



VIVEKANANDA COLLEGE

College with Potential for Excellence

Residential & Autonomous – A Gurukula Institute of Life Training

Affiliated to Madurai Kamaraj University

Re-accredited with 'A' Grade (3.59 out of 4.00) by NAAC

Managed by Sri Ramakrishna Tapovanam, Tirupparaiturai, Trichy Dist.

TIRUVEDAKAM WEST, Madurai (Dist.) – 625 234



Internal Quality Assurance Cell Academic and Administrative Audit (AAA)

S.No	Criterion-wise Parameters	Max. Marks			
I	Curricular Aspects	Max. 15 Marks			
	1) Percentage of syllabus revised		Excellent	✓ Sufficient	Insufficient
	2) Uniqueness in curricular design in UG/PG (Courses satisfying local, regional, state, national and International needs)		Relevant	✓ Non-Relevant	Poor
	3) Newly introduced courses		Relevant	✓ Non-Relevant	Poor
	4) Value added and life skill-oriented courses		✓ Highly Useful	Relevant	Non-Relevant
	5) Employability / entrepreneurship/ skill development courses		✓ Highly Useful	Relevant	Non-Relevant
	6) Number of field visits/ field projects/ Internships		Excellent	✓ Sufficient	Insufficient
	Total	13			
II	Teaching, Learning and Evaluation	Max. 35 Marks			
	1) Allotted Strength, Applications received, No. of admissions and the demand ratio		✓ Upraising	Moderate	Reduced
	2) Graduation outcome (Pass%), Result analysis		✓ Upraising	Moderate	Reduced
	3) Remedial Coaching Classes/ help for slow learners		Upraising	✓ Moderate	Reduced
	4) Coaching for GATE/ UGC/ SET/ NET/ CAT/ GMAT or any other competitive exams and outcome if any		Upraising	Moderate	Reduced
	5) Support to fast learners, students capacity building programmes		✓ Upraising	Moderate	Reduced
	6) Teacher quality (experience, PhDs, NET/ SET), Student Ratio		✓ Excellent	Sufficient	Insufficient
	7) List of teachers handling ICT mode, e-learning resources and their topics (verify)		✓ Appreciable	Good	Excellent
	8) List of teachers with their e-content		✓ Appreciable	Good	Excellent
	9) Teachers who won awards/ recognition/ fellowship at State/ National/ International Levels		Appreciable	✓ Good	Excellent
	Total	33			

III	Research and Innovation	Max. 15 Marks			
	1) No. of funded Conferences/ Workshops conducted in the Department		Sufficient	Insufficient	✓ Adequate
	2) No. & list of publications in the Department at National/ International level-Scopus/WoS, ICI, etc.		✓ Sufficient	Insufficient	Adequate
	3) No. & list of book chapters and books		Sufficient	Insufficient	✓ Adequate
	4) No. of faculty as Resource Person in Conferences/ Invited Speakers		✓ Sufficient	Insufficient	Adequate
	5) List of teachers whose Proposals granted and applied for funding		Sufficient	Insufficient	Adequate
	6) Number and list of Ph.D. guides		✓ Sufficient	Insufficient	Adequate
	7) No. of Ph.D. Registered and Awarded		Sufficient	Insufficient	Adequate
	8) No. and list of students who won awards for research/ innovations		Sufficient	Insufficient	✓ Adequate
	9) Teachers (no. & list) who are involved in consultancy services and revenue generated, if any.		Sufficient	Insufficient	✓ Adequate
	10) No. of linkages, Collaborative activities, MoU's signed for research/ Field projects/ internships/ exchange programmes		✓ Sufficient	Insufficient	Adequate
	Total	13			
IV	Infrastructure and Learning Resources	Max. 5 Marks			
	1) Library facilities		✓ Excellent	Sufficient	Moderate
	2) Library Books and Journals		✓ Excellent	Sufficient	Moderate
	3) Infrastructure appended (include computers, classrooms with ICT facilities, power backup etc.)		✓ Adequate	Inadequate	Poor
	4) Lab equipments/ teaching aids/ models		✓ Adequate	Inadequate	Poor
	5) Research equipment added and fund details		✓ Adequate	Inadequate	Poor
	Total	5			
V	Student Support & Progression	Max. 10 Marks			
	1) Student's progression (no. of outgoing students passed, no. of students in higher studies, number of placements)		✓ Sufficient	Insufficient	Poor
	2) No. of students receiving scholarships/ free ships (Govt. management and other resources if any)		✓ Sufficient	Insufficient	Poor
	3) No. of students benefited by coaching classes, remedial/ competitive exams. No. of students appeared and no. of students passed (in such classes)		✓ Sufficient	Insufficient	Poor
	4) No. and list of students who won academic/ cultural activities at State/ National/ International		✓ Sufficient	Insufficient	Poor
	5) No. of alumni in the alumni network and are they in contact and attending Alumni meet at College or is there any separate Dept. alumni meet?		✓ Sufficient	Insufficient	Poor
	6) Report and outcome of Parent-Teachers' Meet		✓ Sufficient	Insufficient	Poor
	Total	10			

VI	Governance and Leadership	Max. 10 marks			
	1) Updation of department web pages (dept. profile, staff profile, syllabus, other details)		✓ Yes Periodically	Insufficiently	Not Updated
	2) Orientation/ Refresher Courses/ FDP attended by Staff- Number and list		✓ Sufficiently Attended	Insufficient	Did not attend
	3) Digital initiatives-scan copy of documents submitted to IQAC and any other form		✓ Submitted	Not Submitted	Poor
	4) Visit of eminent researchers/Industrialists/ Entrepreneurs to the department		✓ Sufficient	Not Sufficient	Poor
	5) Improvements made after the last re-accreditation cycle (Post-accreditation initiatives)		✓ Improved	Moderate	Poor
	6) List of teachers provided with financial support for attending conferences/ seminar/ publication of articles etc.		✓ Excellent	Moderate	Poor
	7) List and no. of faculty who are members in the Academic bodies of other institutions/ professional bodies etc.		✓ Good	Moderate	Insufficient
	Total	9			
VII	Best Practices	Max. 5 Marks			
	New Best practices evolved/ created		✓ Excellent	Appreciable	Insufficient
	Database of all students/ alumni with their name, register no., email and phone numbers to obtain online surveys by NAAC/ NIRF		✓ Appreciable	Good	Praise Worthy
	Unique feature of the Department		✓ Present	Not Presented	-
	SWOC analysis of the Department		✓ Practical	Impractical	Poor
	Future Plans of the Department		✓ Presented	Not Presented	-
	Total	4			
	Did the Department submit PPT to IQAC before audit and quality presentation?	Max. 5 Marks	✓ Yes	No	
	Total				
		5			
	Total Marks Awarded(Max: 100)				

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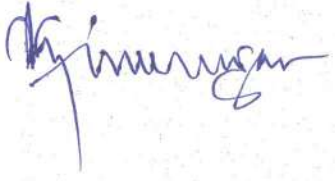
Internal Quality Assurance Cell

Academic and Administrative Audit

19th February 2020, Wednesday at 10.00 a.m.

Recommendations of the Expert Committee:

Attached sheets separately

Member of the Expert Committee	Address, Mobile No. and Email ID	Signature
Prof. A. Srimurugan Former Prof. & Head Dept. of Library & Information Science Madurai Kamaraj Univ. Madurai.	No: 5-3-35, Fourth Cross Street Kalainagar Madurai 625 017. 99525 97915 sruwin8ell@gmail.com	

Academic Audit Report (External) conducted on 19-02-2020

**Prof. A.Srimurugan,
Former Prof and Head, Department of Library and Information Science,
Madurai Kamaraj University, Madurai**

Recommendations

I. Enhancing Library Website Status

1. The Library website may include a write up on the role of bibliography in research and reporting, besides its compiling procedures.
2. To the freshmen in the First Year Students in the write up may be added on what to read at the library.
3. May include research/assignment calculator on the models of the university of Minnesota website.

II. Additional Computer Hardware Requirements:

1. May install a minimum of one number of wall mounted touch screen monitor for library information queries as this new feature may attract more students towards technology as well as knowledge discovery.
2. A separate server may be added to the library to host the college institutional repository.

III. Additional Library Services to be added

1. Readers Advisory Service to participants of the events of the reader's club.
2. Data Curation: Data management support system for data reuse cover under the concept data curation of the research data collected at various study levels, for their reports. Academic institutions around the world have begun to implement data curation including for journal articles. This has become one among the top 10 trends in academic libraries in developed countries.
3. NAAC committee as well as the UGC have been keenly watching the use of e-journals through N-List and specifically the downloading of periodical articles, which marks and evidence of a high efficient use of N-List. Colleges with the high frequency of use based on downloading are ranked every year. In order to fulfil the vision of UGC and N-List the library may help departments form a committee of students under the guidance of one faculty to promote a higher frequency of downloading periodical articles from N-List.

IV. Promoting Books and Journals Articles publishing by Teachers and Scholars

1. The Librarian may arrange periodical meetings bringing teachers and scholars in to contact with representatives from reputed publishers. As special features this special focus may include local history as well as translation works.

V. Removal of outdated and irreparable documents

1. The departments may work their librarian to examine the propriety of each document and recommend the list of books in unusable condition to be removed from the collection.

Cares should be taken with a note of caution to preserve old rare books as well as out of print publications.

The books recommended for removal should pass through an appointed high level committee of professors before sending it to the approval of the college governing council.

The department faculty may be requested to evaluate the strength and weakness of collections their concerned subject. Their recommendations may help the library in identifying as well as fill up gaps and vacuum areas in the collection.

VI. Additional Library Staff

1. Academic libraries exceeding a collection of 50,000 documents may go in for an additional staff either in the cadre of assistant librarian or a library assistant. The library may include provisions for in the budget allocations for the recruitment of an additional staff in the ensuing budget proposal 2020-2021.

VII. Workshops to be conducted

Themes for the workshop

Teacher and Scholars meet with publisher for book and article publishing

Data curation highlighting data preserving along with concern research reports
Reference manager: Mendeley with end note.

VIII. Device Neutral Library Service

Periodical alert service through mobile phone shall be a starting point display of digital documents shall be the target for second half of 2020.



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Website: www.vivekanandacollege.ac.in

Email: principal@vivekanandacollege.org Phone: 04543-258334, 04543-258234 Fax: 04543-258358

Central Library



Date: 19.02.2020

ACADEMIC AUDIT – FEEDBACK FORM

Name of the Department: Central Library UG / PG

Name & Address of the Member: Prof. A. SRIMURUGAN, Prof. & Head, Dept. of Library & Information Science, Madurai Kamaraj Univ.

Curricular Aspects: (Tick the relevant box)

Sl. No.	Statement	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
1.	Depth of the course content	✓				
2.	Extent of coverage of course	✓				
3.	Clarity and relevance of topics in the subject	✓				
4.	Course sets a base for the students to pursue their higher education			✓		
5.	Syllabus of each subject can be taught within the prescribed instructional hours	✓				
6.	Syllabi of the subjects are balanced in terms of their contents	✓				
7.	Syllabi are modern and upto date		✓			
8.	Books prescribed are relevant to the syllabus and are recent editions	✓				
9.	Freedom of autonomy has been properly utilized in designing the syllabus and its contents	✓				
10.	Subjects have been properly classified into core, allied, elective and skill-based subjects		✓			
11.	Questions have been asked according to the syllabus	✓				
12.	Questions have been asked suitably under each section	✓				
13.	Questions have been asked with the combination as to knowledge, skill and application	✓				
14.	Questions are not repetitive in nature		✓			
15.	Questions are error free	✓				
16.	Questions have been grammatically structured	✓				
17.	Overall rating about Scheme and syllabi	✓				
18.	Overall rating about pattern of Question Paper	✓				

A. Murugan 19/02/2020
Signature of the Member with Seal & Date