RAAK/AAA/171

Date:11.09.2019

CIRCULAR

This is to inform you that an Academic and Administration Audit will be conducted on 16th SEP 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.

PRINCIPAL

COPY TO:

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

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-60
PERAMBAI

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2019-2020

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	2019-20120
Semester of Audit	ODD
Date of Audit	16.09.2019
Internal Auditor Committee	Dr.G.MOHAMMED NAZAR Mr.MOHAMMED ILIYAS Mr.R.PRADAP Mrs.R.DEVAKI Mr.SARAVANAN Dr.P.KATHAVARAYAN Mr. S.SATHISH
Time of Audit	10.00 AM to 03.00 PM

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
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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)

PRINCIPAL
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Academic and Administrative Audit Process and schedule: Date: 16 September 2019

Time	Activity	
19th Sep 2019, 10 AM to 03.00 PM	Visit to the department by the Internal Auditor	Visit to the facilities in the department: • 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	• 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	No
	Rain Water Harvesting	Yes
	Green Campus Initiatives	Yes

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-60
PERAMBAI.

AAA COMMITTEE

Members	Committee Designation	Signature
Dr.G.MOHAMMED NAZAR	Chairperson	
Mr.MOHAMMED ILIYAS	Member Secretary	
Mr.R.PRADAP	Member	
Mrs.R.DEVAKI	Member	
Mr.SARAVANAN	Member	
Dr.P.KATHAVARAYAN	Member	
Mr. S.SATHISH	Member	

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RAAK ARTS & SCIENCE COLLEGE

SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	16
	Addressing Student Diversity	30	26
	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	46
	Total	**300**	**278**
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	26
	Securing Resources for Research	20	17
	Fostering an Innovation Ecosystem	20	18
	Research Output and Recognition	30	27
	Consultancy and Advisory Services	20	18
	Outreach and Extension Programs	30	26
	Partnerships and Collaborations	20	17
	Enhancing Research Capabilities and Infrastructure	30	28
	Total	**200**	**177**
Infrastructure and Learning Resource	Campus Physical Facilities	30	26
	Library as a Learning Resource	20	16
	IT Infrastructure and Resources	20	17
	Maintenance of Campus Infrastructure	30	26
	Accessibility and Inclusivity of Facilities	20	16
	Availability of Laboratories and Equipment	30	28
	Student Accommodation and Housing	20	16
	Recreational and Sports Facilities	30	28

	Health and Wellness Centers	20	15
	Safety and Security Measures	30	25
	Total	**250**	213
	Student Support Services	20	16
	Academic Advising and Counseling	20	15
	Student Progression and Development	20	17
	Career Guidance and Placement Services	30	28
	Student Engagement and Activities	20	16
Student Support	Health and Wellness Support	30	26
and Progression	Financial Aid and Scholarships	20	17
	Mentorship Programs	30	27
	Alumni Relations and Involvement	30	28
	Support for Students with Disabilities	30	25
	Extracurricular and Co-curricular Opportunities	30	26
	Total	**250**	251
	Institutional Vision and Leadership	30	28
	Strategy Development and Implementation	30	26
Governance,	Faculty Empowerment and Development Strategies	30	27
Leadership and	Financial Management and Resource Mobilization	30	28
Management	Internal Quality Assurance Systems	30	26
	Total	**150**	135
	Institutional Values and Social Responsibilities	20	16
Institutional Valves	Best Practices and Innovations	20	15
and Best Practices	Institutional Distinctiveness	10	7
	Total	50	46
	Total Score	**1200**	1138

RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Encouraging active participation in lectures and seminars through interactive discussions, case studies, and problem-solving exercises.

- Adapting teaching methodologies to cater to the diverse learning preferences and academic backgrounds of college students.

- Designing course materials and assignments that align with industry trends and practical applications to enhance relevance and engagement.

- Emphasizing critical thinking, research skills, and the ability to analyze and apply knowledge in real-world contexts.

Research Innovations

- Facilitate collaborations between academia and industry to enrich research relevance and practical application.

- Expand library resources and access to academic journals to support comprehensive research activities and scholarly pursuits.

- Promote interdisciplinary research initiatives aimed at addressing complex societal challenges and promoting integrated learning experiences.

- Offer professional development workshops and seminars for faculty and staff to stay current with advancements in their fields and improve teaching methodologies.

Infrastructure and Learning Resources

- Implement state-of-the-art technology in classrooms and laboratories to support innovative teaching methods and research initiatives.

- Establish career development centers to provide students with internship opportunities, career counseling, and networking events with industry professionals.

- Enhance campus facilities and amenities, such as recreational spaces, dining options, and wellness centres, to promote student well-being and a vibrant campus community.

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- Introduce flexible learning options, including online courses and hybrid learning models, to accommodate diverse student schedules and preferences.

- Foster a culture of innovation and entrepreneurship by supporting student-led initiatives, start-up incubators, and entrepreneurial mentorship programs.

Student Support and Progression

- Provide resources for enhancing writing skills, including assistance with essays, research papers, and other academic writing tasks.

- Offer guidance on career exploration, resume writing, interview techniques, and job search strategies.

- Facilitate opportunities for internships, cooperative education programs, and other experiential learning to connect classroom learning with practical experience.

- Conduct workshops on time management, note-taking, and exam preparation to improve academic performance.

Governance, Leadership and Management

- Establish an oversight body tasked with policy setting, strategic planning, and ensuring fiscal responsibility within the institution.

- Conduct regular reviews and enhancements of academic programs to ensure they remain relevant, rigorous, and aligned with educational standards and industry requirements.

- Continuously monitor and assess educational achievements, accreditation processes, and adherence to regulatory mandates.

Innovations and Best Practices

- Customizing educational experiences to accommodate individual student needs, preferences, and learning styles using adaptive technologies and differentiated instruction.

- Promoting collaborative and hands-on learning activities that foster critical thinking, problem-solving, and creativity among students.

- Evaluating student proficiency in specific competencies or skills, moving beyond traditional grading systems to measure mastery effectively.

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ACTION TAKEN:

Action taken by the college on recommendation of the Academic and Administrative Committee:
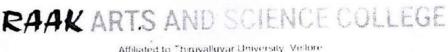
Teaching-Learning and Evaluation

- Encouraged students to conduct independent research projects related to course topics.

- Provided guidance on how to apply theoretical knowledge to solve problems or address challenges in real-world contexts.

- Offered varied instructional approaches such as flipped classrooms, project-based learning, or blended learning to accommodate diverse needs.

- Provided additional resources or support for students who required different learning strategies.

- Implemented interactive discussions, case studies, and problem-solving exercises during lectures and seminars.

- Allocated time for group activities that promoted engagement and knowledge sharing among students.

Research Innovations

- Conducted regular workshops, seminars, and training sessions for faculty and staff to stay updated with advancements in their fields.

- Provided opportunities for professional growth and skill development to improve teaching methodologies and enhance educational practices.

- Enhanced digital access and resources within the library to cater to diverse research needs and facilitate easier access to relevant literature.

- Organized meetings, workshops, and joint projects between academic researchers and industry professionals to enhance research relevance and practical application.

- Established partnerships and collaborative research agreements to foster knowledge exchange and innovation.

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Infrastructure and Learning Resources

- Upgraded classroom and laboratory equipment with cutting-edge technology to support innovative teaching methods and research initiatives.

- Created dedicated career development centers on campus to provide students with internship opportunities, career counseling, and networking events with industry professionals.

- Implemented sustainability initiatives and eco-friendly practices to enhance the overall campus environment.

Student Support and Progression

- Offered workshops and individual consultations with writing tutors to improve writing proficiency and academic performance.

- Conducted career counseling sessions and workshops to help students explore career options, develop career goals, and create effective resumes and cover letters.

- Collaborated with employers and industry partners to arrange internships, cooperative education programs, and other experiential learning opportunities.

- Offered tips and resources for effective study habits and stress management during exams.

Governance, Leadership and Management

- Defined roles and responsibilities, established governance frameworks, and implemented accountability measures to uphold institutional standards.

- Implemented a systematic process for conducting regular reviews and enhancements of academic programs.

- Engaged faculty, administrators, and external experts in evaluating program effectiveness, relevance, and alignment with educational standards and industry requirements.

- Initiated course offerings based on feedback, emerging trends, and advancements in respective fields.

- Implemented quality assurance practices to maintain high standards of education and ensure compliance with regulatory requirements.

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Innovations and Best Practices

- Encouraged interdisciplinary collaboration and real-world application of knowledge through project-based learning approaches.

- Implemented competency-based assessment frameworks to evaluate student mastery of specific competencies or skills.

- Provided timely feedback and opportunities for reflection to support continuous improvement and mastery learning.

Date and signature of the Audit Committee Chairman:

Date and Signature of the IQAC coordinator:

PRINCIPAL
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VILLIANUR POST-605 110
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RAAK/AAA/201

Date:20.04.2020

CIRCULAR

This is to inform you that an Academic and Administration Audit will be conducted on 28th April 2020. 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.

PRINCIPAL

COPY TO:

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

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore
Recognized under section 2(f) of the UGC Act, 1956

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2019-2020

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	2019-2020
Semester of Audit	EVEN
Date of Audit	28.04.2020
Internal Auditor Committee	Dr.G.MOHAMMED NAZAR Mr. MOHAMMED ILIYAS Mr.R.PRADAP Mrs.R.DEVAKI Mr.SARAVANAN Dr.P.KATHAVARAYAN Mr. S.SATHISH
Time of Audit	10.00 AM to 03.00 PM

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAI.

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)

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110

Academic and Administrative Audit Process and schedule: Date: 28 April 2020

Time	Activity	
28th April 2019, 10 AM to 03.00 PM	Visit to the department by the Internal Auditor	Visit to the facilities in the department: • 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	• 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.

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
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	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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	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
Other facilities	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	No
	Rain Water Harvesting	Yes
	Green Campus Initiatives	Yes

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAI.

AAA COMMITTEE

Members	Committee Designation	Signature
Dr.G.MOHAMMED NAZAR	Chairperson	
Mr. MOHAMMED ILIYAS	Member Secretary	
Mr.R.PRADAP	Member	
Mrs.R.DEVAKI	Member	
Mr.SARAVANAN	Member	
Dr.P.KATHAVARAYAN	Member	
Mr. S.SATHISH	Member	

PRINCIPAL
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VILLIANUR POST-605 110
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SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	16
	Addressing Student Diversity	30	27
	Teaching and Learning Methods	50	45
	Teacher Qualifications and Expertise	50	46
	Assessment Methods and Reforms	50	48
	Student Achievement and Learning Outcomes	50	44
	Student Satisfaction Feedback	50	42
	Total	300	268
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	21
	Securing Resources for Research	20	18
	Fostering an Innovation Ecosystem	20	16
	Research Output and Recognition	30	28
	Consultancy and Advisory Services	20	17
	Outreach and Extension Programs	30	29
	Partnerships and Collaborations	20	16
	Enhancing Research Capabilities and Infrastructure	30	29
	Total	200	174
Infrastructure and Learning Resource	Campus Physical Facilities	30	28
	Library as a Learning Resource	20	16
	IT Infrastructure and Resources	20	15
	Maintenance of Campus Infrastructure	30	26
	Accessibility and Inclusivity of Facilities	20	16
	Availability of Laboratories and Equipment	30	27
	Student Accommodation and Housing	20	16
	Recreational and Sports Facilities	30	26

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE

RAAK **AND SCIENCE COLLEGE**

Affiliated Thiruvalluvar University, Vellore

	Health and Wellness Centers	20	16
	Safety and Security Measures	30	27
	Total	**250**	213
Student Support and Progression	Student Support Services	20	16
	Academic Advising and Counseling	20	17
	Student Progression and Development	20	18
	Career Guidance and Placement Services	30	25
	Student Engagement and Activities	20	16
	Health and Wellness Support	30	26
	Financial Aid and Scholarships	20	16
	Mentorship Programs	30	27
	Alumni Relations and Involvement	30	25
	Support for Students with Disabilities	30	26
	Extracurricular and Co-curricular Opportunities	30	27
	Total	**250**	239
Governance, Leadership and Management	Institutional Vision and Leadership	30	25
	Strategy Development and Implementation	30	26
	Faculty Empowerment and Development Strategies	30	27
	Financial Management and Resource Mobilization	30	28
	Internal Quality Assurance Systems	30	27
	Total	**150**	133
Institutional Valves and Best Practices	Institutional Values and Social Responsibilities	20	18
	Best Practices and Innovations	20	16
	Institutional Distinctiveness	10	8
	Total	50	46
	Total Score	**1200**	1115

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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Evaluating the effectiveness of teaching methods employed by faculty members.

- Assessing strategies to enhance student engagement in the learning process.

- Evaluating the variety and appropriateness of assessment methods used to gauge student learning.

- Discussing the effectiveness of feedback mechanisms provided to students to enhance their learning experience.

- Reviewing programs and initiatives aimed at enhancing faculty skills and capabilities in teaching and assessment.

Research Innovations

- Assessing the effectiveness of research planning and prioritization.

- Discussing the impact of research on advancing knowledge in the field and addressing societal challenges.

- Assessing the adequacy and accessibility of research facilities, laboratories, and equipment.

- Discussing plans for improving or expanding research infrastructure to support future innovations.

- Identifying areas for improvement based on audit findings and stakeholder feedback.

Infrastructure and Learning Resources

- Assessing the adequacy, condition, and accessibility of classrooms, lecture halls, and specialized laboratories.

- Evaluating faculty offices, student study areas, and collaborative spaces for their suitability and availability.

- Reviewing the reliability, speed, and security of the campus network infrastructure, including wireless connectivity.

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- Reviewing measures and facilities in place to ensure the health, safety, and security of students, faculty, and staff.
- Discussing campus initiatives related to energy efficiency, waste management, and sustainable practices in infrastructure development and operations.

Student Support and Progression

- Discussing mechanisms for gathering student feedback on support services and using feedback to improve services.
- Assessing the availability and quality of internship and cooperative education programs.
- Assessing opportunities for student involvement in extracurricular activities, clubs, and organizations.
- Reviewing counseling services available to students for personal, emotional, and mental health support.
- Assessing the availability and effectiveness of academic advisors in helping students plan their courses and navigate academic requirements.

Governance, Leadership and Management

- Assessing relationships with external stakeholders, including alumni, donors, government entities, and the local community.
- Reviewing professional development opportunities and support for faculty research and teaching excellence.
- Reviewing policies related to academic integrity, and student assessment.
- Ensuring academic programs are aligned with institutional goals and meet accreditation standards.
- Reviewing the development and implementation of strategic plans aligned with the college's mission and vision.

Innovations and Best Practices

- Assessing innovative approaches to faculty recruitment, professional development, and recognition of teaching excellence.

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- Discussing initiatives to promote environmental awareness and responsibility among students and staff.

- Reviewing initiatives to enhance student engagement, retention, and success through innovative programs and interventions.

- Identifying best practices in student advising, counseling, career services, and academic support.

- Discussing initiatives to enhance digital literacy among students and staff.

- Evaluating innovative uses of technology in administrative processes, academic support services, and student engagement.

- Assessing the integration of technology in teaching, such as flipped classrooms, online simulations, or interactive learning tools.

ACTION TAKEN:

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

Teaching-Learning and Evaluation

- Regularly assessed teaching methods utilized by faculty members.
- Utilized surveys, focus groups, and observational studies to evaluate strategies aimed at improving student engagement in learning.
- Explored creative teaching techniques, active learning methods, and technology integration to enhance student participation and motivation.
- Evaluated the consistency of assessments with course objectives, learning outcomes, and instructional approaches.
- Reviewed student feedback and performance data to enhance and refine assessment practices.

Research Innovations
- Evaluated research planning processes through assessments to ensure alignment with institutional goals and priorities.
- Facilitated discussions among researchers, administrators, and stakeholders to evaluate the impact of research initiatives on advancing knowledge and addressing societal challenges.

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- Conducted audits and assessments of research facilities, laboratories, and equipment to evaluate adequacy, functionality, and accessibility.

- Analyzed audit results, stakeholder feedback, and performance metrics to identify opportunities for enhancing research planning, infrastructure, and support services.

Infrastructure and Learning Resources

- Conducted comprehensive assessments and inspections of classrooms, lecture halls, and specialized laboratories to evaluate adequacy, condition, and accessibility.

- Identified maintenance requirements, safety issues, and enhancements for accessibility based on assessments.

- Reviewed and assessed faculty offices, student study areas, and collaborative spaces for suitability, availability, and functionality.

- Conducted evaluations of campus network infrastructure to assess reliability, speed, and security, including wireless connectivity.

- Assessed measures and facilities to ensure the health, safety, and security of students, faculty, and staff.

Student Support and Progression

- Strengthened counseling resources, expanded services, and introduced proactive mental health initiatives to foster student well-being.

- Encouraged student engagement through a variety of involvement and leadership development opportunities.

- Improved partnerships with employers, expanded program offerings, and supported students in securing valuable experiential learning opportunities.

- Analyzed feedback to pinpoint areas for improvement and implemented adjustments to enhance the quality and effectiveness of services.

Governance, Leadership and Management

- Involved stakeholders in strategic planning processes, monitored progress, and made adjustments as necessary to achieve institutional goals.

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- Introduced programs, workshops, and resources to aid faculty development in research, teaching methodologies, and academic leadership.

- Conducted assessments and evaluations of relationships with external stakeholders, such as alumni, donors, government entities, and the local community.

Innovations and Best Practices

- Improved resources, training, and support for advisors and counselors to better guide students in achieving their academic and career objectives.

- Established student support services, mentoring programs, and academic interventions to enhance student outcomes.

- Initiated discussions and initiatives aimed at fostering environmental awareness and responsibility among students and staff.

Date and signature of the Audit Committee Chairman:

Date and Signature of the IQAC coordinator:

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