts in many wards were not equipped with proper drugs
- IN some wards injections were found to be preloaded without any labels
- Blood samples in the General Surgery wards were collected by nurses and not technicians
- IN OG wards all the side lockers were found broken
- Old version of NR algorithm displayed in OG wards
- In OG the procedural trays were not received from the CSSD
- In Pediatric ward separate play area can be given
- Height of cots in Pediatric ward needs to be lowered
- Sign boards inadequate in Skin & STD department
- In Psychiatric ward posters depicting important aspects of Psychic problems can be displayed
- In Psychiatric ward it was observed that there was lack of security for the nurses working there
- Maintenance of OTs poor, Sterilization is poor
- No separate room for autoclaving, packaging and gloving
- Effective utilization of available water sources to be planned
- Renewal energy usage needs to be implemented in tune with government policy
- More toilet facilities to be created for both staff and students
- Maintenance of toilets are poor
- Hospital maintenance seems to be very poor
- House keeping facilities to be improved

D. VARIOUS COMMITTEES AND CELLS

- There are 17 committees on record but most of the committees are physically not existing
- The minutes of meeting of the committees was not available
- NO hostel committee
- Anti ragging helpline details not displayed

E. RESEARCH

- All the research equipments needs to be provided with SOPs
- The Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed

- Lack of consultancy projects observed
- Linkages and MOUs was not evidenced during the last 3 years
- There are no funded projects except for few ICMR student projects
- Some equipments found to be outdated

F. SUGGESTIONS AND RECOMMENDATIONS

- Staff nurses to be posted in X-Ray room, CT and MRI to assist patients specifically female patients
- Improvement in infection control required
- 'L' shaped Nursing Stations to be provided in all wards
- More paramedical staff to be recruited
- More CMEs to be conducted
- Alumni Association to be strengthened
- General outlook of the institution to be changed to make it more attractive
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed
- Co-ordination between the staff needs to be improved
- Specific workloads and roles to be defined to the non teaching staff to improve their performance

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S MEDICAL COLLEGE AND HOSPITALS - KARAIKAL**

S. No.	PARTICULARS	
1	IQAC Separate room provided	N
2	IQAC room properly equipped	N
3	IQAC properly manned	N
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	N
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	N
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
IQAC room not available. Suggested a space for the same to the HOI. No display of Quality Policy. NAAC Peer Team report and NAAC Certificate not available. File maintenance to be improved.		



Review of Research Facilities- 2018

Name of the Institution :VMMC,KKL
 Date of Visit :26/04/2018
 Visit by :Dr.S.Suriyanarayanan, Deputy Director Research

1.	Seed money for Projects	Nil	
2.	List of Laboratories/ Centers/Incubation Center File 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases 6. Research Labs	<ul style="list-style-type: none"> • 01 Central Instrumentation Facility • 12 departments' museums are maintained. • Designated place for Animal house observed. 	<ul style="list-style-type: none"> • Labeling of Equipments with specification needs to be maintained • Files needs to be indexed • Laboratory safety procedure not in place • Purchase history of the equipment and consumables are not maintained • For every equipment the Standard Operating procedures needs to be maintained • One copy of the SOP needs to be maintained in the file • Stock verification not yet done • All the museums needs to maintain the list of specifikens and the log note for the visitors • Laboratory staffs suggested to maintain their personal files • List of chemicals and glassware needs to be maintained in every rack and cupboards • It was observed that the general public are accessing the lab. Hence it suggested restricting the general public entering into the central instrumentation room. Hence it will be helpful to avoid contaminations and other disturbance during the operation of high cost equipments. • Fire extinguisher needs to be placed in the Central Instrumentation Laboratory • Autoclaves in the microbiological laboratory found outdated and the preparation and sterilization room needs to be maintained and the debris and many unwanted things needs to be removed from the laboratories. • Animal house poorly maintained. it is observed that maintenance of the animals are against the ethics.



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment

- d. **Responsibility of the Academic Committee**

- i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
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VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

III. Mentor / Faculty advisor

- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
- b. The Mentor/faculty advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically.
- c. The Mentor/faculty advisor may also discuss with the HOD and parents about the progress of the students

IV. Grievance Redressal Committee

- a. Each college shall have the grievance Redressal Committee for both staff and students. This committee shall have five members as per UGC
- b. The Composition and responsibilities of the Committee are as per University Grants Commission (Grievance Redressal) Regulations, 2012

V. Internal Complaints Committee (ICC)

- a. Each constituent colleges of the University must have the Internal Complaints Committee (ICC) as per UGC direction
- b. The constitution, role and responsibilities of the ICC are as per 'The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013' from Ministry of Law and Justice

VI. IQAC

- a. Each college shall establish the IQAC cell
- b. The Composition and responsibilities of the IQAC are as per NACC guidelines

VII. Anti-ragging Committee and Anti Ragging Squad

- a. Each college shall constitute an Anti-ragging committee and Anti ragging squad
- b. The composition and responsibilities of these committees are as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and its amendments (up to 2016)

VIII. Library Advisory Committee

- a. Every college shall have the Library Advisory Committee constituted by the Head of the institution.
- b. Composition of the Library Advisory Committee
The Library Advisory Committee shall consists of the following persons
 - i. The Head of the institution – Chairperson
 - ii. All Head of the Departments – Member
 - iii. The Librarian – Member secretary
- c. The Terms of the member of the committee shall be three years and eligible for reappointment



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- d. Responsibility of the Library Advisor Committee
 - i. To appoint subcommittee at department level wherever required and consider its recommendations
 - ii. To prepare the list of books and journal in consultation with the subcommittee appointed at the department level
 - iii. To finalize the list of books and journal to be purchased every year and give the recommendations to Head of the institutions
 - iv. To help the Head of Institutions for preparing the budget in respect of purchasing the books and journals
 - v. The Head of the Institutions shall made the purchase of books and journals after the recommendations from the committee
 - vi. To monitor the library activities and maintain the records, books and journals in the library with the help of librarian
 - vii. To conduct an annual audit for library every year and submit the report to the head of the institutions

IX. NSS Cell

- a. The constituent college shall have the NSS unit/cell with the of approval concern state Government
- b. Each NSS unit of the college shall have the Programme Officer (PO) to conduct the activities and programmes as per government guidelines
- c. The tenure and eligibility conditions for appointing POs are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- d. There shall be NSS coordinator for University appointed by the selection committee constituted for this purpose as per manual
- e. The tenure and eligibility conditions for appointing NSS coordinator are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government
- f. The roles and responsibilities are as per National Service Scheme Manual (Revised) 2006 and will be updated time to time as per instruction from government

X. Red Ribbon Club (RRC)

- a. The constituent college shall also have the RRC unit with the approval of concern state Government
- b. Each unit at the college shall have advisory committee as per RRC guidelines framed by the government from time to time
- c. The RRC advisory committee shall monitor the activities of the unit and send the report to the university and Government if necessary
- d. The roles and responsibilities of the RRC unit are as per the RRC guidelines



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ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XI. National Cadet Corps (NCC)

- a. The constituent colleges of the university shall have the NCC unit in its campus with the approval of Government
- b. The role and responsibilities of the NCC are as per National Cadet Corp Rules framed by Government from time to time

XII. Alumni Association

- a. The constituent colleges of the university shall form the Alumni Association in its campus
- b. The Association of the college shall comprise the students those who have passed out of the college from its inception to till date
- c. A subcommittee has to constituted every year by the Head of the Institution with the Alumni coordinator as member secretary for day to day activities
- d. The role and responsibilities of the alumni association and its subcommittee shall be framed by the university
- e. The alumni association of the college shall be registered to the government
- f. The alumni association shall conduct alumni meet at least one per year and send the report to the university

XIII. Training and Placement Cell

- a. The constituent colleges of the University shall have the Training and placement Cell in its campus
- b. The Policy, Rules and Responsibilities of the Cell shall be framed by the college

XIV. Research Committee

- a. The constituent colleges of the University shall have the Research Committee with approval of the University
- b. The Research policy and role and responsibilities of the research committee shall be framed by the university

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- a. The Head of the Institutions of the college shall constitute sports committee in order to improve the performance of the students in sports
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- a. Each college shall have the website on its own and that should be maintained by the committee constituted by the Head of the Institution for this purpose
- b. The committee shall maintain the website as per University Grants Commission (Furnishing of Information by Universities) Rules, 2015
- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

- 1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
- 2. Review of HR Policy and Leave rules
- 3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
- 4. Standardization of various HR formats
- 5. Restructuring the University Departments/sections
- 6. Required Training to maintain the Decorum of the faculty
- 7. Uniform for sub staff and drivers
- 8. Review of College/University timings (Working hours)
- 9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
- 10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

- 1. Required more rest rooms in the campus
- 2. Ramp/Lift facility required
- 3. Need Proper Visitor Management System
- 4. Required proper File and Document Management System in the University
- 5. The facility at cafeteria shall be upgraded
- 6. Identify the dining area for the staff and provide the facilities
- 7. Proper Board room required to conduct the official meetings
- 8. Visitors waiting area shall be earmarked and to provide the facilities
- 9. Parking for two wheelers and Four Wheelers shall be earmarked
- 10. University Name board in front of the University building
- 11. Water seepage in all the corridors shall be arrested
- 12. Solar Renewable energy may be installed
- 13. Proper purchase and distribution policy to be framed and adopted
- 14. Central stores
- 15. Upgrade IT facilities



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



VINAYAKA MISSION'S RESEARCH FOUNDATION

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ACADEMIC AUDIT 2017-18

GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences



VINAYAKA MISSION'S RESEARCH FOUNDATION
(DEEMED TO BE UNIVERSITY)

NH47, Sankari Main Road, Ariyanoor, Salem 636308

ACADEMIC AUDIT REPORT – 2018



VINAYAKA MISSION'S COLLEGE OF NURSING
Karaikkal

VINAYAKA MISSION'S RESEARCH FOUNDATION
DEEMED TO BE UNIVERSITY

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

ACADEMIC AUDIT REPORT – 2018



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1. Academic Audit Report
2. IQAC Inspection Report
3. List of Committees and its Responsibilities
4. General Observations and Suggestions

Vinayaka Mission's Research Foundation – Deemed to be University

Academic Audit Report – 2017-18

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

Dates of Audit : 27th April 2018

Auditors :

1. Dr. J. Sabarinathan, Director - Academic
2. Dr. P. Gnanasekar, Director - IQAC
3. Dr. R.S. Shanmugasundaram, Deputy Director - Academic
4. Dr. S. Suriyanarayanan, Deputy Director - Research

A. ACADEMIC AUDIT :

1. Maintenance of Records and files

- Records maintenance is fairly good
- No file maintained for statutory council norms
- No file maintained for Vision, Mission and objectives
- Academic calendar did not carry the HOIs signature
- Students Nominal roll was incomplete
- On duty to be marked in attendance register and a separate file to be maintained
- Meeting of HOI with HODs and faculty to be more frequent, planned and properly documented
- Parents meeting minutes incomplete and not signed by the parents
- Placement and higher education data is insufficient
- Alumni is not registered and database insufficient
- Maintenance of department records and files is poor

2. Teaching and learning

- Effective usage of ICT in teaching learning to be improved
- Teaching methodology is largely conventional, innovative teaching methodology should be introduced
- Problem based learning has been introduced
- Lesson Plan to be given to students in advance
- Course materials to be given to students for all subjects and to be made available in institution website
- To inculcate the habit of students in usage of e learning materials
- Student mentorship program is ineffective

3. Evaluation

- Exam results analysis is not comprehensive, needs more detailed analysis

4. Academic governance

- Periodic meetings of the HOI with the HODs is evident but documentation of such meetings is not comprehensive
- A good rapport exists between the HOI and other staff

B. IQAC

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

C. INFRASTRUCTURE

- Class rooms
 - Sufficient
 - Class rooms to be equipped with audio visual aids
- Laboratories
 - SOP missing in all the departments
 - Separate lab required for Child Health Department
 - More mannequins are required
 - Lab maintenance registers were not available
 - Lack of lab in Mental Health Nursing
- Library
 - Staff individual file not available
 - E-content usage was not maintained
 - No separate log note for staff and students
 - Library committee needs to be reconstituted with students nominee
 - Purchase history was not available
 - No stock verification done
 - Lack of e-content facilities
 - Year wise library budget was not available
 - No separate list for rare books and reference books
 - More Journals to be subscribed based on the expertise available in the institution
 - More books to be procured regularly
 - Suggested to have a systematic book lending facility
 - Stock book was not available for furniture and computers
 - Yearwise list of journals and book purchased details are not available
 - A list of books and titles needs to maintained in the file
 - Departmental library missing in all the departments
- IT Infrastructure
 - WiFi was not accessible during the visit

- More Computers to be provided to the Departments
 - Systems need to be updated
 - More computers to be provided in the library
 - Internet facility to be improved
- Research facilities

Lack of research facilities and activities evident
- Hostels
 - Students are housed in hostels attached to VM Medical College
- Canteen
 - No canteen facility available
- Sports facilities
 - Sports facilities of VM Medical College are being utilized
- Others
 - Suggested to have more green cover
 - Renewal energy usage needs to be implemented in tune with government policy
 - More toilet facilities to be created for both staff and students
 - Transport facility to be provided to students to attend postings in outside hospitals

D. VARIOUS COMMITTEES AND CELLS

- There are 13 committees on record, whose minutes are not recorded regularly. Few of the committees require updations
- College web site is to be maintained and updated by the college web site committee

E. RESEARCH

- The PG Laboratories need to be upgraded with minimum facilities for research
- Publications needs to be focused only on indexed journals like Scopus/WOS/Pubmed
- Suggested to create linkages and MOUs with other hospitals

F. SUGGESTIONS AND RECOMMENDATIONS

- Alumni Association to be created and registration has to be done
- Performance Appraisal of the faculty to be done periodically and action taken report to be properly followed

VINAYAKA MISSION'S RESEARCH FOUNDATION - DEEMED TO BE UNIVERSITY**IQAC INSPECTION REPORT - 2018****VINAYAKA MISSION'S COLLEGE OF NURSING - KARAIKAL**

S. No.	PARTICULARS	
1	IQAC Separate room provided	Y
2	IQAC room properly equipped	Y
3	IQAC properly manned	Y
4	IQAC Composition as per norms	Y
5	IQAC maintains files as per list	Y
6	IQAC files are updated	Y
7	IQAC meetings conducted properly	Y
8	IQAC conducted programs during the year	N
9	IQAC is involved in all the activities of the institution	N
10	IQAC - Departmental level representation available and active	Y
SPECIFIC COMMENTS		
IQAC room is available. NAAC Peer Team report, NAAC Certificate, UGC reports not available. Quality Policy not displayed. Meeting minutes not standard. Files are maintained properly.		



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)

ACADEMIC AUDIT 2017-18

SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

AT INSTITUTION LEVEL

I. Academic committee

- a. The Academic committee shall be constituted at each constituent college of the University

- b. **Composition of the Academic committee**

The Academic Committee shall consists of the following persons

- i. The Head of the institution – Chairperson
 - ii. All Head of the Departments - Member
- c. The Terms of the member of the committee shall be three years and eligible for reappointment
- d. **Responsibility of the Academic Committee**
 - i. To make recommendation to the Board of studies on:
 - 1. To frame the Programme regulations
 - 2. To develop the curriculum and syllabus as per the statutory council norms
 - 3. To start and abandon the programme with valid reasons
 - 4. To modify the intake of the programme
 - ii. The Academic committee have responsible for the maintenance of standards of teaching, research and training, coordination of academic and research activities
 - iii. To prepare the academic calendar for the college every year and monitor the academic activities as per calendar
 - iv. To conduct the academic audit every year at department level and submit the report to the Head of the Institutions
 - v. To prepare the Time table for college
 - vi. To prepare the Internal Examination time table including Model Examinations and practical
 - vii. To analyze the Internal/University Examinations result
 - viii. To plan and conduct the seminar, workshops, conferences and symposium
 - ix. To help the Head of Institutions for preparing the Academic budget
 - x. To recommend the teaching posts (Professors, Associate Professors, and Assistant Professor etc.) to the Head of the Institution
 - xi. To appoint subcommittee at department level and consider its recommendations
 - xii. To assist the university to maintain the individual faculty academic profile
 - xiii. To maintain the Performance Based Appraisal System (PBAS) of the faculty

II. Class Committee

- a. Every class will have a class committee constituted by the HOD. The members of the Class committee consisting of Chair- person (a teacher who is not normally teaching any course for the class), all teachers handling courses for the class, Students (a mini- mum of 4 consisting of 2 boys and 2 girls on pro-rata basis)



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

- b. The Terms of the member of the committee shall be one Semester/year and eligible for reappointment
- c. The class committee shall be constituted within the first week of commencement of any semester/year.
- d. Function of the Class Committee
The functions of the class committee shall include the following.
 - i. Clarify the regulations of the programme and the details of rules therein.
 - ii. Inform the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - iii. Inform the student representatives the details of Regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - iv. Analyze the performance of the students of the class after each test and initiate steps for improvement.
 - v. To appoint subcommittee called Remedial class and Bridge course to identify slow learners, if any, and request the teachers concerned to provide additional help / guidance / coaching to such students.
 - vi. Discuss and sort out problems experienced by students in the class room and in the laboratories.
- e. The chairperson of the class committee may invite the faculty advisor and the Head of the Department to the meeting of the class committee.
- f. The Head of the Institution may participate in any class committee meeting of the Institution.
- g. The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and teachers concerned. Points requiring action by the University shall be brought to the notice of the University by the Principal.
- h. The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year, in order to inform the students about the nature and weightage of assessments as per the regulations of the programme. Three or six subsequent meetings may be held in a semester/year at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.



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- a. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as Mentor/faculty advisor throughout their period of study.
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- c. The committee shall update the events conducted by the college in its website from time to time with the approval Head of the Institution
- d. The responsibilities of the committee shall be framed by the college



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SUGGESTED FOR VARIOUS COMMITTEES AND ITS RESPONSIBILITIES

XVII. Campus Maintenance Committee

- a. The Head of the Institution of the college shall constitute campus maintenance committee under his supervision to ensure the clean of the campus
- b. The role and responsibilities of the committee shall be framed by college

XVIII. Any other committee

- a. The Head of the Institutions of the college if he deems fit, in order to improve the standard of the college, as per the constituent council, he may constitute the committee
- b. The policy, role and responsibilities of the such committee shall be framed by the college



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GENERAL OBSERVATIONS AND SUGGESTIONS BY AUDIT TEAM

The Audit team after the visit of the constituent colleges of the University, submits the following observations and suggestions for both the University and its constituent colleges in various aspects

UNIVERSITY

I. ADMISSION

1. All the constituent colleges of the University shall maintain students Admission Register in coordination with the University Admission Section
2. The list of dropout candidates are mismatching between the colleges and University
3. Billing procedure should be streamlined
4. Uniform Procedure and Heads for Fee collection required
5. Admission procedure/ guidelines for various faculties to be reviewed and circulated to all the institutions for awareness
6. The format for Transfer certificate/Conduct certificate to be common for the University
7. All the original certificates of the admitted candidates are retained by the admission section of the University. The said certificates except the Transfer Certificate shall be returned to the candidates after the verification as per UGC (The retention period shall be specified by the Admission section)
8. Admission section of the University shall ensure that the online Anti-ragging affidavit undertaking are done by the students every year and to keep the copy of the affidavit in its custody

II. ACADEMICS

1. Roles and Responsibilities of the Academic section under the Joint Register (Academic) to be reviewed
2. The constituent colleges of the University shall conduct any innovative practices in teaching and learning in consultation with the University
3. Board of Studies composition to be in accordance with UGC Regulations
4. Introduction of the credit system for the faculties in Health sciences such as Medicine, Dentistry, Homeopathy, Nursing, Physiotherapy, Allied Health Sciences etc as per UGC

III. EXAMINATIONS

1. The office of the CoE shall accept the Programme in the form of approved blue print from various faculties. The blue print of the programme shall contain the Regulation, complete curriculum and Syllabus, Credit/Mark Distribution, Questions Distributions(on various units), Sample Question Paper and Question Bank
2. The Question Bank of the each subject of the programme shall be updated periodically
3. List of Internal examiners and External Examiners shall be maintained
4. Appointment of Internal and External examiners as per regulation (For eg: In VMSSDC, Oral surgery lab there are two internal and two external examiners who should be appointed as per regulations, but one Internal and three external examiners were appointed. It seems that there is no eligible internal examiner available in the college)
5. Functions of Office of CoE
 - i. Examination schedule shall be given to the college in advance
 - ii. Hall tickets shall be issued to the students in time (In faculty of medicine, the hall tickets were issued on the day of exam to the students)



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- iii. ERP issues should be sorted out
- iv. The mark sheets shall be issued to the students on time (Pending for long time)
- v. Improve the IT infrastructure in office of CoE to support NAD

IV. HR POLICY

1. Uniform HR policy and Leave rules as per apex councils should be introduced to all the colleges and University
2. Review of HR Policy and Leave rules
3. Introduction of Appraisal based common promotion and incentive policy for faculties and University
4. Standardization of various HR formats
5. Restructuring the University Departments/sections
6. Required Training to maintain the Decorum of the faculty
7. Uniform for sub staff and drivers
8. Review of College/University timings (Working hours)
9. Income Tax related Forms like Form-16/ TDS returns shall be issued to the staff in time
10. Legal section of the university should be strengthened

V. INFRASTRUCTURE AND MAINTENANCE

1. Required more rest rooms in the campus
2. Ramp/Lift facility required
3. Need Proper Visitor Management System
4. Required proper File and Document Management System in the University
5. The facility at cafeteria shall be upgraded
6. Identify the dining area for the staff and provide the facilities
7. Proper Board room required to conduct the official meetings
8. Visitors waiting area shall be earmarked and to provide the facilities
9. Parking for two wheelers and Four Wheelers shall be earmarked
10. University Name board in front of the University building
11. Water seepage in all the corridors shall be arrested
12. Solar Renewable energy may be installed
13. Proper purchase and distribution policy to be framed and adopted
14. Central stores
15. Upgrade IT facilities



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CONSTITUTENT COLLEGES

I. GENERAL

1. All colleges shall maintain the list of files, records and documents as per IQAC. University IQAC shall prepare the list to maintain the files at college level/ IQAC Cell/ Department level and circulate to the colleges to implement it
2. University shall prepare the list of committees to be available at college level and its composition, roles and responsibilities of the committees and circulate to the colleges to implement it
3. All colleges shall have a maintenance schedule
4. Housekeeping of all colleges to be improved
5. Colleges shall initiate Green campus, Waste Management System and Segregation of resources at source
6. Banning the usage of plastics in all campuses
7. Maintain Tobacco free zone
8. Restrict two wheeler riders without helmet inside the campus
9. Movement of vehicles across the campus should be restricted
10. Proper dress code shall be introduced in all institutions across the cadre
11. All faculties and staff of the college shall wear the ID card which is mandatory
12. Hostels' maintenance and quality of the food should be improved
13. General awareness on UGC, NAAC, other apex council regulations
14. Proper Sign boards shall be placed at the campus
15. Standardization on design of College name board which shall also have University Logo
16. Standardization of template on invitation for any event
17. Standardization of stationary for all colleges
18. MoUs and linkage to be informed to the university and to get the approval from the University

II. LIBRARY

1. Library - student registration process to be done
2. Usage of library automation including bar-coding to be done effectively and shall be made mandatory
3. List of rare books/manuscripts/ special reports to be maintained separately
4. Updatations of Library resources like books, journals, etc.
5. Separate log note shall be maintained for Staffs and students
6. E-journals should be subscribed/renewed based on the expertise available in the institutions
7. Year wise budget to be allotted to the library
8. All department libraries need to be strengthened
9. Previous year Question papers for all the programmes to be kept in the library
10. E content to be improved
11. Annual stock verification to be done



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III. RESEARCH

1. SOP's and maintenance register to be followed
2. Lab safety procedures to be in place
3. List of Major/Minor equipment to be kept in the file
4. Up gradation of equipments
5. Procurement of licensed softwares
6. Year wise publication as per the NAAC format along with reprints
7. Stock register/ log note to be in place
8. Standard procedure to be followed for conducting the workshops/ seminars/ conferences