



# VINAYAKA MISSION'S RESEARCH FOUNDATION

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

NH47, Sankari Main Road, Ariyanoor, Salem 636308.

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## **ACADEMIC & ADMINISTRATIVE AUDIT REPORT - 2020**

**SCHOOL OF ARTS AND SCIENCE**

**CHENNAI**





## Academic Audit Report 2019-20

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Name of the Institution :	<b>SCHOOL OF ARTS AND SCIENCE, CHENNAI</b>
Dates of Audit :	7 <sup>th</sup> March 2020
Auditors :	1. Dr. P. Gnanasekar, Director – IQAC 2. Dr. R.S. Shanmuga sundaram, Deputy Director - Academics 3. Dr. S. Suriyanarayanan, Deputy Director - Research

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### A. ACADEMIC AUDIT :

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

Department wise observations :

English

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

Tamil

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

Mathematics

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

Chemistry

- Some files are not available.

Physics

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

Computer Science

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

Commerce

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

## **B. IQAC**

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

## **C. INFRASTRUCTURE**

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

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

#### **D. VARIOUS COMMITTEES AND CELLS**

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

#### **E. RESEARCH**

- No Research

#### **F. FEEDBACK**

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

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

#### **G. SUGGESTIONS AND RECOMMENDATIONS**

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



## **Annexure – 1**

## **IQAC REPORT**







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**IQAC AUDIT REPORT - 2020**

**Institution : SAS, Chn**

**Date of Visit : 07.03.2020 - FN**

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

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



## **Annexure – 2**

### **REPORT ON VARIOUS COMMITTEES AND CELLS**





## **Report on various committee constituted by the institution and its activities**

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

**Date of Visit : 07.03.2020**

### **OBSERVATIONS AND SUGGESTIONS BASED ON AUDIT**

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

#### **Anti ragging Committee and Anti ragging Squad**

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

#### **Grievance Redressal Committee**

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

#### **Internal Complaints Committee (ICC)**

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



- Awareness to be created about the ICC among students

### **NSS**

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

### **Suggestions:**

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