



RAAK

RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110 PERAMBAL
ESTABLISHED IN 1984

RAAK/AAA//293

Date:06.09.2021

CIRCULAR

This is to inform you that an Academic and Administration Audit will be conducted on 13th SEP 2021. 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. Hussain 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
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram | An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT- 2021- 2022

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	2021- 2022
Semester of Audit	ODD
Date of Audit	13.09.2021
Internal Auditor Committee	Dr.G.MOHAMMED NAZAR Mr.MOHAMMED ILIYAS Mr.R.PRADAP Dr.D.BARANITHARAN Mr.SARAVANAN Dr.P.KATHAVARAYAN Mr. S.SATHISH
Time of Audit	10.00 AM to 03.00 PM



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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))



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Academic and Administrative Audit Process and schedule: Date: 13 September 2021

Time	Activity	
13 th Sep 2021, 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 Annamalai 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	



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AAA COMMITTEE

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



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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	46
	Teacher Qualifications and Expertise	50	48
	Assessment Methods and Reforms	50	49
	Student Achievement and Learning Outcomes	50	44
	Student Satisfaction Feedback	50	45
	Total	300	275
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	26
	Consultancy and Advisory Services	20	15
	Outreach and Extension Programs	30	26
	Partnerships and Collaborations	20	17
	Enhancing Research Capabilities and Infrastructure	30	26
Total	200	170	
Infrastructure and Learning Resource	Campus Physical Facilities	30	27
	Library as a Learning Resource	20	15
	IT Infrastructure and Resources	20	17
	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	16
	Recreational and Sports Facilities	30	28



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University, Villianur

Student Support and Progression	Health and Wellness Centers	20	15
	Safety and Security Measures	30	26
	Total	250	216
	Student Support Services	20	16
	Academic Advising and Counseling	20	15
	Student Progression and Development	20	18
	Career Guidance and Placement Services	30	26
	Student Engagement and Activities	20	17
	Health and Wellness Support	30	27
	Financial Aid and Scholarships	20	15
	Mentorship Programs	30	27
	Alumni Relations and Involvement	30	25
	Support for Students with Disabilities	30	28
	Extracurricular and Co-curricular Opportunities	30	24
	Total	250	238
Governance, Leadership and Management	Institutional Vision and Leadership	30	26
	Strategy Development and Implementation	30	25
	Faculty Empowerment and Development Strategies	30	28
	Financial Management and Resource Mobilization	30	29
	Internal Quality Assurance Systems	30	25
Total	150	133	
Institutional Values and Best Practices	Institutional Values and Social Responsibilities	20	16
	Best Practices and Innovations	20	19
	Institutional Distinctiveness	10	6
	Total	50	46
	Total Score	1200	1078



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Reviewing the percentage of students admitted compared to the total capacity.
- Evaluating the count of all faculty members currently on roll.
- Assessing the number of students who cleared all subjects without any backlogs.
- Assessing the number of faculty members with PhD qualifications.
- Reviewing the compliance with AICTE norms for faculty cadre ratio.
- Assessing the student-faculty ratio as per AICTE standards.
- Evaluating the quality of internal examination question papers.
- Assessing the quality of assignments given to students.
- Reviewing the compliance with AICTE norms for faculty cadre ratio.

Research Innovations

- Reviewing the funds received from government and non-government external agencies.
- Assessing the number of papers published in conference proceedings.
- Evaluating the guidance provided by faculty members and the completion of PhD programs.
- Reviewing faculty participation in Faculty Development Programs (FDP).
- Evaluating the number and quality of industrial visits organized.
- Reviewing the frequency and impact of guest lectures delivered by industry professionals.
- Assessing the organization and effectiveness of Intellectual Property Rights (IPR) workshops and other industry innovation initiatives.
- Evaluating the number of Memorandums of Understanding (MOUs) signed and their activeness.
- Reviewing the technical events organized under the auspices of professional societies.




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Infrastructure and Learning Resources

- Reviewing the number of classrooms equipped with Information and Communication Technology (ICT) facilities.
- Assessing the quality and adequacy of laboratory facilities available.
- Evaluating the number and variety of books available in the department library.
- Assessing the quality of computing facilities and the total number of computers available.
- Reviewing the facilities and resources available at the common computer centre.
- Evaluating the availability, speed, and reliability of internet and Wi-Fi facilities.
- Assessing the quality, capacity, and management of hostel facilities.
- Reviewing the availability and efficiency of transport facilities provided to students and staff.
- Evaluating the availability and quality of drinking water facilities.
- Assessing the effectiveness and coverage of safety and security measures on campus.
- Reviewing the maintenance practices and cleanliness standards of the campus.

Student Support and Progression

- Reviewing the development and impact of innovative projects, products, and applications created by students and faculty.
- Assessing the organization and participation in cultural activities.
- Evaluating the frequency, variety, and impact of sports activities conducted.
- Reviewing the contributions made by alumni towards department development and the organization of alumni meet events.
- Assessing the support and training provided for students preparing for higher studies and competitive exams.
- Evaluating the percentage of students successfully placed through campus recruitment.

Governance, Leadership and Management

- Reviewing the process and adequacy of budget allocation for various departmental needs.




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- Evaluating the effectiveness and efficiency of budget utilization.
- Reviewing the organization and effectiveness of class committee meetings.
- Assessing the frequency, agenda, and outcomes of department meetings.
- Reviewing the number of Faculty Development Programs (FDP) and Short-Term Training Programs (STTP) organized.
- Assessing the frequency and effectiveness of training programs organized for technical staff.
- Evaluating the quality initiatives undertaken by the Internal Quality Assurance Cell (IQAC).

Innovations and Best Practices

- Evaluating the innovative uses of technology in administrative processes, academic support services, and student engagement.
- Reviewing initiatives aimed at enhancing digital literacy among students and staff.
- Identifying best practices in student advising, counseling, career services, and academic support.
- Assessing the efforts to enhance student engagement, retention, and success through innovative programs and interventions.
- Evaluating the initiatives to foster environmental awareness and responsibility among students and staff.

ACTION TAKEN:

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

Teaching-Learning and Evaluation

- Adjusted admission criteria and marketing strategies to match total capacity.
- Addressed faculty shortages through recruitment or workload adjustments.
- Enhanced student support services and reviewed curriculum for improvement.
- Encouraged faculty to pursue PhDs and recruited new PhD-qualified faculty.
- Developed and implemented a plan to meet AICTE norms for faculty numbers.



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- Established guidelines for designing high-quality exam questions.
- Implemented measures to improve assignment quality and assessment.

Research Innovations

- Reviewed faculty participation in Faculty Development Programs (FDP).
- Evaluated number and quality of industrial visits organized.
- Reviewed frequency and impact of guest lectures delivered by industry professionals.
- Evaluated number of Memorandums of Understanding (MOUs) signed and their activeness.

Infrastructure and Learning Resources

- Reviewed classrooms equipped with Information and Communication Technology (ICT) facilities.
- Assessed quality and adequacy of laboratory facilities.
- Evaluated number and variety of books available in department library.
- Assessed quality of computing facilities and total number of computers available.
- Reviewed facilities and resources available at common computer centre.
- Assessed quality, capacity, and management of hostel facilities.
- Reviewed availability and efficiency of transport facilities provided to students and staff.
- Evaluated availability and quality of drinking water facilities.
- Assessed effectiveness and coverage of safety and security measures on campus.
- Reviewed maintenance practices and cleanliness standards of the campus.

Student Support and Progression

- Reviewed development and impact of innovative projects, products, and applications created by students and faculty.
- Evaluated frequency, variety, and impact of sports activities conducted.
- Reviewed contributions made by alumni towards department development and organization of alumni meet events.



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- Assessed support and training provided for students preparing for higher studies and competitive exams.
- Evaluated percentage of students successfully placed through campus recruitment.

Governance, Leadership and Management

- Reviewed budget allocation process and adequacy for various departmental needs.
- Evaluated effectiveness and efficiency of budget utilization.
- Reviewed organization and effectiveness of class committee meetings.
- Assessed frequency, agenda, and outcomes of department meetings.
- Reviewed number of Faculty Development Programs (FDP)
- Assessed frequency and effectiveness of training programs organized for technical staff.
- Evaluated quality initiatives undertaken by the Internal Quality Assurance Cell (IQAC).

Innovations and Best Practices

- Evaluated innovative uses of technology in administrative processes, academic support services, and student engagement.
- Reviewed initiatives aimed at enhancing digital literacy among students and staff.
- Identified best practices in student advising, counselling, career services, and academic support.
- Assessed efforts to enhance student engagement, retention, and success through innovative programs and interventions.
- Evaluated initiatives to foster environmental awareness and responsibility among students and staff

A. M. Harindharan
Date and signature of the Audit Committee Chairman:

[Signature]
Date and Signature of the IQAC coordinator:



[Signature]
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RAAK

RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110 PERAMBAL

Date: 14.03.2022

RAAK/AAA/307

CIRCULAR

This is to inform you that an Academic and Administration Audit will be conducted on 21st March 2022. 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. Ahmad No 2.
PRINCIPAL

COPY TO:

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- Secretary
- All Department Heads
- Circular Board/Office



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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT- 2021- 2022

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	2021- 2022
Semester of Audit	EVEN
Date of Audit	21.03.2022
Internal Auditor Committee	Dr.G.MOHAMMED NAZAR Mr.MOHAMMED ILIYAS Mr.R.PRADAP Dr.D.BARANITHARAN Mr.SARAVANAN Dr.P.KATHAVARAYAN Mr. S.SATHISH
Time of Audit	10.00 AM to 03.00 PM



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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
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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: 21 March 2022

Time	Activity	
21 th Mar 2022, 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 Annamalai 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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	Projectors in Class Rooms	Yes
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	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	




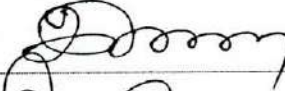
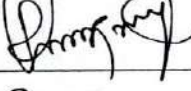

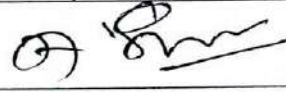
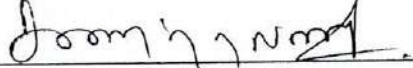
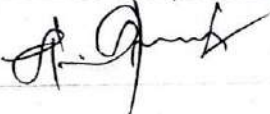
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AAA COMMITTEE

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




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COLLEGE

SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	19
	Addressing Student Diversity	30	28
	Teaching and Learning Methods	50	46
	Teacher Qualifications and Expertise	50	45
	Assessment Methods and Reforms	50	47
	Student Achievement and Learning Outcomes	50	46
	Student Satisfaction Feedback	50	43
	Total		300
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	23
	Securing Resources for Research	20	17
	Fostering an Innovation Ecosystem	20	16
	Research Output and Recognition	30	26
	Consultancy and Advisory Services	20	12
	Outreach and Extension Programs	30	26
	Partnerships and Collaborations	20	16
	Enhancing Research Capabilities and Infrastructure	30	25
Total		200	161
Infrastructure and Learning Resource	Campus Physical Facilities	30	26
	Library as a Learning Resource	20	17
	IT Infrastructure and Resources	20	18
	Maintenance of Campus Infrastructure	30	27
	Accessibility and Inclusivity of Facilities	20	17
	Availability of Laboratories and Equipment	30	26
	Student Accommodation and Housing	20	18
Recreational and Sports Facilities	30	27	



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Student Support and Progression	Health and Wellness Centers	20	15
	Safety and Security Measures	30	25
	Total	250	216
	Student Support Services	20	16
	Academic Advising and Counseling	20	18
	Student Progression and Development	20	16
	Career Guidance and Placement Services	30	27
	Student Engagement and Activities	20	18
	Health and Wellness Support	30	28
	Financial Aid and Scholarships	20	15
	Mentorship Programs	30	26
	Alumni Relations and Involvement	30	28
	Support for Students with Disabilities	30	29
	Extracurricular and Co-curricular Opportunities	30	22
	Total	250	243
Governance, Leadership and Management	Institutional Vision and Leadership	30	26
	Strategy Development and Implementation	30	27
	Faculty Empowerment and Development Strategies	30	28
	Financial Management and Resource Mobilization	30	26
	Internal Quality Assurance Systems	30	29
	Total	150	136
Institutional Values and Best Practices	Institutional Values and Social Responsibilities	20	19
	Best Practices and Innovations	20	18
	Institutional Distinctiveness	10	7
	Total	50	46
Total Score	1200	1076	



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Checking the availability and utilization of laboratory and research facilities.
- Measuring student satisfaction through surveys and feedback.
- Examining the support services available to students, such as counseling and career guidance.
- Analyzing the success rate of students in national and international competitions.
- Reviewing the institution's efforts towards inclusivity and accessibility for all students.

Research Innovations

- Identifying the number of patents filed and granted to faculty and students.
- Reviewing the frequency and quality of research seminars and workshops conducted.
- Monitoring the mentorship and support provided to students for research projects.
- Analyzing the participation in national research conferences.
- Reviewing the establishment and effectiveness of research laboratories.

Infrastructure and Learning Resources

- Inspecting the quality and sufficiency of laboratory facilities available.
- Counting and categorizing the variety of books in the departmental library.
- Examining the quality of computing facilities and the total number of available computers.
- Checking the availability, speed, and reliability of internet and Wi-Fi services.
- Reviewing the quality, capacity, and management of hostel accommodations.
- Assessing the availability and efficiency of transport services provided to students and staff.
- Verifying the availability and quality of drinking water facilities.
- Monitoring the effectiveness and coverage of campus safety and security measures.



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Student Support and Progression

- Analyzing the creation and influence of innovative projects, products, and applications developed by students and faculty.
- Examining the organization and participation in cultural activities.
- Measuring the frequency, diversity, and impact of sports activities conducted.
- Reviewing the support and training offered to students preparing for higher studies and competitive exams.
- Calculating the percentage of students successfully placed through campus recruitment.

Governance, Leadership and Management

- Examining the process and adequacy of budget allocation for various departmental needs.
- Assessing the efficiency and effectiveness of budget utilization.
- Reviewing the structure and efficacy of class committee meetings.
- Evaluating the frequency, agenda, and outcomes of departmental meetings.
- Examining the frequency and effectiveness of training programs provided for technical staff.
- Evaluating the quality improvement initiatives undertaken by the Internal Quality Assurance Cell (IQAC).

Innovations and Best Practices

- Assessing the creative applications of technology in administrative processes, academic support services, and student engagement.
- Reviewing programs aimed at improving digital literacy among students and staff.
- Identifying exemplary practices in student advising, counseling, career services, and academic support.
- Evaluating initiatives to enhance student engagement, retention, and success through innovative programs and interventions.
- Assessing efforts to promote environmental awareness and responsibility among students and staff.



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ACTION TAKEN:

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

Teaching-Learning and Evaluation

- Checked availability and utilization of laboratory and research facilities.
- Measured student satisfaction through surveys and feedback.
- Examined support services available to students, such as counseling and career guidance.
- Analyzed success rate of students in national and international competitions.
- Reviewed institution's efforts towards inclusivity and accessibility for all students.

Research Innovations

- Quantified the number of patents filed and granted to faculty and students.
- Reviewed the frequency and quality of research seminars and workshops conducted.
- Monitored the mentorship and support provided to students for research projects.
- Analyzed the participation in national research conferences.
- Reviewed the establishment and effectiveness of research laboratories.

Infrastructure and Learning Resources

- Examined the quality of computing facilities and the total number of available computers.
- Checked the availability, speed, and reliability of internet and Wi-Fi services.
- Reviewed the quality, capacity, and management of hostel accommodations.
- Assessed the availability and efficiency of transport services provided to students and staff.
- Verified the availability and quality of drinking water facilities

Student Support and Progression

- Examined the coordination and participation in cultural activities.
- Evaluated the frequency, diversity, and impact of sports activities conducted.
- Reviewed the assistance and training provided to students preparing for higher studies and competitive exams.



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- Calculated the percentage of students successfully placed through campus recruitment.

Governance, Leadership and Management

- Assessed the efficiency and effectiveness of budget utilization.
- Reviewed the organization and impact of class committee meetings.
- Examined the frequency, agenda, and outcomes of departmental meetings.
- Assessed the effectiveness of training programs for technical staff.

Innovations and Best Practices

- Evaluated the innovative use of technology in administrative processes, academic support services, and student engagement.
- Reviewed initiatives targeting improved digital literacy among students and staff.
- Identified best practices in student advising, counselling, career services, and academic support.
- Assessed initiatives aimed at enhancing student engagement, retention, and success through innovative programs and interventions.

A. M. N. S.

Date and signature of the Audit Committee Chairman:

[Signature]

Date and Signature of the IQAC coordinator:



[Signature]

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