



SRI VIJAY VIDYALAYA COLLEGE OF ARTS & SCIENCE

Affiliated to Periyar University, Salem-11 & Recognised 2(f) and 12(b) under UGC Act, 1956.
Accredited with 'A' grade by NAAC.

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

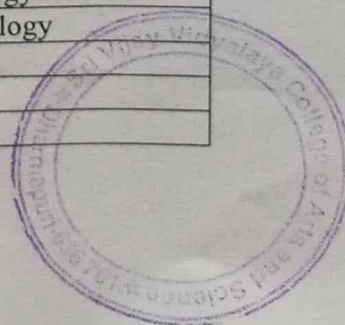
PERIOD OF ASSESSMENT 2022-2023

THE AUDIT COMMITTEE:

S.NO	NAME OF THE MEMEBERS	DESIGNATION
1	Dr. S. Govindarajan	Former Principal, SVVCAS-Dharmapuri.
2	Dr. M. Sampath	Assistant Professor, IQAC Member, Department of Mathematics, Periyar University, Salem
3	Dr. K.Balasundaram	Principal
4	Dr. P.G.Buvalalatha	Placement Director
5	Dr. S.Sivakumar	IQAC Coordinator

AUDIT SCHEDULE

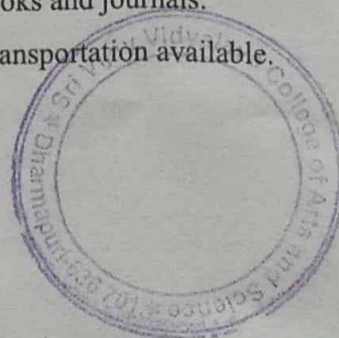
TIME	ACTIVITY
9.00 am	Reception
9.15 am	Discussion with Principal
9.16-09.45	Office
9.46 -10.10	Department of Botany
10.10-10.20	High Tea
10.21 -10.45	Department of Zoology
10.46 -11.10	Department of Physics
11.11 -11.40	Department of C.S
11.41 -12.00	Department of Chemistry
12.01 -12.30	Department of Microbiology
12.31 -1.00	Department of History
1.01 -1.30	Lunch
1.31 -2.00	Department of English
2.01 -2.30	Department of BBA
2.31 -2.45	Department of TFD
2.46 -3.00	Department of Nutrition and Dietetics
3.01 -3.15	Department of Tamil
3.16 -3.30	Department of Commerce
3.31 -3.45	Department of Economics
3.46 - 4.00	Department of Mathematics
4.01 -4.15	Department of Geography
4.16 -4.30	Department of Geology
4.31 -4.40	Department of Sociology
4.41 -4.50	Department of Psychology
4.56 -5.20	NSS, YRC/RRC
5.21-6.00	IQAC
6.01-6.30	Conclusion



- The institution has a very effective Audit method to realize, maintain, and improve the academic and Administrative processes and activities of the college and every department.
- In regular intervals, department and inter-department audits are done, so that, the IQAC can draw a SWOT analysis of the institution.
- This process is exercised based on the Curriculum, Teaching, Learning, Research, Student Support, Progress and Welfare, Faculty improvement, Community initiatives, Infrastructure development and Management support.
- The internal departmental audit is done by the HoD and a group of senior faculties.
- The inter-departmental audit is carried out by assigning different department heads and senior faculties to other departments.
- The auditing team for the institution on the whole is comprised of University Professors and Subject Experts.
- The interpretation and hypothesis are discussed with all the stakeholders for their inference and suggestions. This, in turn, supports the institution in revisiting its academic and administrative aspects for quality improvement

The Following are the Inferences and Suggestions in the Aspects given:

- The Institution is a Self-Finance College.
- Affiliated to Periyar University, Salem-11, Tamilnadu, India.
- The management and principal have a progressive vision and an organized strategy of action to implement a decentralized administrative network.
- Qualified and committed faculty members with experience are appointed.
- Departments operate in accordance with the policies formulated by management.
- UG- Programmes-22, PG- Programmes-11, M.Phil-Programmes-9, Ph.D., Research Programmes – 6.
- Faculty members – 155, Administrative staff- 4, Supporting Staff - 22
- Total faculty members with Ph.D - 39
- The enrollment percentage is very good.
- The IQAC cell is very active and preparing for the second cycle of NAAC accreditation
- The institution encourages Industrial /Institutional MoUs
- The library is well-stocked with a good numbers of books and journals.
- There are amenities including canteens, hostels, and transportation available.



MANAGEMENT

- The institution's vision and mission are adhered to throughout the planning process. An inclusive management system was noted.
- Sufficient welfare measures are offered to employees. Teachers and administrative staff need to concentrate more on professional development.

INFRA STRUCTURE

- The institution has well-structured and state of art facilities.
- The workspaces and staff rooms in some departments need to be expanded.
- Most departments should have standard mechanisms for maintaining their lab facilities and more focus needs to be placed on the cleanliness and maintenance of equipment.
- There are useful and adequate amenities offered to people who have physical disabilities.
- The limited area has been given for extracurricular activities. The facilities that are available are used appropriately.

ADMINISTRATIVE OFFICE

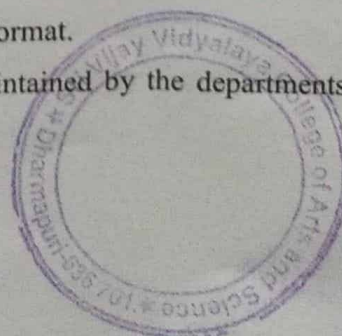
- To keep documents up to date, periodic monitoring audits may be carried out.
- Teachers should not be responsible for collecting fees. Only the finance office should be in charge of the collection of fees.
- A thorough digital inquiry system should be considered.
- An electronic display board may be installed at the entrance of the campus displaying college information.

ADMINISTRATIVE STAFF

- To improve interpersonal skills among the staff and faculty members soft skillstraining can be facilitated.
- Training to enhance e-governance ought to be provided.
- A MDP can be arranged including administrative staff members like office, security, attendants, menial workers, and other individuals of the institution.
- Additional training is needed to enhance the administrative staff's I.T. proficiency.

DOCUMENTATION

- Teachers have accountability for their work.
- Documentation related to student participation, attendance records, geo-tagging, and event reports ought to follow a standard institutional format.
- IQAC should check on the updating of records, maintained by the departments for quality audit



ACADEMIC ASPECTS

CURRICULUM AND ADDITIONAL COURSES

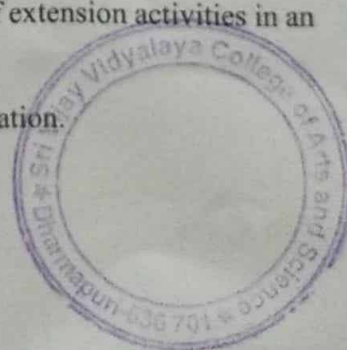
- All departments should keep specific documents related to the curriculum, such as tutorials, remedial classes, bridge courses, industrial visits, educational tours, etc.
- The feedback mechanism must be executed under the direction of IQAC.
- Cross-cutting issues should be specifically mentioned and categorized separately based on their relevance.
- Every department must adopt a more student-centered strategy.
- There should be a system to check the quality of add-on programs, certificate courses, skill development, spoken English classes, value education, and other related courses given by each department.

TEACHING LEARNING AND EVALUATION

- All the faculty members should get comprehensive, organized training for effective teaching and pedagogy they follow.
- To ensure a higher level of academic achievement on campus, the college should insist on and monitor the professional competence level of each teaching member.
- Teachers' digital content should be evaluated from time to time.
- All faculty members should insist on completing their doctorate degrees within a set period of time.
- It is essential to promote an approach to educate and incorporate technology to meet the demands of current trends in the industry.
- For tracking the learning outcomes, formative assessment and continuous evaluation should be used.
- A system of online assessments can be implemented.

RESEARCH AND COLLABORATIONS

- Effective promotion of research activities is lacking on campus. There should be more research centers. The campus should have a research culture and an Innovation Center to support R&D using a student-centered methodology. Through the R&D division, a platform for idea generation and innovative thinking can be facilitated.
- It is recommended that faculty and student publications must be improved.
- Every department participates in a substantial amount of extension activities, and faculty members are capable of carrying out large numbers of extension activities in an efficient manner.
- There should be more industrial-oriented MoUs and collaboration.



STUDENT SUPPORT AND ADVANCEMENT

- It is recommended that a monitoring committee be established to evaluate the necessity and quality of the institution's add-on/value-added and certificate programs.
- Significant postgraduate and research students may be given the chance to get involved with peer teaching outside of planned class times.
- Promoting career counseling is essential for improving exam performance for competitive exams.
- Encouraging skill development is imperative.

LIBRARY

- The college library's overall atmosphere is positive, notable efforts are made to improve the reading environment, a library committee is effective and library policy is well applied.
- Faculty members and students use the library adequately.
- An information display system can be set up in front of the library.
- The library-centered activities, such as the observation of library week and the individual awards instituted for the best library user among staff and students, are highly appreciated.

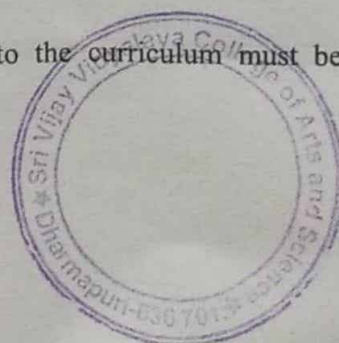
DEPARTMENT WISE OBSERVATION

1. DEPARTMENT OF BOTANY

- The Vijay ECO club started to enhance the green campus initiative.
- A Green Calendar will be created. The department can offer advice on a Green campus protocol for the institution.
- All departments will be involved in the start of organic farming within the college.
- The department will be responsible for maintaining the Herbal Garden and Botanical Garden.
- The department's research collaborations must be enhanced.

2. DEPARTMENT OF ZOOLOGY

- Promoting curriculum with the aid of ICT is essential for excellent results.
- An annual report was created that included all of the previous year's activities. It is imperative to improve the efficiency of continuous evaluation.
- More collaborative works with industries should be started
- Career-oriented add-on courses should be offered
- The percentage of cross-cutting issues incorporated into the curriculum must be recorded



3. DEPARTMENT OF PHYSICS

- Excellent results can be achieved with additional courses that are more supportive and specific.
- It is necessary to enhance the documentation.
- Create a strategic plan for the department.

4. DEPARTMENT OF COMPUTER SCIENCE

- Increase the department's focus on research partnerships with institutions and software companies.
- Students should be given more application-oriented assignments than theory
- The students should be prepared for screening exams conducted by IT companies.
- Lots of focus should be given to updating the industry-oriented courses.
- The HoD should see the documentation of the department should be in par with IQAC policy.

5. DEPARTMENT OF CHEMISTRY

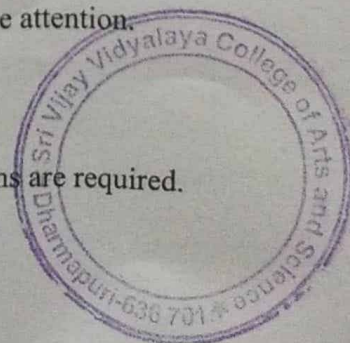
- Records within the department must be updated.
- It is necessary to maintain the laboratories and equipment properly.
- The Head of the Department does not authenticate stock registers.
- The department should see the Memorandum of Understanding operational.
- Programs for student sensitization ought to be started.
- The monitoring and operation of the chemical waste management system is required.

6. DEPARTMENT OF MICROBIOLOGY

- In the university exam, UG students from the first batch won a gold medal. The results are outstanding.
- ICT-enabled classrooms require improvement.
- Sufficient equipment is required to conduct practical classes and exams.
- Proper maintenance of the laboratories and equipment is important.
- Stock registers are not authenticated by the department head. Upkeep of stock registers is more crucial.
- The department should go for more Hospital collaborations.

7. DEPARTMENT OF HISTORY

- The results of the university exams are excellent.
- Students' field trips to archeological sites need to be given more attention.
- Need attention on conducting more additional courses
- There is very little use of ICT-enabled classes.
- Additional extension initiatives and internship training programs are required.



- The documentation is inadequate.

8. DEPARTMENT OF ENGLISH

- ICT and smart systems are not utilized much.
- The department may initiate programs to enhance quality for staff in the disciplines of language stabilization in order to improve communication skills.
- The outcomes of the program are excellent.
- There is a need for a language lab.

9. DEPARTMENT OF BUSINESS ADMINISTRATION

- Student enrollment is low in spite of the institution's popularity. Need to concentrate on Admission.
- The results are outstanding.
- The smart class system needs to be improved.
- Less industry collaboration. The department is more industry-oriented, hence collaboration has to improve.
- The students are not involved much in extracurricular activities.

10. DEPARTMENT OF TFD

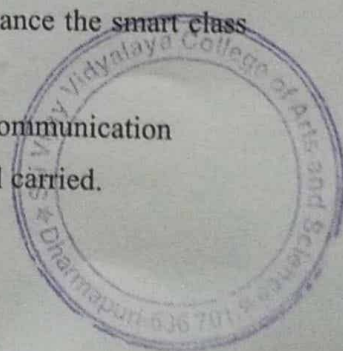
- The documentation is up to mark.
- For practical classes and exams to be conducted, adequate equipment is needed.
- It is essential that the laboratories and their machinery are properly maintained.
- There are frequent extra classes and workshops offered.
- The university results are outstanding.

11. DEPARTMENT OF N & D

- The work environment in the staff room is satisfactory.
- The supporting documentation is good.
- It is essential to start student sensitization programs.
- Although there is an average use of ICT-enabled classes, the results are exceptional.
- Future plans for the department must be made.
- Additional courses must be started.
- Must be elevated to the rank of research center.

12. DEPARTMENT OF TAMIL

- The program has produced excellent results.
- ICT-enabled classes are hardly ever used. There is a need to enhance the smart class system.
- There is a conducive work environment with good interpersonal communication
- The extension initiatives and internship training programs are well carried.



- The documentation is well maintained according to IQAC format.

13. DEPARTMENT OF COMMERCE

- Instructional and remedial courses are appropriate
- ICT usage should be improved.
- The documents have to be verified and scrutinized before submission.
- The staff room gives a moderate work environment.
- Further extension activities will be started.
- The collaborative activities have to be improved
- Students are theory-oriented. They should focus more on current trends in the market.

14. DEPARTMENT OF ECONOMICS

- The programs have produced excellent results.
- Remedial classes are conducted regularly.
- There is a good work environment in the staff room.
- There are very few students enrolled in the program. It is necessary to focus on enrolling the student.
- The department's documentation procedure is good.

15. DEPARTMENT OF MATHEMATICS

- The use of ICT-enabled classes is average, but the outcomes are outstanding.
- Using the smart board is important.
- The documentation needs to comply with the standards of the institutional standard.
- The staff room gives a moderate work environment.
- More extension activities should be started.
- It is necessary to make plans for the department's future.

16. DEPARTMENT OF GEOGRAPHY

- The outcomes are outstanding, consistently receiving gold medals.
- The documentation is average.
- For practical classes and exams to be conducted, adequate equipment is needed.

17. DEPARTMENT OF GEOLOGY

- The initiatives have yielded outstanding outcomes.
- Student enrollment should be improved.
- Adequate equipment is required to conduct practical classes and exams.
- Future plans for the department must be made.
- The work environment in the staff room is moderate.
- More extension-related activity should be initiated.



18. DEPARTMENT OF SOCIOLOGY

- Prioritizing the student's enrollment is essential.
- Although there is average use of ICT-enabled classes, the results are exceptional.
- The documentation must adhere to the institutional file's requirements.
- The work environment in the staff room is moderate.
- Future plans for the department must be made.

19. DEPARTMENT OF PSYCHOLOGY

- The documentation process used by the department is good
- The staff room provides a satisfactory workspace.
- Student enrollment is less and the department should promote its department to attract more students
- ICT use is beneficial.

GREEN INITIATIVES

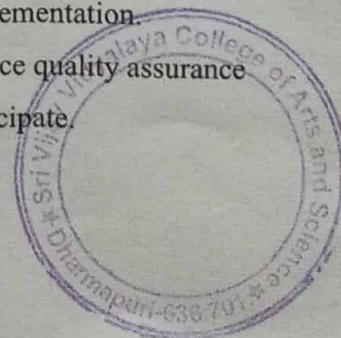
- The college is promoting lots of green campus initiatives.
- Green, waste, and energy audits were conducted.
- Management, staff, and students are committed to maintaining the campus green.

NSS / RRC / YRC

- The units carry very remarkable activities and are appreciated.
- The units are very active and help students become more socially responsible.
- They are maintaining more cordial relations with the government, nongovernment, clubs, and NGOs.
- More programs and rallies are conducted to sensitize the socially relevant issues.
- It is important that the documentation adheres to the institutional standards.

IQAC

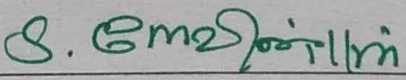
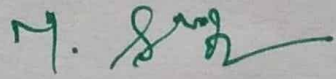
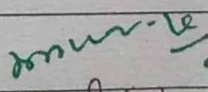
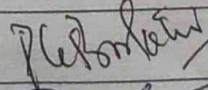
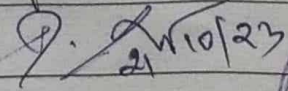
- The initiatives provided below are recommended.
- To ensure that every activity carried out in the college has been recorded with a student's signature, IQAC ought to make sure that all departments, Cells, Clubs, NSS, College Union, etc. maintain an activity register.
- There should be an event calendar for follow-up
- IQAC is required to create a distinct webpage that includes all necessary links.
- Training on Curriculum Development and OBE should be Implementation.
- Adequate training should be given to faculty members to enhance quality assurance
- Ensure that students are aware of the NAAC and that they participate.



BROAD RECOMMENDATIONS

- The quality of personal, professional, infrastructure, research, and administration should all be improved overall.
- Create more awareness on National Education Policy.
- The institution should start the preparatory transformation to the Autonomous status
- The development plan can be amended to meet the requirements of students and faculty members and others.
- IQAC ought to create uniform frameworks for student attendance, activity reports, ongoing assessment, outcome analysis, and other related tasks. Additionally, it ought to guarantee and implement measures to improve educators' ability to engage with students.
- A Board of Studies will be established to oversee and complete the syllabus for Bridge, Certificate, and Add-On courses.
- The respective HODs should verify each teacher's work diary. Digitalization of teacher work diaries will be implemented. Staff members must show the highest level of professionalism.
- It is important to remember that the IQAC serves as the campus's quality enhancement and assurance center and should issue the necessary functional instructions.
- The concept of crosscutting issues ought to be communicated to the students.
- A clearly defined approach is necessary for remedial, tutorial, and bridge classes.
- A few percentage of teachers have adopted creative teaching methods. So every faculty member should apply innovative teaching methods to the learners.

AUDIT TEAM SIGNATURE

Dr. S. Govindarajan, Former Principal, SVVCAS, Dharmapuri.	
Dr. M. Sampath, IQAC Member, Assistant Professor of Mathematics, Periyar University, Salem-11.	
Dr. K. Balasundaram, Principal, SVVCAS, Dharmapuri.	 21/10/23
Dr. P.G. Buvanalatha, Placement Director, SVVCAS, Dharmapuri.	
Dr. S. Sivakumar, IQAC-Coordinator, SVVCAS, Dharmapuri.	 21/10/23

