

# ACADEMIC & ADMINISTRATIVE AUDIT

## RAAK ARTS AND SCIENCE COLLEGE

(NO. 1, BASHEER CAMPUS, PERAMBAL ROAD, PERAMBAL, VANUR (T.K.),  
VILLUPURAM, DISTRICT - 605 110)

### CERTIFICATE OF COMPLIANCE

The External Academic and Administrative Audit of RAAK ARTS AND SCIENCE COLLEGE was done on **16/06/2023** for the academic year **2022-2023**.

The Purpose of the audit was to ensure that the process followed in the campus are in accordance with the Academic and Administrative Policies adopted by the College. The methodology used in the audit are Physical Inspection of relevant documents, records review & interviews.

The audit was performed by **Dr. K. Sathyanarayanan** and **Mr. S. M. Raj Bharath**.

The audit report indicate that the academic and administrative process and procedures of RAAK ARTS AND SCIENCE COLLEGE are found to be in order.



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**Dr. K. SATHYANARAYANAN**  
Executive Director  
IRCA Registered Lead Auditor  
IRCA No: 73114

*K. Sathyanarayanan*



Certificate No: PSQC895

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



# RAAK ARTS AND SCIENCE COLLEGE

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RAAK ARTS AND SCIENCE COLLEGE

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)  
ACADEMIC YEAR 2022-2023



ACADEMIC AND ADMINISTRATIVE AUDIT CONDUCTED BY  
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## AAA Audit report

2022-2023

### External auditors

1. Dr. K. Sathyanarayanan, Executive Director, IRCA Registered Lead Auditor, IRCA
2. S. M. Raj Bharath, PS Quality Certification Pvt. Ltd.

### Internal Auditors

1. Dr. G. Senthilnathan, IQAC Coordinator, RAAK ARTS AND SCIENCE COLLEGE



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## ACADEMIC AND ADMINISTRATIVE AUDIT

2022-23

### Schedule for RAAK ARTS AND SCIENCE COLLEGE

16 <sup>th</sup> June 2023	
External Expert: Dr. K. Sathyanarayanan, S. M. Raj Bharath	
Internal IQAC Expert: Dr. G. Senthilnathan	
RAAK ARTS AND SCIENCE COLLEGE	
TIME	DEPARTMENT
9.00 AM - 10.30 AM	Presentation about their department
10.30 AM - 10.45 AM	Meeting with Faculty (Teaching & Non-Teaching)
10.45 AM - 11.30 AM	Visit to Admin and Academic office
11.30 AM - 12.00 AM	Visit to Library
12.00 AM - 1.00 PM	Visit to Placement Cell, Gender Sensitization, Disable Students, Examination Cell, Anti-ragging cell, Grievance redressal committee, Sports Etc.
1:00 PM - 2:00 PM	Lunch
2.00 PM - 3.00 PM	Visit to IQAC Department
3.00 PM - 4.30 PM	Documents Verification
4.30 PM - 5.00 PM	Exit Meeting



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## PROFILE OF RAAK ARTS AND SCIENCE COLLEGE 2022-23

Name	RAAK ARTS AND SCIENCE COLLEGE
Address	No.1, Basheer Campus, Perambai Road, Perambai, Vanur (T.K.), Villupuram Dist. – 605 110
Website	<a href="http://www.raakasc.edu.in">www.raakasc.edu.in</a>
Status/Type of the Institution	Private – Affiliated
Year of Establishment	2009
Main Campus Area	16 Acres
IQAC Establishment Date	13/01/2021
<b>Governance</b>	
Chairman	Er. B. Mohamed Farouk
Secretary	Prof. Emthiyas Mohideen
Principal	Dr. A. Ramnath
IQAC Coordinator	Dr. G. Senthilnathan
<b>UNDER GRADUATE PROGRAMS OFFERED</b>	
1	B.Com. General
2	B.B.A. Business Administration
3	B.Com. Corporate Secretaryship
4	B.Com. Computer Application
5	B.Sc. Mathematics
6	B.Sc. (IT)
7	B.Sc. Physics
8	B.Sc. Chemistry
9	B.Sc. Computer Science
10	B.C.A.
11	B.A. English
12	B.A. Tamil
<b>POST GRADUATE PROGRAMS OFFERED</b>	
1	M.Sc. Chemistry
2	M.Sc. Mathematics
3	M.Sc. Computer Science
4	M.Com. (Computer Application)
5	M.Com. General
6	M.S.W. (Master of Social Work)
7	M.B.A. (Master of Business Administration)



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AVAILABILITY OF GENERAL AND RESIDENTIAL FACILITIES		
1	Boy's hostel	Yes
	Number of hostels	1
	Number of residents	40
2	Girl's hostel	Yes
	Number of hostels	1
	Number of residents	20
3	Auditorium/ Seminar complex with infrastructural facilities	2
4	Sports facilities	Yes
	Outdoor	Yes
	Indoor	Yes
5	Cafeteria	Yes
6	Health Centre (Fid facility, Outpatient facility, Inpatient facility, Ambulance facility, Emergency care facility, Health centre staff)	Yes
7	Transport facilities to cater the needs of the students and staffs	Yes
8	Powerhouse	Yes
9	Fire safety measures	Yes
10	Waste Management facility, particularly bio-hazardous waste	Yes
11	Potable water and water treatment	Yes
12	Renewable / Alternative source of energy	Yes



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## EXECUTIVE SUMMARY

### **About College**

RAAK Arts and Science College (RASC), Perambai, Tamil Nadu is currently affiliated to Annamalai University, Annamalai Nagar, Chidambaram, Tamil Nadu, India. The college was established in the year 2009 under Farouk Educational Trust. Till 2020, it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. The college currently offers seven postgraduate programs and twelve undergraduate programs. Graduates in the fields of the arts, sciences, commerce, business administration, social work, information technology, and computer science have all been supported by the college. As a result, there is an interdisciplinary environment that encourages students to learn across disciplines and conduct research. RASC is located in a green campus with all the amenities that are required, such as labs, ICT classrooms, transportation options, etc.

RAAK Arts and Science College (RASC) boasts an excellent infrastructure and convenient college hours, operating from 9:45 AM to 3:30 PM. The college is staffed by well-experienced and highly qualified faculty members. It features a modern computer lab equipped with high-speed internet, well-ventilated chemistry and physics labs with modern equipment, and a digital library stocked with a vast collection of reference books, journals, and magazines. The campus includes a well-maintained playfield with separate courts for volleyball, kabaddi, Kho-Kho, badminton, and cricket. Additional amenities include a hygienic canteen, hostel, and transport facilities, 24x7 medical care support, a secure campus monitored by CCTV surveillance, and pure drinking water facilities provided by RO plant.

### **The Vision statement**

To achieve excellence in delivering quality education of global standards, coupled with innovative practice using advanced technology and expertise transforming the student community into potential global leaders with accountability to meet the social, national and dynamic global challenges.

### **The Mission statement**

1. To create and nurture learning and knowledge based a environment, conducive to the pursuit of quality education which would transform a socially responsible



  
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generation to act on their professional values and beliefs.

2. To bring about their overall personality development, fostering a caring and creative environment that emphasizes physical, social and intellectual development.
3. To instill a sense of understanding, remarkable resilience and enduring adaption to a diverse, competitive and dynamic society.
4. The mission of the trust is to empower young men and women to face the challenges of life with courage and commitment to be builders of a human and a just society and to promote a learning community in which all, especially those from less privileged backgrounds, feel part of the collaborative high-quality educational process which is value based and leads to holistic growth.

## CRITERIA-WISE SUMMARY

### **Curricular Aspects**

RAAK Arts & Science College is dedicated to providing a comprehensive and dynamic curriculum that meets the educational needs of its diverse student population. The college follows a structured curriculum framework that aligns with the guidelines set by the Affiliated University and is designed to promote holistic development.

The curriculum is developed through a collaborative process involving faculty members, industry experts, and academic advisors. This ensures that it remains relevant to contemporary societal needs and equips students with the necessary skills to excel in their chosen fields. Regular reviews and updates to the curriculum are conducted based on feedback from stakeholders, including students, alumni, and employers, to enhance its effectiveness and adaptability.

The college offers a variety of programs in arts and science disciplines, emphasizing interdisciplinary learning and research. Core subjects are complemented by elective courses that allow students to tailor their education according to their interests and career aspirations. Additionally, the curriculum incorporates innovative teaching methodologies, including project-based learning, seminars, and workshops, to foster critical thinking and problem-solving abilities. To support experiential learning, RAAK Arts & Science College encourages student participation in internships, field studies, and community service initiatives. These practical experiences not only enrich the academic journey but also prepare students for real-world challenges. The college



  
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also emphasizes the importance of co-curricular activities, which are integrated into the curriculum to enhance students' overall development.

The college's commitment to academic excellence is reflected in its focus on quality assurance and enhancement practices. Faculty members are encouraged to engage in continuous professional development, ensuring that they remain at the forefront of their respective fields.

College strives to provide a well-rounded education that empowers students to become knowledgeable, skilled, and socially responsible individuals, prepared to contribute positively to society. This commitment to curricular excellence is fundamental to the college's mission of fostering a learning environment that promotes academic achievement and personal growth.

### Value-added courses designed by the faculties imparting transferable and life skills offered

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Number of students enrolled in the year	Number of Students completing the course in the year
History of Tamil Grammar	50	50
Introduction - Soft Skill	19	19
Emotional Intelligence	71	67
Financial Modelling	75	75
Logistics Management	75	75
Security Market	37	37
Ecology and Waste Management	24	24
Geographical Information system	36	36
Health and Nutrition	26	26
Budgeting and Scheduling Project	37	37
Cyber Security	51	51
Advanced MS-Excel	46	46
3D Technology	46	46
Word Processing	41	41
Mathematics	2	2



  
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Psychochemical Biological Characteristics of Water	62	62
Fundamentals of Green Chemistry	41	41
Tally with GST	59	59
Mathematical Logic	6	6
Introduction - Perl	10	10
Introduction - Computation Chemistry	26	26
Six Sigma	55	55
Gerontology Understanding Ageing and Older Adults	9	9

## Teaching-learning and Evaluation

RAAK Arts & Science College is committed to fostering an effective teaching-learning environment that promotes academic excellence and holistic development. The college adopts a student-centered approach, emphasizing active participation and engagement in the learning process. Faculty members employ diverse pedagogical methods, including lectures, group discussions, interactive sessions, and hands-on activities, to cater to various learning styles and enhance student understanding.

To facilitate meaningful learning experiences, the college integrates modern technology into its teaching practices. Smart classrooms, digital resources, and online platforms are utilized to support interactive learning and make educational content more accessible. This technological integration not only enriches the learning experience but also prepares students for the digital demands of the contemporary workplace.

Assessment and evaluation at RAAK Arts & Science College are designed to be comprehensive and continuous. A combination of formative and summative assessments is employed, including quizzes, assignments, projects, and examinations. This multifaceted approach allows for a thorough evaluation of student learning and helps identify areas for improvement. Feedback from assessments is timely and constructive, enabling students to reflect on their performance and take necessary actions for academic enhancement.



  
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The college encourages faculty members to engage in regular professional development activities to stay updated with the latest teaching methodologies and evaluation techniques. Workshops, seminars, and training sessions are organized to foster faculty skills and promote innovative teaching practices.

In addition to academic evaluations, the college recognizes the importance of co-curricular and extracurricular activities in the overall development of students. Participation in various clubs, organizations, and community service initiatives is encouraged, providing students with opportunities to develop leadership, teamwork, and communication skills.

RAAK Arts & Science College continuously seeks feedback from students regarding the teaching-learning process. This feedback informs ongoing improvements and adjustments to curricula, teaching methods, and assessment strategies.

RAAK Arts & Science College is dedicated to creating a vibrant teaching-learning ecosystem that empowers students to achieve their academic goals while fostering personal and professional growth. The college's commitment to quality education and continuous improvement ensures that it meets the diverse needs of its student population effectively

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
912	88	1:10

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
88	88	-	-	31



  
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## Result-Trend Analysis

Year	Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination
2022-2023				
2022 - 2023	U07	B.A TAMIL	4	4
2022 - 2023	U04	B.A ENGLISH	6	5
2022 - 2023	U25	B.SC., MATHS	2	2
2022 - 2023	U11	B.COM (COMPUTER APPLICATION)	23	7
2022 - 2023	U10	B.COM	75	60
2022 - 2023	U08	B.COM (CORPARATE SECRETARYSHIP)	11	11
2022 - 2023	U08	B.B.A	23	20
2022 - 2023	U09	B.C.A	15	14
2022 - 2023	U18	B.SC., COMPUTER SCIENCE	19	15
2022 - 2023	U17	B.SC., CHEMISTRY	24	14
2022 - 2023	412	M.SC., COMPUTER SCIENCE	5	5
2022 - 2023	307	M.COM.,	46	46
2022 - 2023	412	M.SC., MATHS	5	2
Total			258	205

## Research, Innovations and Extension

RAAK Arts & Science College is dedicated to promoting a robust research culture that encourages innovation and community engagement. The college recognizes research as a vital component of academic excellence and is committed to fostering an environment conducive to scholarly inquiry and creativity among both faculty and students.

The college actively supports research initiatives by providing access to resources, funding, and facilities. Faculty members are encouraged to engage in research activities aligned with their areas of expertise, and they are provided opportunities for collaboration with external research organizations and institutions. The college organizes workshops, seminars, and conferences to facilitate knowledge sharing and promote interdisciplinary research. These initiatives not only



  
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enhance the research capabilities of faculty but also inspire students to participate in research projects and explore their interests in various fields.

Innovation is a key focus at RAAK Arts & Science College. The college encourages students and faculty to develop new ideas, products, and solutions that address contemporary challenges. Innovation labs and incubation centers have been established to nurture entrepreneurial spirit and facilitate the translation of research findings into practical applications. Through these initiatives, the college aims to cultivate a culture of creativity and problem-solving that empowers students to become innovative thinkers and leaders in their respective fields.

The college is also deeply committed to extending its reach into the community through outreach programs and initiatives. These programs aim to address local social issues and contribute to community development. Students are encouraged to participate in various extension activities, including health camps, environmental awareness programs, and educational workshops for underprivileged groups. Such initiatives not only enhance students' practical skills but also instill a sense of social responsibility and civic engagement.

RAAK Arts & Science College prioritizes research, innovation, and extension as integral components of its mission. By fostering a vibrant research culture, promoting innovative practices, and engaging with the community, the college aims to contribute positively to society while enhancing the academic and personal development of its students. This commitment to excellence in research and community service positions RAAK Arts & Science College as a leader in higher education.

## Extension and outreach activities

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity
World Environment Awareness Campaign	Arunthathi Madhar Sangam	Environmental Awareness	2022-2023
Blood Donation Camp	PIMS	Health Awareness	2022-2023
Tree Plantation Camp	Pichavaam Village	Environmental Awareness	2022-2023
HIV/AIDS Awareness	Mundipakam Gh	Health Awareness	2022-2023
Swachh Bharat Abhiyan - Temple Cleaning	Temple Cleaing	Swachh Bharat Abhiyan	2022-2023
Drugs Rally	Auroville GH	Health Awareness	2022-2023



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Beach Cleaning Drive	Auroville Beach	Cleaning	2022-2023
Voter Awareness Rally	Election Department	Voter Awareness	2022-2023
Voter Awareness Rally	Election Department	Voter Awareness	2022-2023
Cleanliness Awareness Drive - Swachh Bharat Abhiyan	Seminar in Erumbai	Cleaning	2022-2023
River Cleaning Drive	Mangro Forest	Cleaning	2022-2023
Road Safety Rally	Villunur Police	Road Awareness	2022-2023
World Water Day Celebration	Puducherry Corporation	Water Awareness	2022-2023
No Smoking Pledge	TN Govt	Health Awareness	2022-2023
Yoga Day	MSW Department	Health Awareness	2022-2023

## Infrastructure and Learning Resources

The Institution has adequate infrastructure and physical facilities for teaching- learning, viz., classrooms, laboratories, computing equipment etc.

## ACADEMIC ACTIVITIES

S. NO	DETAILS	NUMBER
1	Class rooms	42
2	Labs	6
3	Seminar hall	1
4	Library	1

## ADMINISTRATIVE AREA

S. NO	DETAILS	NUMBER
1	Principal room	1
2	Meeting Hall	1
3	Office room	1



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4	Physical Director Room	1
5	Examination	1
6	Placement cell	1
7	IQAC	1
8	Counselling Room	1
9	Student Grievance cell	1

## Library

S.NO	DETAILS	COUNT
1	Total No. of Books	7004
2	Reference Books	174
3	DELNET Journals	96
4	E-Books	1579

## AMENITIES AREA

S. NO	DETAILS	NUMBER
1	Cafeteria	1
2	Health centre	1
3	Indoor Sports	1
4	Yoga & Meditation Hall	1
5	Gym	1



  
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## Sports Facilities at the Campus

S. NO	DETAILS	AVAILABILITY
1	Volley Ball Court	Yes
2	Ball Badminton Court	Yes
3	Kabaddi Court	Yes
4	Kho-Kho	Yes

## Student Support and Progression

RAAK Arts & Science College is dedicated to fostering a supportive environment that enhances student success and progression throughout their academic journey. Recognizing the diverse needs of its student body, the college offers a comprehensive array of support services designed to promote academic achievement, personal development, and career readiness.

Academic support is a primary focus of the college. To facilitate learning, RAAK Arts & Science College provides tutoring and mentoring programs that connect students with faculty members and experienced peers. This personalized guidance helps students navigate their coursework and overcome academic challenges. Additionally, the college organizes workshops on effective study techniques, time management, and examination strategies, equipping students with essential skills to excel academically.

The college also places significant emphasis on career development and progression. The dedicated placement cell actively assists students in preparing for the job market through various initiatives. Career counseling sessions, resume writing workshops, and mock interviews are conducted to enhance students' employability skills. Moreover, the college collaborates with various industries to provide internship opportunities and facilitate campus recruitment drives, ensuring that students gain practical experience and valuable connections in their chosen fields.

Holistic development is integral to the college's mission. RAAK Arts & Science College offers numerous co-curricular and extracurricular activities, including clubs, sports, and cultural events, to promote students' overall growth. These activities encourage students to explore their interests, develop leadership skills, and foster a sense of community and belonging within the college.



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Mental health and well-being are prioritized, with counseling services readily available to support students facing personal challenges. Workshops on stress management, resilience, and emotional well-being are regularly conducted, helping students develop coping strategies and maintain a healthy work-life balance.

RAAK Arts & Science College is committed to providing robust student support systems that enhance academic performance, personal growth, and career readiness. By addressing the diverse needs of its students, the college empowers them to achieve their goals and prepares them for successful futures, ensuring a well-rounded educational experience.

Activity	From	Number of Participants
Goal Setting	24.08.2022	225
Decision Making Skills	21.09.2022	168
Communication Strategy for leaders	14.07.2022	206
HIV/AIDS Awareness	01.12.2022	112
Tally Workshop	10.12.2022	168

## Governance, Leadership and Management

RAAK Arts & Science College is committed to a governance and management framework that promotes effective leadership, transparency, and accountability. The college operates under a well-defined organizational structure that facilitates strategic decision-making and ensures the smooth functioning of its various academic and administrative departments. The leadership team, comprising experienced faculty and administrators, is dedicated to fostering a collaborative and inclusive environment that supports the institution's mission and vision.

The college's governance model emphasizes participatory decision-making, involving stakeholders at all levels, including faculty, staff, students, and alumni. Regular meetings and consultations are conducted to gather input and feedback on institutional policies, academic programs, and administrative processes. This inclusive approach not only enhances the quality of decisions but also fosters a sense of ownership and commitment among stakeholders.

RAAK Arts & Science College prioritizes academic excellence and continuous improvement through its strategic planning processes. The institution regularly evaluates its performance against established goals and objectives, utilizing data-driven assessments to inform future initiatives.



  
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This commitment to quality assurance ensures that the college remains responsive to the evolving educational landscape and the needs of its student population.

Leadership development is a core focus at RAAK Arts & Science College. Faculty members are encouraged to engage in professional development opportunities, including workshops, conferences, and research activities, to enhance their leadership capabilities. The college also supports the formation of various committees and task forces, providing platforms for faculty and staff to take on leadership roles and contribute to institutional development.

The management of resources, including financial, human, and physical assets, is conducted with utmost integrity and efficiency. The college adheres to established policies and procedures to ensure the judicious use of resources, promoting sustainability and long-term growth.

RAAK Arts & Science College exemplifies effective governance, leadership, and management practices that foster an environment of collaboration, innovation, and accountability. Through its commitment to participatory decision-making and continuous improvement, the college aims to provide a high-quality educational experience that prepares students for success in their future endeavors.

Title of the administrative training Programme organized for non-teaching staff	From date	To Date	Number of participants
Ethics and Positive Attitude for Success in the workplace	24.08.2022	25.08.2022	15

Name of quality initiative by IQAC	Date of program	Number of participants
Positive Aspects of Teaching Practice (FDP)	19.09.2022 to 23.09.2022	84

## SWOC ANALYSIS OF RAAK ASC

Conducting a SWOC analysis (Strengths, Weaknesses, Opportunities, Challenges) for RAAK Arts and Science College (RAAKASC) provides a comprehensive understanding of its internal capabilities and external factors that influence its performance and strategic planning.

Strengths:



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- Committed Management
- Brand Name
- Retention of employee
- Highly qualified faculty
- Modern infrastructure

## Weaknesses:

- Need to focus on quality publications, patent filing and to explore commercial potential.
- Consultancy services need to be increased.
- Limited scope for research and consultancy activities
- Limited scope for altering University curriculum
- Industry-Institute interaction needs further improvement.
- Need to increase placement in core companies.

## Opportunities:

- To acquire NAAC accreditation for all programs.
- To be an autonomous institution for revision of curriculum to suit to the requirements of industry.
- To increase fundamental and applied research
- To start the research centres in each branch of Arts and Science
- To sign MoUs with more industries research organizations to facilitate the students and the teachers
- To increase the consultancy.

## Challenges:

- Competition with new higher education institutions like deemed universities
- Attraction for students to migrate towards metro cities for admissions
- Need for improving employability of the students in the current scenario of rapidly changing technology and requirements as well as policies prevailing from time to time in MNCs.



  
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# 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.

## Institutional Values and Best Practices

RAAK Arts & Science College is deeply committed to fostering a culture of excellence, integrity, and social responsibility through its institutional values and best practices. The college's core values emphasize inclusivity, respect, academic integrity, and a commitment to lifelong learning. These principles guide the institution's mission to provide high-quality education that prepares students to become responsible and engaged citizens.

Inclusivity is at the heart of RAAK Arts & Science College's ethos. The college actively promotes diversity and ensures that all students, regardless of their background, have equal access to educational opportunities and resources. This commitment to inclusivity is reflected in various initiatives aimed at supporting underrepresented groups, fostering a sense of belonging, and creating an environment where every individual feels valued.

Academic integrity is paramount at RAAK Arts & Science College. The institution promotes ethical conduct in all academic activities, encouraging students and faculty to uphold the highest standards of honesty and integrity. Regular workshops and seminars on academic ethics are conducted to educate students about the importance of integrity in their scholarly pursuits.

In addition to its core values, RAAK Arts & Science College has implemented several best practices that enhance the overall educational experience. One notable practice is the integration of experiential learning opportunities, such as internships, community service, and research projects, which allow students to apply theoretical knowledge in real-world settings. This approach not only enriches learning but also fosters critical thinking and problem-solving skills.

The college also prioritizes environmental sustainability through various initiatives aimed at reducing its ecological footprint. These efforts include promoting green practices on campus, such as waste management and energy conservation, and encouraging students to engage in environmental awareness campaigns.

Furthermore, RAAK Arts & Science College emphasizes continuous feedback and improvement. Regular assessments of academic programs and student services are conducted to identify areas for enhancement, ensuring that the institution remains responsive to the evolving needs of its stakeholders.

RAAK Arts & Science College is dedicated to upholding its institutional values and implementing best practices that promote academic excellence, inclusivity, and social responsibility. Through



  
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these efforts, the college aims to create a nurturing and empowering environment that prepares students for success in their personal and professional lives.



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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **GENDER SENSITIZATION**

S. No	Parameters	Observation & Remark
1	What are the women-related courses/topics introduced in the curriculum in the various subjects taught?	Evident
2	Gender segregated data on students and faculty in various departments at UG/PG level.	Evident
3	Participation of women faculty in seminars/ conferences/ workshops/ faculty development programmes/ receiving awards/representation in various committees.	Evident
4	Percentage of women faculty actively involved in research/ guiding research students/ operating projects/ publishing and extension activities.	Evident
5	What are the specific research topics and extension activities related to women?	Evident
6	Availability of hostel/ separate common room/ toilet/Section for Women Gym/counselling /sports facilities for women.	Evident
7	Separate section for Gender-Related Resources in the Library.	Evident
8	Exclusive Scholarships for Women/ financial support and the students getting placement	Evident
9	Availability of women counsellors, sexual harassment cell, woman doctor.	Evident
10	Number of women in all selection /promotion committees/ academic/ administrative bodies of the institution.	Evident
11	Details on maternity leave, crèche for children.	Evident
12	Number of gender sensitization programmes conducted.	03 programs - Evident



  
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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **Library**

S. No	Parameters on Library	Observations & Remark
1	Does the library function on Saturdays, Sundays and holidays to facilitate use by students and faculty	Yes (Library working hours - Monday to Saturday: 9:00 AM to 4:00 PM)
2	Does the library have extended and appropriate working hours before/after the class hours	Evident
3	Does the college have a Library Advisory Committee? If Yes, what is the role of the library committee?	Yes, Library Advisory Committee plays an advisory role regarding the Library on matters of General Policy, Planning, Programs, Goals and Objectives in its support of Teaching, Learning and Research needs of the College.
4	Are the qualifications, experience and pay of the Librarian and as per government/UGC norms?	Evident
5	Has the librarian attended/participated in Continual professional development/orientation/refresher courses and workshops/seminars (national/regional)	Evident
6	Does the library have separate premises of its own? Does it contain minimum infrastructure facilities such as utilities, staff area, reading hall, periodicals section, circulation counter, service area, Information Display, etc.?	Evident
7	What is the ratio of the seating capacity to the users (students and faculty)?	100
8	Is the Alternate Backup/Generator facility extended to the library?	Yes
9	What are the measures for overall maintenance and cleanliness of the library?	Yes (Cleaning the library in routine manner, annual stock verification is done regularly and pest control implemented for the protection of library resources.)
10	Does the library have computers and Internet facilities?	Available (10 Computers)
11	Are the library functions automated? If Yes, are they fully/partially automated?	Fully automated (KOHA)
12	What are the financial/funding sources other than management?	NIL



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		<b>Yes (Institutional policy guidelines for administration &amp; functioning of the College library)</b>
13	Is there any defined policy for collection development, stock verification, promotion and training of library staff?	
14	Data on Availability of Resources	Data available with KOHA Software
15	Magazines	<b>Yes</b>
16	E- Information Resources	<b>Yes</b>
17	CD's /DVD's	Available
18	Databases	Evident
19	Online Journals	Evident
20	Competitive Examinations	Evident
21	Braille materials/Rare collection	Available
22	AV Materials	Yes
23	Remote Access to the library	Evident
24	Book Bank	Evident
25	Does the library provide the following basic services?	Evident
26	Circulation Services	Evident
27	Clipping services	Evident
28	Bibliographic compilation	Evident
29	Information display and notification services	Evident
30	Reference/referral services	Evident
31	Photocopy and printing services	Evident
32	User Orientation/Information Literacy	Evident
33	Resource sharing/ILL	Evident
34	Internet / digital resources availability	Evident
35	Average number of books issued/returned per day	<b>Yes (50)</b>
36	Number of reference enquiries (users) on an [] average per month (percentage may be specified)	Evident
37	Number of services delivered per student per month	Evident



  
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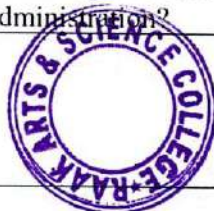
## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **HUMAN RESOURCE DEPARTMENT**

S. No	Parameters	Observation & Remark
1	Staff patterns conform to norms and standards prescribed for the purpose.	Available
2	Clear demarcation of functional responsibilities exists among the personnel	Evident
3	Job analysis, description and specifications have been clearly spelt out	Evident
4	Allocation and actual deployment of manpower is as per sanctioned strength and controls are available for monitoring efficient and effective utilization of manpower	Evident
5	Does the Institution have a manual / process document for guidance and information on Personnel administration related to HR Policies and procedures?	Evident
6	Is Appointment Letter issued to all the new recruits?	Evident
7	Do you have the procedure of confirming the new recruits after probationary period?	Evident
8	Does the Institution obtain concurrence / acknowledgment for the job roles / duties assigned to the employees?	Evident
9	Are Time Entry records pertaining to Casual leave, vacation and sick leave and other leaves are up to date?	Evident
10	Are sufficient training opportunities provided to improve employee work related competencies in accordance with regulatory requirements?	Evident
11	Are annual performance evaluations given to departmental Employees in accordance with the rules prescribed by the authority concerned?	Evident
12	Are Payroll records made available to employees at appropriate intervals? [Issue of Payslip, Annual Statement of PF Transactions, etc.,]	Evident
13	Have procedures been established to ensure that terminating employees return all Institutions ID cards, keys, laptops, equipment, etc., and that appropriate systems administrators are notified to remove all logon privileges to Institutions systems?	Evident
14	Are administrative employees sufficiently trained to perform assigned roles and responsibilities to support HR administration?	Evident



  
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15	Do you remit the statutory dues such as EPF, ESI, TDS, Professional Tax and other payments on Time?	Evident
16	Do you issue Form 16 from the TRACES Portal for your employees to facilitate them to file their income tax returns?	Evident
17	Does the HR team is on par with the education qualifications and salaried in accordance with the UGC norms?	Evident
18	Do promotion orders are given to faculty on Career Advancement Scheme (CAS) of UGC act?	Evident



  
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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **Examination Cell**

S.No	Parameters for Examination Cell	Observation & Remark
1	Is the Infrastructure of the Examination cell has the provision of Confidential space, Waiting Room and security at the premises	Available
2	Is Internal assessment date is announced giving a sufficient time until the conduct of the exam	Evident
3	Has the Portions for the test has been completed before the conduct of the exam	Evident
4	Has the Pattern for the Test has been communicated	Evident
5	Components for the Internal Marks	Evident
6	Examination Reforms Made.	Evident
7	Internal & External Examination Grievances Reported and Resolved	Evident
8	Mechanism for the examination related grievances	Evident
9	Does the examination cell adhere to the CIE according to the Academic Calendar	Evident
10	Is e-governance implemented in Examination Related Functions	Evident
11	Is Documents related to examination Cell Maintained	Evident
12	Teachers participated in the Question paper setting for the affiliating university	Evident
13	Teachers participated in the Evaluation of the Answer scripts for the affiliating University	Evident
14	Is the Conduct of Examination robust using IT facilities	Evident
15	Examination Policy/manual available?	Evident
16	Availability of Spacious tables and lighting for the ease of conducting the exams	Evident



  
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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **Placement Cell**

S. No	Parameters	Observation & Remark
1	Career Guidance and Competitive Examinations programs organized	Evident
2	Resume writing and Employability Enhancement Skills awareness given	Evident
3	Mock Interviews and GD sessions Organized	Evident
4	Institution -Industry Collaboration made.	Evident
5	No of On-Campus Drives Held in the Campus	Evident (08 drives conducted)
6	Students participation in Off-Campus drives	Evident
7	No of Core-Companies visiting the Institution	Evident (08 core companies)
8	Annual Report of the Placement done every year	Evident



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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ACADEMIC DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **ACADEMIC DEPARTMENTS**

S.no	Parameters	Observation & Remark
1	Year of Establishment	2009
2	Is the Department part of a School/Faculty of the Autonomous College	No
3	Names of programmes offered	B.A., B. Sc., B. Com., M. Com., M. Sc., MSW, MBA
4	Number of teaching posts Sanctioned/Filled	88/88
5	Number of Research Projects	09
6	Total grants received	6.72 lakhs
7	Number of Research Scholars/ Post Graduate students getting financial assistance from the University/State/ Central	N. A.
8	E-content and E-courses developed by the Teachers	Evident
9	student's participation in co-curricular and Extra-curricular activities	Evident
10	Innovative Teaching-Learning Methodologies introduced	Evident



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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **ADMIN & FINANCE DEPARTMENTS**

S.No	Parameters	Observation & Remark
1	Student Admission Mechanism	Available
2	Demand ratio for each programme	Evident
3	Is ERP Software used in Administration and Finance	Evident
4	Whether Reservation Policy is followed as per the Government Reservation Policy	Evident
5	The List of Government Scholarships Received by the Students	Evident
6	Fee- Waivers given by the Institution	Evident
7	Students Admitted from Other States and Abroad	Needs Improvement
8	No of Male and Female Students Ratio	667:251
9	Approval Letters from the Respective SRA	Available
10	Affiliation Letters from the Respective University	Available
11	Any Grants received under General Development Grants under XII Plan from UGC	NIL
12	Internal Audit Committee and its Composition	Available
13	Internal Audit Plan and inspection reports	Evident
14	Fee- Description for each program	Evident
15	External Financial Audit done for all years?	Evident
16	List of Different Committees and its activities	Evident
17	Minutes of the Meetings for the Meeting Held for the Development of the institution	Evident



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### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **STUDENT COUNCIL**

S.No	Parameters	Observation & Remark
1	Presence of Student Council?	Evident
2	Composition and MoM of the Student Council	Evident
3	Participation of the Student members in Library Committee	Evident (Reports Available)
4	Clubs and Extramural activities formation and reports	Evident
5	Students participation in cultural and sports activities	Evident (Student Sport Reports)
6	Symposia, Conferences, organized by the Students Council	Evident



  
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## INTERNAL QUALITY ASSURANCE CELL

### AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2022-23

Name of the Department: **GRIEVANCES CELL**

S.No	Parameters	Observation & Remark
1	Composition and Minutes of Grievances Cell	Evident (Two Meetings)
2	Guidelines/ Norms for Anti-Ragging/Sexual Harassment/Examinations from the Respective SRA	Evident (Policy for Anti ragging & Anti Sexual Harassment)
3	Online/Offline Grievances form	Evident (Forms Available in Institution Website)
4	Report on the Grievances Resolved	No Grievances Received
5	Action taken and the appropriate evidences	No Grievances Received
6	Online Grievances link	Evident (Forms Available in Institution Website)
7	Has the Institution has a Anti Ragging Squad	Evident



  
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The above reports were submitted by the Institution for conducting the Academic and Administrative audit for the academic year 2022-23.

The Academic and Administrative audit was performed by **P S Quality Certification Pvt. Ltd.**, with the data submitted by the institution. We attest to the validity of the above report.

External Auditors	Internal Auditors
<p><i>K. Jagannathan</i> Dr. K. Sathyanarayanan, Director, ISDE Academy, IRCA Registered Lead Auditor</p>	
<p><i>S. M. Raj Bharath</i> S. M. Raj Bharath, P S Quality Certification Pvt. Ltd.</p>	<p><i>G. Senthilnathan</i> Dr. G. Senthilnathan, IQAC Coordinator, RAAK ARTS AND SCIENCE COLLEGE</p>

**Date:** 16/06/2023

**Place:** RAAK ARTS AND SCIENCE COLLEGE, PERAMBAL



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