



RAAK/AAA/84

Date: 31.08.2018

CIRCULAR

This is to inform you that an Academic and Administration Audit will be conducted on 03rd SEP 2018. The purpose of this audit is to evaluate and suggest enhancement to improve the quality of academics and to strengthen the academic and administrative facilities within our institute.

All staff members are requested to cooperate fully with the audit team and provide any necessary information and support. Your participations is crucial for the successful completion of this audit and for our continuous improvement.

Thank you for your attention and cooperation.

A. M. Howard No 2.
PRINCIPAL

COPY TO:

- Chairman
- Secretary
- All Department Heads
- Circular Board/Office



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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2018-2019

Assessment Based on Institutional Information

Name & Address of the College	RAAK ARTS AND SCIENCE COLLEGE, No. 1, Basheer Campus, Perambai Road, Perambai, Vanur T.K, Villupuram Dist – 605110.
Year of Audit	2018-2019
Semester of Audit	ODD
Date of Audit	03.09.2018
Internal Auditor Committee	Dr.G.MOHAMMED NAZAR Mr. MOHAMMED ILIYAS Mr.R.PRADAP Mrs.A.SANGEETHA Mr.SARAVANAN Dr.D.BARANITHARAN Mr. S.SATHISH
Time of Audit	10.00 AM to 03.00 PM



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

NAME OF DEPARTMENTS

S. No.	Name of Departments
1.	Department of Tamil
2.	Department of English
3.	Department of Business Administration
4.	Department of Computer Science
5.	Department of Computer application
6.	Department of Mathematics
7.	Department of Chemistry
8.	Department of Commerce (M.Com, B.Com, B.Com(CA) and B.Com(CS))



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

Academic and Administrative Audit Process and schedule: Date: 03 September 2018

Time	Activity	
03th Sep 2018, 10.00 AM to 03.00 PM	Visit to the department by the Internal Auditor	Visit to the facilities in the department: <ul style="list-style-type: none">• Classrooms and labs, any other facility related to advanced learning• Verification of the documents.• Interaction with the faculty• Staff after the verification process.• Department report preparation.
	Visit to central facilities- Library, Placement, CC, Exam section and main office	<ul style="list-style-type: none">• Interaction with the respective heads.• Interaction with Deans.• Verification of central documents.
	Lunch	Lunch
	Report preparation	College report writing
	Exit meeting	Exit meeting with Principal, Deans, HODs and coordinators.



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Report of AAA committee

Assessment Based on Institutional Information

Category	Description	Available (Yes/No)
Approvals and Accreditation Documents	Approval by Thiruvalluvar University	Yes
Governance	Governing Body notification	Yes
	Academic Council notification	Yes
	Proceedings of Governing Body meeting	Yes
	Proceedings of Academic Council meeting	Yes
	Examination section	Yes
	IQAC and its proceedings	Yes
	Anti-Ragging Committee	Yes
	Anti-Sexual Harassment Committee/College Internal Complaint Committee	Yes
	Grievance Redressal Committee	Yes
	SC/ST/OBC Cell	Yes
	Alumni Association	Yes
	Office Automation (ERP software)	Yes
	Personal files	Yes
	Budget sanctioned and Audit Report	Yes
	Student scholarship details	Yes
Institution Website	Yes	
Biometric Attendance System	Yes	
Notice Boards	Yes	



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

Other facilities	CCTV Security	Yes
	Projectors in Class Rooms	Yes
	Fire Extinguisher	Yes
	Medical Facility	Yes
	Canteen facility	Yes
	Sports facility	Yes
	Hostels	Yes
	Vehicle Parking	Yes
	Xerox facility	Yes
	Backup Electric Supply	Yes
	Transport Facility	Yes
	Sewage Disposal System	Yes
	Drinking water facility	Yes
	Solid Waste Management	Yes
	e-waste Management	Yes
	Rain Water Harvesting	Yes
Green Campus Initiatives	Yes	



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

AAA COMMITTEE

Members	Committee Designation	Signature
Dr.G.MOHAMMED NAZAR	Chairperson	<i>G. Mohammed Nazar</i>
Mr. MOHAMMED ILIYAS	Member Secretary	<i>M. Ilyas</i>
Mr. R. PRADAP	Member	<i>R. Pradap</i>
Mrs. A. SANGEETHA	Member	<i>Sangeetha</i>
Mr. SARAVANAN	Member	<i>S. Saravanan</i>
Dr. D. BARANITHARAN	Member	<i>D. Baranitharan</i>
Mr. S. SATHISH	Member	<i>S. Sathish</i>

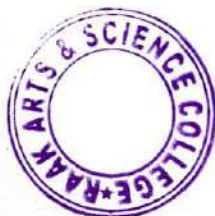


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SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	17
	Addressing Student Diversity	30	25
	Teaching and Learning Methods	50	48
	Teacher Qualifications and Expertise	50	42
	Assessment Methods and Reforms	50	45
	Student Achievement and Learning Outcomes	50	43
	Student Satisfaction Feedback	50	48
	Total	300	268
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	28
	Securing Resources for Research	20	17
	Fostering an Innovation Ecosystem	20	19
	Research Output and Recognition	30	27
	Consultancy and Advisory Services	20	16
	Outreach and Extension Programs	30	29
	Partnerships and Collaborations	20	18
	Total	200	180
Infrastructure and Learning Resource	Campus Physical Facilities	30	28
	Library as a Learning Resource	20	19
	IT Infrastructure and Resources	20	17
	Maintenance of Campus Infrastructure	30	26
	Accessibility and Inclusivity of Facilities	20	18
	Availability of Laboratories and Equipment	30	27
	Student Accommodation and Housing	20	17
	Recreational and Sports Facilities	30	26



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RAAK

ARTS & SCIENCE COLLEGE

Villianur, Tiruchaluzar University, Vellore

	Health and Wellness Centers	20	19	
	Safety and Security Measures	30	28	
	Total	250	225	
Student Support and Progression	Student Support Services	20	16	
	Academic Advising and Counseling	20	19	
	Student Progression and Development	20	17	
	Career Guidance and Placement Services	30	28	
	Student Engagement and Activities	20	18	
	Health and Wellness Support	30	27	
	Financial Aid and Scholarships	20	18	
	Mentorship Programs	30	29	
	Alumni Relations and Involvement	30	27	
	Support for Students with Disabilities	30	20	
	Extracurricular and Co-curricular Opportunities	30	26	
	Total	250	225	
	Governance, Leadership and Management	Institutional Vision and Leadership	30	28
		Strategy Development and Implementation	30	27
Faculty Empowerment and Development Strategies		30	28	
Financial Management and Resource Mobilization		30	29	
Internal Quality Assurance Systems		30	27	
Total		150	139	
Institutional Values and Best Practices	Institutional Values and Social Responsibilities	20	17	
	Best Practices and Innovations	20	16	
	Institutional Distinctiveness	10	8	
	Total	50	41	
	Total Score	1200	1078	



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- All teachers should undergo training for developing E-content.
- Slow and advanced learners should be identified during the initial phase of the program. Special remedial measures, such as extra classes, should be provided for slow learners to help them catch up with regular students.
- Special programs should be launched for advanced learners, enabling them to excel not only in their field but also in interdisciplinary studies.
- New student-centric teaching methods should be introduced across all university colleges to enhance both knowledge and skills of students.
- Innovative methods of evaluation should be implemented in formative assessments to gauge both knowledge and skills of students.
- Professional development programs should be introduced for teaching and non-teaching staff, providing opportunities for professional growth.

Research Innovations

- College principals should incentivize faculty members for conducting high-quality research.
- More workshops and training sessions should be organized on Intellectual Property Rights (IPR), Research Methodology, Start-ups, and Patents.

Infrastructure and Learning Resources

- Skill labs and practical labs across all departments should be equipped with modern facilities.
- The library should be reinforced, and additional journal subscriptions should be procured.
- Integrate advanced technology into classrooms.
- Focus to improve campus accessibility for all students.



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Student Support and Progression

- Implement mentorship programs to support student academic and personal development.
- Establish career counseling and placement services to assist students in their professional journey.
- Enhance sports and extracurricular facilities to promote overall student well-being and holistic development.
- Foster a culture of inclusivity and diversity within the college community through awareness programs and initiatives.

Governance, Leadership and Management

Strengthen e-governance across all university departments to ensure efficient operations:

- Enhance planning and management processes to facilitate effective decision-making.
- Upgrade laboratory facilities and management practices to support cutting-edge research and teaching.
- Optimize human resources (HR) management to support staff development and organizational effectiveness.
- Enhance library services through digitalization and access to a wider range of resources, promoting academic excellence and research.

Innovations and Best Practices

- Ensure regular celebration of all commemorative events.
- Conduct periodic quality audits consistently.
- Make concerted efforts to provide a disabled-friendly and barrier-free environment across the university.
- Initiate diverse training programs aimed at enhancing the skill development of teaching, non-teaching, and administrative staff members.



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ACTION TAKEN:

Action taken by the college on recommendation of the Academic and Administrative Committee:

Teaching-Learning and Evaluation

- Teachers underwent training for developing E-content.
- Slow and advanced learners were identified during the initial phase of the program. Special remedial measures, such as extra classes, were provided for slow learners to help them catch up with regular students.
- Special programs were launched for advanced learners, enabling them to excel not only in their field but also in interdisciplinary studies.
- New student-centric teaching methods were introduced across all university colleges to enhance both knowledge and skills of students.
- Innovative methods of evaluation were implemented in formative assessments to gauge both knowledge and skills of students.
- Professional development programs were introduced for teaching and non-teaching staff, providing opportunities for professional growth.

Research Innovations

- College principals incentivized faculty members for conducting impactful research.
- Additional workshops and training sessions were organized on Intellectual Property Rights (IPR), Research Methodology, Start-ups, and Patents.
- These initiatives aimed to encourage high-quality research and enhance knowledge in crucial areas related to innovation and entrepreneurship.

Infrastructure and Learning Resources

- The library was reinforced, and additional journal subscriptions were procured.
- Advanced technology was integrated into classrooms.
- Efforts were focused on improving campus accessibility for all students.



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Student Support and Progression

- Career counseling and placement services were established to assist students in their professional journey.
- Sports and extracurricular facilities were enhanced to promote overall student well-being and holistic development.
- Efforts were made to foster a culture of inclusivity and diversity within the college community through awareness programs and initiatives.

Governance, Leadership and Management

- Laboratory facilities and management practices were upgraded to support cutting-edge research and teaching.
- Human resources (HR) management was optimized to support staff development and organizational effectiveness.
- Library services were enhanced through digitalization and access to a wider range of resources, promoting academic excellence and research.

Innovations and Best Practices

- Regular celebrations of all commemorative events were ensured.
- Periodic quality audits were conducted consistently.
- Diverse training programs were initiated aimed at enhancing the skill development of teaching, non-teaching, and administrative staff members.

A. M. Hameed No 2.

Date and signature of the Audit Committee Chairman:

G. S. S. S.

Date and Signature of the IQAC coordinator:



J. J.
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RAAK/AAA/130

Date: 01.03.2019

CIRCULAR

This is to inform you that an Academic and Administration Audit will be conducted on 05th march 2019. The purpose of this audit is to evaluate and suggest enhancement to improve the quality of academics and to strengthen the academic and administrative facilities within our institute.

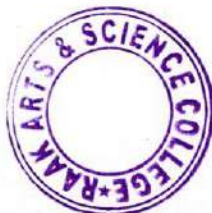
All staff members are requested to cooperate fully with the audit team and provide any necessary information and support. Your participations is crucial for the successful completion of this audit and for our continuous improvement.

Thank you for your attention and cooperation.

A. H. H. No 2.
PRINCIPAL

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2018-2019

Assessment Based on Institutional Information

Name & Address of the College	RAAK ARTS AND SCIENCE COLLEGE, No. 1, Basheer Campus, Perambai Road, Perambai, Vanur T.K, Villupuram Dist – 605110.
Year of Audit	2018-2019
Semester of Audit	EVEN
Date of Audit	05.03.2019
Internal Auditor Committee	Dr.G.MOHAMMED NAZAR Mr.MOHAMMED ILIYAS Mr.R.PRADAP Mrs.A.SANGEETHA Mr.SARAVANAN Dr.D.BARANITHARAN Mr. S.SATHISH
Time of Audit	10.00 AM to 03.00 PM



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

NAME OF DEPARTMENTS

S. No.	Name of Departments
1.	Department of Tamil
2.	Department of English
3.	Department of Business Administration
4.	Department of Computer Science
5.	Department of Computer application
6.	Department of Mathematics
7.	Department of Chemistry
8.	Department of Commerce (M.Com, B.Com, B.Com(CA) and B.Com(CS))

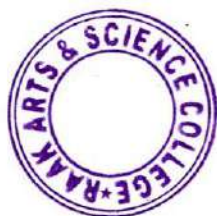


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Academic and Administrative Audit Process and schedule: Date: 05 March 2019

Time	Activity	
05 th March 2019, 10 AM to 03.00 PM	Visit to the department by the Internal Auditor	Visit to the facilities in the department: <ul style="list-style-type: none">• Classrooms and labs, any other facility related to advanced learning• Verification of the documents.• Interaction with the faculty and technical staff after the verification process.• Department report preparation.
	Visit to central facilities- Library, Placement, CC, Exam section and main office	<ul style="list-style-type: none">• Interaction with the respective heads.• Interaction with Deans.• Verification of central documents.
	Lunch	Lunch
	Report preparation	College report writing
	Exit meeting	Exit meeting with Principal, Deans, HODs and coordinators.



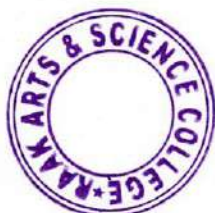
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Report of AAA committee

Assessment Based on Institutional Information

Category	Description	Available (Yes/No)
Approvals and Accreditation Documents	Approval by Thiruvalluvar University	Yes
Governance	Governing Body notification	Yes
	Academic Council notification	Yes
	Proceedings of Governing Body meeting	Yes
	Proceedings of Academic Council meeting	Yes
	Examination section	Yes
	IQAC and its proceedings	Yes
	Anti-Ragging Committee	Yes
	Anti-Sexual Harassment Committee/College Internal Complaint Committee	Yes
	Grievance Redressal Committee	Yes
	SC/ST/OBC Cell	Yes
	Alumni Association	Yes
	Office Automation (ERP software)	Yes
	Personal files	Yes
	Budget sanctioned and Audit Report	Yes
	Student scholarship details	Yes
	Institution Website	Yes
Biometric Attendance System	Yes	
Notice Boards	Yes	



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Other facilities	CCTV Security	Yes
	Projectors in Class Rooms	Yes
	Fire Extinguisher	Yes
	Medical Facility	Yes
	Canteen facility	Yes
	Sports facility	Yes
	Hostels	Yes
	Vehicle Parking	Yes
	Xerox facility	Yes
	Backup Electric Supply	Yes
	Transport Facility	Yes
	Sewage Disposal System	Yes
	Drinking water facility	Yes
	Solid Waste Management	Yes
	e-waste Management	Yes
Rain Water Harvesting	Yes	
Green Campus Initiatives	Yes	



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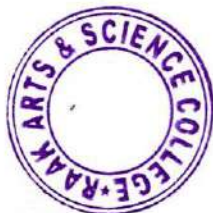


RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

AAA COMMITTEE

Members	Committee Designation	Signature
Dr. G. MOHAMMED NAZAR	Chairperson	A. M. Muhamad No 2.
Mr. MOHAMMED ILIYAS	Member Secretary	
Mr. R. PRADAP	Member	
Mrs. A. SANGEETHA	Member	Sangeetha
Mr. SARAVANAN	Member	
Dr. D. BARANITHARAN	Member	D. Baranitharan
Mr. S. SATHISH	Member	



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**RAAK****ARTS AND SCIENCE COLLEGE**

Affiliated to Thiagarajar University, Vellore.

SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	18
	Addressing Student Diversity	30	27
	Teaching and Learning Methods	50	46
	Teacher Qualifications and Expertise	50	47
	Assessment Methods and Reforms	50	48
	Student Achievement and Learning Outcomes	50	49
	Student Satisfaction Feedback	50	48
	Total	300	283
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	27
	Securing Resources for Research	20	16
	Fostering an Innovation Ecosystem	20	17
	Research Output and Recognition	30	28
	Consultancy and Advisory Services	20	16
	Outreach and Extension Programs	30	26
	Partnerships and Collaborations	20	18
	Enhancing Research Capabilities and Infrastructure	30	27
Total	200	175	
Infrastructure and Learning Resource	Campus Physical Facilities	30	29
	Library as a Learning Resource	20	19
	IT Infrastructure and Resources	20	16
	Maintenance of Campus Infrastructure	30	27
	Accessibility and Inclusivity of Facilities	20	18
	Availability of Laboratories and Equipment	30	27
	Student Accommodation and Housing	20	19
	Recreational and Sports Facilities	30	28



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Student Support and Progression	Health and Wellness Centers	20	16
	Safety and Security Measures	30	27
	Total	250	226
	Student Support Services	20	16
	Academic Advising and Counseling	20	17
	Student Progression and Development	20	16
	Career Guidance and Placement Services	30	25
	Student Engagement and Activities	20	17
	Health and Wellness Support	30	24
	Financial Aid and Scholarships	20	20
	Mentorship Programs	30	16
	Alumni Relations and Involvement	30	18
	Support for Students with Disabilities	30	26
	Extracurricular and Co-curricular Opportunities	30	27
	Total	250	222
Governance, Leadership and Management	Institutional Vision and Leadership	30	26
	Strategy Development and Implementation	30	28
	Faculty Empowerment and Development Strategies	30	26
	Financial Management and Resource Mobilization	30	29
	Internal Quality Assurance Systems	30	26
	Total	150	135
Institutional Values and Best Practices	Institutional Values and Social Responsibilities	20	18
	Best Practices and Innovations	20	16
	Institutional Distinctiveness	10	7
	Total	50	41
Total Score	1200	1,128	



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Encouraging students to actively participate in the learning process through problem-solving, group work, simulations, and other interactive activities.
- Adapting teaching approaches and materials to meet the individual needs, interests, and readiness levels of students.
- Promoting active engagement and motivation through meaningful learning experiences that connect classroom content to real-world applications.
- Fostering analytical thinking, problem-solving skills, and the ability to evaluate and apply information independently.
- Encouraging collaboration among students to enhance communication skills, teamwork, and peer learning.

Research Innovations

- Foster collaborations between academia and industry to enhance research relevance and practical application.
- Enhance library resources and access to academic journals to facilitate comprehensive research activities.
- Encourage interdisciplinary research initiatives to address complex societal challenges and foster holistic learning.

Infrastructure and Learning Resources

- Implement advanced security systems and ensure all facilities are accessible to students with disabilities, including better signage and facilities.
- Increase the collection of academic journals, books, and digital resources. Introduce digital lending options and expand study spaces.
- Enhance the functionality of the learning management system (LMS) to streamline course materials, assignments, and communication channels.



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Student Support and Progression

- Provide tutoring services and peer mentoring programs to help students with challenging coursework and academic skills development.
- Offer workshops on time management, note-taking, and exam preparation to enhance academic success.
- Provide support for writing skills, including help with essays, research papers, and other academic writing.
- Provide guidance on career exploration, resume writing, interview skills, and job search strategies.
- Facilitate opportunities for internships, co-ops, and other experiential learning to bridge classroom learning with real-world experience.

Governance, Leadership and Management

- Oversight body responsible for setting policies, strategic direction, and ensuring financial stewardship of the institution.
- Transparent processes for decision-making that involve stakeholders and consider institutional priorities, resources, and impact.
- Programs and initiatives to cultivate leadership skills among faculty, staff, and students.
- Review and enhancement of academic programs to ensure relevance, rigor, and alignment with educational standards and industry needs.
- Monitoring and evaluation of educational outcomes, accreditation processes, and compliance with regulatory requirements.

Innovations and Best Practices

- Tailoring educational experiences to meet individual student needs, preferences, and learning styles through adaptive technologies and differentiated instruction.
- Encouraging collaborative and experiential learning activities that promote critical thinking, problem-solving, and creativity among students.
- Assessing student mastery of specific competencies or skills rather than relying solely on traditional grading systems.




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ACTION TAKEN:

Action taken by the college on recommendation of the Academic and Administrative Committee:

Teaching-Learning and Evaluation

- Implemented interactive learning methods such as problem-solving sessions, group activities, and simulations.
- Adapted teaching approaches with pre-assessments to gauge readiness and tailored lessons to meet diverse learning needs.
- Promoted engagement through real-world projects that connect classroom content to practical applications and invited guest speakers to provide industry insights.
- Fostered analytical skills by incorporating critical thinking exercises into coursework and assigning research tasks that require independent analysis.
- Encouraged collaboration among students through group projects aimed at enhancing teamwork, structured peer learning groups, and opportunities for students to present their findings and insights.

Research Innovations

- Facilitated collaborations between academia and industry to improve research relevance and practical application.
- Strengthened library resources and access to academic journals to support comprehensive research activities.
- Promoted interdisciplinary research initiatives to tackle complex societal challenges and promote holistic learning.

Infrastructure and Learning Resources

- Implemented advanced security systems and ensured facilities are accessible to students with disabilities, improving signage and facilities as needed.
- Expanded the collection of academic journals, books, and digital resources, introducing digital lending options and enhancing study spaces.
- Improved the functionality of the learning management system (LMS) to streamline access to course materials, assignments, and communication channels.




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Student Support and Progression

- Offer tutoring services and peer mentoring programs to assist students with challenging coursework and develop academic skills.
- Conduct workshops on time management, note-taking, and exam preparation to improve academic success.
- Provide support for writing skills, including assistance with essays, research papers, and academic writing.
- Offer guidance on career exploration, resume writing, interview skills, and job search strategies.
- Facilitate opportunities for internships, co-ops, and experiential learning to connect classroom learning with real-world experience.

Governance, Leadership and Management

- Established an oversight body to set policies, guide strategic direction, and ensure financial stewardship of the institution.
- Implemented transparent decision-making processes that involve stakeholders and prioritize institutional goals, resources, and impact.
- Launched programs and initiatives to develop leadership skills among faculty, staff, and students.
- Reviewed and enhanced academic programs to maintain relevance, rigor, and alignment with educational standards and industry demands.
- Implemented monitoring and evaluation systems for educational outcomes, accreditation processes, and regulatory compliance.

Innovations and Best Practices

- Customizing educational experiences to accommodate individual student needs, preferences, and learning styles using adaptive technologies and differentiated instruction methods.
- Promoting collaborative and experiential learning activities to foster critical thinking, problem-solving, and creativity among students.



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