



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**13.B.A**

**ACADEMIC AUDIT REPORT - 2019-20**

Date of Audit: 11/02/2020

|                           |                           |  |  |                 |
|---------------------------|---------------------------|--|--|-----------------|
| Name of the Department    |                           | Department of Business Administration                              |  |                 |
| Year of Establishment     |                           | 1991   |  |                 |
| Timing of the Department  |                           | 02:00 pm to 06:30 pm   |  |                 |
| Audit Panel Member's Name |                           | Designation  | Address  | Contact Details |
| 1                         | <b>Dr. FIRDOUSE JAHAN</b> | Head- Dept of Business Administration<br>JBAS College for women    | Old no 11, new no -23,<br>Koya Arunagiri, 1st street,<br>1 <sup>st</sup> floor, Royapettah, Chennai-600014 | Ph:9445247847   |
| 2                         | <b>Dr. SHUBA PRINCILA</b> | Head- Dept of Business Administration<br>Women's Christian College | 13/B-FF, Red Brick Apartments<br>Kambar Street, East Tambaram<br>Chennai-600059                            | Ph: 9884145916  |
| 3                         | <b>Dr. RAJALAKSHMI</b>    | Head- Dept of Business Administration<br>Ethiraj College for Women | A-5, Ananthi Apt 4<br>13/5, Srinivasa Road<br>Mylapore, ch-4   | 9841921693      |

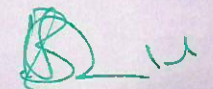
*(Signature)*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Ananthakum, Chennai - 600106.

Follow-up of previous Audit:

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program Course | Duration | Entry Qualification | Medium of Instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | BBA                        | 3 Years  | 12 <sup>th</sup>    | English               | 631                                   | 643                      |
| 2       | Post-Graduate  | NA                         |          |                     |                       |                                       |                          |
| 3       | M.Phil         |                            |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                            |          |                     |                       |                                       |                          |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Result of Department (Refer File # 33)

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
|         |                              |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 01      | Appeared for Examination     |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion     | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|---------------|--|--------------------------|---|--------------------------------|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | Current trend and inputs from the Industry have been considered                       | —                              |
|               | Contents of the Curriculum                               | Yes                      | Satisfactory  | —                              |
|               | BOS  | Yes                      | Conducted once in every year. Industry expert and Students suggestions are considered | —                              |
|               | Credits allotted / distribution - logic                  | Yes                      | Logically Distributed & required credits maintained                                   | —                              |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement                             |
|-------------------------|--|--------------------------|--|--|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      | ICT enabled teaching is followed                         | Case study, Role play and Management games can be followed |
|                         | E-learning modules                                 | Yes                      | CDs & Presentations are done                             | —  |
|                         | Project work UG/PG                                 | Yes                      | Already in Practice                                      | —  |
|                         | Internal assessment – components – Uniqueness      | Yes                      | Individual Project SPSS is used for Statistical Analysis | —  |
|                         | Student support – remedial coaching                | Yes                      | 40 Marks – CA I, CA II, Individual component Attendance  | —  |
|                         | Parents meeting – evaluation of student's progress | Yes                      | Satisfactory   | —  |
|                         | Feedback from students                             | Yes                      | Regularly Conducted & records maintained                 | —  |
|                         | Steps taken on the feedback                        | Yes                      | Regularly Collected                                      | —  |
|                         |  |                          | Feedback on Infrastructure                               | —  |

has been considered.  
(Provision of lab)

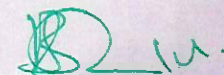


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




| Criterion            | Items   | Verification<br>Yes / No | Comments                               | Suggestions for<br>improvement                         |
|----------------------|---|--------------------------|--|--|
| III. Faculty Profile | Projects completed / on going                 | Nil.                     | Not done recently                      | Can be taken up in future                              |
|                      | Seminars / conferences attended               | Yes                      | Satisfactory                           | —  |
|                      | Papers / articles / books published           | Yes                      | —                                      | More papers can be published in Scopus & UGC App. Jans |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | Compulsorily attended by the faculty   | —  |
|                      | Preparation of E-learning materials / Content | Yes                      | Effectively done                       | —  |
|                      | Acted as resource persons                     | Yes                      | Few faculty members have               | —  |
|                      | M.Phil. & Ph. D awarded                       | Yes                      | acted as resource persons<br>1 - Ph. D | —  |



**PRINCIPAL**  
Dwaraka Doss Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|--|--------------------------------|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes                      | High Demand Ratio  | —                              |
|                         | Students involvement in extra-curricular & Co-curricular activities  | Yes                      | Actively involved  | —                              |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | Study Tour / IUs are organized                           | —                              |
|                         | Achievements   | Yes                      | Students have achieved in sports and cultural activities | —                              |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Azumbakkam, Chennai - 600106.



| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments | Suggestions for<br>Improvement |
|---|---|--------------------------|----------|--------------------------------|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | 11 Class Rooms           | Adequate | —                              |
|   | No. of laboratories                     | 1 Laboratory             | Adequate | —                              |
|   | No. of computers –<br>for teachers      | 6 Computers              | Adequate | —                              |
|   | No. of computers –<br>for students      | 1:1 Ratio                | Adequate | —                              |
|   | No. of computers –<br>research scholars | NA                       | —        | —                              |
|   | No. of instruments                      | NA                       | —        | —                              |

B.L.W.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion                              | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement               |
|--|--|--------------------------|---|--|
| VI. Activities of<br>the<br>Department | MoUs signed  | Yes                      | 2 signed His<br>year  | —  |
|  | Consultancy  | Nil                      | —   | Can try<br>for consultancy work              |
|  | Collaborations                                     | 2                        | Academic<br>Collaborations  | —  |
|  | Association<br>Meetings                            | <del>No</del> Yes        | Regularly<br>Conducted  | —  |
|  | Guest lectures                                     | Yes                      | (Alumni, Students Forum)<br>Regularly<br>Arranged                         | —  |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | <del>No</del> Yes        | 1 Faculty<br>workshop conducted<br>- 1 Student workshop<br>in in Progress | Conferences /<br>Seminar can be<br>conducted |
|  | Extension<br>Activity                              | Yes                      | Students are<br>Actively involved<br>in Extension<br>Activities           | —  |

B.Lal.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valuhnav College  
Arumbakkam, Chennai - 600106.

|  |   |     |                         |   |
|--|---|-----|-------------------------|---|
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | through Alumni          | —   |
|  | Newsletters / Magazine  | Yes | Dept Magazine - Epidome | Attempt can be made to publish Newsletter |
|  | Placement   | Yes | Good Placement          | —   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## 1. Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| S.No | Name            | Batch     | Sem | Year | Sec | Roll No | Attendance Register | Internal Test Marks | Assignments/Tutorials | Students Practicals/Project Files | Counselling Records |
|------|-----------------|-----------|-----|------|-----|---------|---------------------|---------------------|-----------------------|-----------------------------------|---------------------|
| 1    | M.Ankit         | 2017-2020 | 6   | 3    | A   | 17E1030 |                     |                     |                       |                                   |                     |
| 2    | NIKHIL KUMAR A  | 2017-2020 | 6   | 3    | A   | 17E1004 |                     |                     |                       |                                   |                     |
| 3    | RITHIK B JAIN   | 2017-2020 | 6   | 3    | B   | 17E1101 |                     |                     |                       |                                   |                     |
| 4    | KAUSHAL SARDA   | 2017-2020 | 6   | 3    | B   | 17E1154 |                     |                     |                       |                                   |                     |
| 5    | ROHITH A        | 2017-2020 | 6   | 3    | C   | 17E4302 |                     |                     |                       |                                   |                     |
| 6    | RAGUL ARAVIND R | 2017-2020 | 6   | 3    | C   | 17E4314 |                     |                     |                       |                                   |                     |
| 7    | KIRUTHIGA K     | 2018-2021 | 4   | 2    | A   | 18E1005 |                     |                     |                       |                                   |                     |
| 8    | RENUKA A        | 2018-2021 | 4   | 2    | A   | 18E1016 |                     |                     |                       |                                   |                     |
| 9    | ARAVIND D       | 2018-2021 | 4   | 2    | B   | 18E1051 |                     |                     |                       |                                   |                     |
| 10   | DINESHKUMAR S   | 2018-2021 | 4   | 2    | B   | 18E1127 |                     |                     |                       |                                   |                     |

Verified  


**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.



|    |                      |           |   |   |   |         |  |  |  |  |  |
|----|----------------------|-----------|---|---|---|---------|--|--|--|--|--|
| 11 | AYUSH M              | 2018-2021 | 4 | 2 | C | 18E4308 |  |  |  |  |  |
| 12 | PUNITH A             | 2018-2021 | 4 | 2 | C | 18E4359 |  |  |  |  |  |
| 13 | PRAVEEN DOS          | 2019-2022 | 2 | 1 | A | 19E1972 |  |  |  |  |  |
| 14 | DARSHAN KUMAR SURANA | 2019-2022 | 2 | 1 | A | 19E1980 |  |  |  |  |  |
| 15 | KUNAL A CHANDALIA    | 2019-2022 | 2 | 1 | B | 19E2034 |  |  |  |  |  |
| 16 | VISHESH BETALA       | 2019-2022 | 2 | 1 | B | 19E2031 |  |  |  |  |  |
| 17 | SD INDUMATI          | 2019-2022 | 2 | 1 | C | 19E2159 |  |  |  |  |  |
| 18 | RISHAB JAIN          | 2019-2022 | 2 | 1 | C | 19E2107 |  |  |  |  |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




## II. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      |                     |             |  |                   |   |  |
| 2.      |                     |             |  |                   |   |  |
| 3.      |                     |             |  |                   |   |  |
| 4.      |                     |             |  |                   |   |  |
| 5.      |                     |             |  |                   |   |  |
| 6.      |                     |             |  |                   |   |  |
| 7.      |                     |             |  |                   |   |  |
| 8.      |                     |             |  |                   |   |  |

Verified .

 12.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

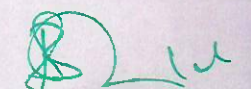


## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|         |  |   |                                  |                                 |                             |  |                                 |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |

Verified.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**


The Department has adhered with all the required Standards.

**Any specific recommendations on Faculty Development.**

The faculty members may ~~publish~~ publish more papers in Scopus & UGC approved journals.

**Any specific instance of Excellence**

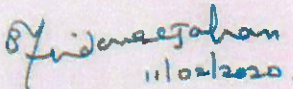
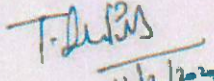

- Good Demand Ratio
- Active SSR.
- Maintenance of records
- Hand books for all the courses are prepared by the faculty members and uploaded in their Dept. website.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| <sup>1</sup> Dr. S. Firdouse Jahan<br>V.P. (A.W), Head, Dept. of Business Administration<br>JBAS college for women (Autonomous)<br>Chennai-18. | <br>11/02/2020. |
| <sup>2</sup> Dr. T. Subha Priscilla<br>Associate professor & Head, Dept of Management Studies<br>WCC, College Road, Ch-6                       | <br>11/2/2020   |
| <sup>3</sup> G. Rajalakshmi<br>Head, Dept. of BBA,<br>Ethiraj College for Women, Ch-8  | <br>11/2/2020   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**


Page 1 of 15

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 03-Feb-2020

| Name of the Department    |                      | B. Com. General (Shift I)                    |   |   |
|---------------------------|----------------------|--|---|---|
| Year of Establishment     |                      | 1968   |   |   |
| Timing of the Department  |                      | Shift – I [ 8.15 P.M to 1.35 P.M.]           |   |   |
| Audit Panel Member's Name |                      | Designation                                  | Address   | Contact Details   |
| 1                         | Dr. R. Savithri      | Associate Professor & Head of the Department | Department of Commerce, SDNB Vaishnav College for Women (Autonomous), Chennai – 600 044.                          | Mobile : +91 98840 03660<br>E-mail: savithri11563@gmail.com   |
| 2                         | Dr. J. Jayakumar     | Associate Professor & Head of the Department | Department of Commerce, Dr Ambedkar Government Arts College (Autonomous), Chennai – 600 039.                      | Mobile : +91 94436 44192<br>Mobile : +91 79042 50370<br>E-mail : jaya26474@yahoo.com  |
| 3                         | Dr Srividya Prathiba | Associate Professor & Head of the Department | Department of Accounting & Finance – Shift I<br>M O P Vaishnav College for Women (Autonomous), Chennai – 600 034. | Mobile :+91 99419 18809<br>E-mail : pravid1284@yahoo.com<br> |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




**Follow-up of previous Audit:**

- Observation No 1 : **Seminar & Presentation to be introduced for UG Classes**  
 Action Taken : Generic Skills in the form of presentation, conceptual evaluation has been introduced as a component in Continuous Internal Assessment.
- Observation No. 2 : **Marks Register / File to be uploaded to the office of the COE at regular intervals**  
 Action Taken: Centralized marks entry system has been introduced by the COE with effect from Even Semester 19 – 20
- Observation No.3 : **Students may be motivated to go the library during free / leisure hours**  
 Action Taken: Students were accompanied by the class Incharge to the Library and they were introduced to Competitive Exams books and Referencing.
- Observation No.4 : **Separate Lab may be attached with commerce department for students.**  
 Action Taken : A Separate Full furnished lab has been allotted to the department with 70 computer systems, internet facility and Projector and other compatible infrastructure.

**Details of programs offered by the department**

| Sl. No. | Program Level  | Name of the Program / Course | Duration          | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|-------------------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Com (General)              | 3 Years           | +2 Commerce         | English               | Shift I – 210                         | 233                      |
| 2       | Post-Graduate  | M.Com (General)              | 2 Years           | Any Branch of B.Com | English               | Shift I – 40                          | 34                       |
| 3       | M.Phil         | Commerce                     | 1 Year            | Any Branch of M.Com | English               | 12                                    | 3                        |
| 4       | Ph.D.          | Commerce                     | As per Univ Norms | As per Univ Norms   | As per Univ Norms     | As per Univ Norms                     | As per Univ Norms        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Azhakkam, Chennai - 600106.



## Overall Result of Department

[As per the details available with the Controller of Examinations, D G V C]

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 234          | 221    | 225     | 219    | 218      | -      | 240          | 229    | 241     | -      | -        | -      | 225          |        |         |        |          |        |
| 02      | First Class with Distinction | 36           | 48     | 44      | 59     | 79       | -      | 64           | 91     | 51      | -      | -        | -      | 52           |        |         |        |          |        |
|         | First Class                  | 80           | 65     | 67      | 66     | 81       | -      | 89           | 83     | 78      | -      | -        | -      | 87           |        |         |        |          |        |
|         | Second Class                 | 43           | 32     | 25      | 21     | 11       | -      | 24           | 14     | 43      | -      | -        | -      | 25           |        |         |        |          |        |
|         | Pass Class                   | 13           | 05     | 01      | -      | -        | -      | 04           | 01     | -       | -      | -        | -      | 04           |        |         |        |          |        |
| 03      | Failed                       | 62           | 71     | 88      | 73     | 47       | -      | 59           | 40     | 69      | -      | -        | -      | 57           |        |         |        |          |        |
| 04      | % Passing                    | 74           | 68     | 61      | 67     | 79       | -      | 75           | 83     | 71      | -      | -        | -      | 75           |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.




| Criterion     | Items  | Verification<br>Yes / No               | Comments   | Suggestions for<br>improvement   |
|---------------|--|--|--|--|
| 1. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                                    | Syllabus is updated to meet current and contemporary requirement.    | Advisory Committee can be constituted by including more number of industrial experts |
|               | Contents of the Curriculum                               | Yes                                    | Corporate Atcg Format oriented topics can be shifted to add Semester | —  |
|               | BOS  | Yes.                                   | Every Year BOS is conducted to review the Syllabus.                  | —  |
|               | Credits allotted / distribution - logic                  | Yes as per University / TANSCHEN norms | Logic  | —  |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No  | Comments  | Suggestions for<br>improvement                          |
|-------------------------|--|---------------------------|---|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes - Chalk & Talk Method |   | Smart class rooms can be introduced even for VU classes |
|                         | E-learning modules                                 | Yes.                      | SWAYAM course is followed                             | -   |
|                         | Project work UG/PG                                 | Yes                       | -   | Project work can be implemented for VU courses          |
|                         | Internal assessment - components - Uniqueness      | Verified. Yes             | Blooms Taxonomy is the Unique of Internal Assessment  |   |
|                         | Student support - remedial coaching                | Yes                       | Need based remedial coaching classes can be conducted | -   |
|                         | Parents meeting - evaluation of student's progress | Yes.                      | Periodically conducted.                               | Appropriate documentation can be maintained.            |
|                         | Feedback from students                             | Yes.                      | -   | -   |
|                         | Steps taken on the feedback                        | Yes                       | Monitored by IQAC                                     | -   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion            | Items   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement  |
|----------------------|---|--------------------------|--|---|
| III. Faculty Profile | Projects completed / on going                 | Yes.                     | -  | Minor and Major Projects should be applied for by staff.                          |
|                      | Seminars / conferences attended               | Yes.                     | Staff Members personally attend seminars/conferences |   |
|                      | Papers / articles / books published           | Yes.                     | Publication is Satisfactory.                         | -   |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | -  | Facility is to be given to management staff and incentive be given for FDP/RC/OC. |
|                      | Preparation of E-learning materials / Content | No.                      | -  | In future E-learning materials be introduced                                      |
|                      | Acted as resource persons                     | Yes                      | Exemplary participation by faculties.                | -   |
|                      | M.Phil. & Ph. D awarded                       | Yes.                     |  |   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                  | Items   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|----------------------------|---|--------------------------|--|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)            | Yes.                     | 1:2.5<br>Heavy demand<br>for Commerce<br>Course                                  | -                              |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co-curricular<br>activities | Yes.                     | Exemplary<br>Participation<br>by Students  | -                              |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training      | Yes.                     | Periodically<br>organised.   | -                              |
|                            | Achievements  | Yes.                     | Students have<br>participated in<br>National /<br>International<br>level Events. | -                              |

**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement   |
|---|---|--------------------------|--|--|
| V. Infrastructure in<br>the<br>Department | No. of class rooms                      | Yes.                     | Adequate<br>class rooms<br>available                   | To make smart class<br>rooms adequate<br>facility be provided.   |
|   | No. of laboratories                     | yes                      | one Laboratory<br>with 70/<br>Computers.               | —  |
|   | No. of computers –<br>for teachers      | Yes.                     | —  | Individual Desktops<br>can be Provided to<br>each staff to enhance<br>and excel in academic<br>contributions |
|   | No. of computers –<br>for students      | Yes.                     | Not<br>adequate  | Common Computers<br>be Provided to<br>Students in the<br>Library with Internet<br>access.                    |
|   | No. of computers –<br>research scholars | Yes.                     | 2 Computers<br>available<br>with Internet<br>facility. | Plagiarism Software<br>and SPSS Packages<br>can be made available<br>in the department                       |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |                    |      |                |   |
|--|--------------------|------|----------------|---|
|  | No. of Instruments | Yes. | Not applicable | — |
|--|--------------------|------|----------------|---|

| Criterion                        | Items                | Verification<br>Yes / No | Comments   | Suggestions for improvement |
|----------------------------------|----------------------|--------------------------|--|-----------------------------|
| VI. Activities of the Department | MoUs signed          | Yes.                     | MoU signed with reputed institutions of national importance. | —                           |
|                                  | Consultancy          | Yes.                     | —  | —                           |
|                                  | Collaborations       | Yes.                     | With MSME  | —                           |
|                                  | Association Meetings | Yes.                     | Active Participation by the Association                      | —                           |
|                                  | Guest lectures       | Yes.                     | organised periodically with eminent experts.                 | —                           |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|  |   |      |  |   |
|--|---|------|--|---|
|  | Conference / Seminar / Workshop conducted                               | Yes. | no Conference is conducted                 | — |
|  | Extension Activity  | Yes. | —  | — |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes. | —  | — |
|  | Newsletters / Magazine  | Yes. | No Newsletter/ Magazine                    | — |
|  | Placement   | Yes. | Centralized Placement Cell is functioning. | — |

Full time Placement officer is employed.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Student Records**

**Note:** Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register                 | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|-------------------------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         |                     |                         |                                     |                     |                         |                                    |                    |
|         |                     | 1001                    | Records made available -            |                     |                         |                                    |                    |
|         |                     |                         | Semester wise Properly maintained - |                     |                         |                                    |                    |

**I. Faculty Records**

Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File  | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published In Scopus/UGC approved journals |
|---------|---------------------|--|--|-------------------|---|--|
|         |                     |  |  |                   |   |  |
|         |                     | All the faculty member details are properly loaded in college website. |  |                   |   |  |
|         |                     | (transparency is maintained)   |  |                   |   |  |

**II. HOD records**

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | Not applicable                         | Action taken by Head & Tutor                                    | Conducted properly by Head       | Properly maintained             | Yes maintained              | Pls Students are given Industrial visits   | Available                       | Available                  |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS  |
|---|---|
| <ul style="list-style-type: none"> <li>- Dedicated and highly qualified staff members.</li> <li>- Greater demand for Commerce Course</li> <li>- Industry enriched curriculum.</li> <li>- Dynamic Leadership.</li> <li>- Successful completion of 50 Years of Dept.</li> </ul> | <ul style="list-style-type: none"> <li>- Lack of infrastructure to accommodate modern Technology.</li> <li>- Separate Conference/Hall for Seminars</li> <li>- Commerce stream is to be introduced.</li> </ul> |
| OPPORTUNITIES   | CHALLENGES  |
| <ul style="list-style-type: none"> <li>- E-resources can be Capitalised by staff and students.</li> <li>- Minor / Major Projects can be undertaken by staff members at massive level.</li> </ul>  | <p>No Challenges.</p>   |



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



List of Non-conformities with University Policy and unacceptable Deficiency in Standards.

no deviation observed.

Any specific recommendations on Faculty Development.

- Staff should involve in Minor / Major Projects.
- orientation programme for staff to be conducted to upgrade the specific / important excellence in commerce

Any specific instance of Excellence

- Monetary contribution by old Alumni for the department development.
- Maximum number of Ph.Ds.
- Skill development courses offered by department such as Talley / GST / MSME

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| <p>1 Dr. R. Savithri<br/>Head, Dept of Commerce<br/>S.D.N.B. Vaishnav College for Women, ch-44</p>   | <p>R. Savithri<br/>3/2/20</p> <p>Dr. R. Savithri, M.Com., M.Phil., Ph.D.<br/>Research Guide &amp; Supervisor.<br/>Associate Professor &amp; Head, Department of Commerce<br/>S.D.N.B. Vaishnav College for Women,<br/>Chromepet, Chennai - 600 044</p> |
| <p>2 Dr. J. Jayakumar<br/>Asst<br/>PG &amp; R.<br/>Dr. Ar<br/>Vyas</p> <p>Dr. J. JAYAKUMAR, M.Com., M.Phil., Ph.D.<br/>Associate Professor &amp; Head,<br/>PG &amp; Research Dept. Of Commerce<br/>Dr. Ambedkar Govt. Arts College<br/>Vyasarpadi, Chennai - 600 039</p> | <p>J. Jayakumar<br/>3/2/20</p> <p>Dr. J. JAYAKUMAR, M.Com., M.Phil., Ph.D.<br/>Associate Professor &amp; Head,<br/>PG &amp; Research Dept. Of Commerce<br/>Dr. Ambedkar Govt. Arts College<br/>Vyasarpadi, Chennai - 600 039</p>                       |
| <p>3 Dr. Srividya Prathin<br/>Associate Prof &amp; Head dept of Accounting &amp; Finance<br/>M.O.P. Vaishnav College for Women.</p>  | <p>Srividya Prathin<br/>3/2/20</p>   |

*[Signature]*

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**

Page 1 of 15

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 03-Feb-2020

| Name of the Department    | B. Com. General (Shift I)                    |   |  |
|---------------------------|--|---|--|
| Year of Establishment     | 1968   |   |  |
| Timing of the Department  | Shift – I [ 8.15 P.M to 1.35 P.M.]           |   |  |
| Audit Panel Member's Name | Designation                                  | Address   | Contact Details  |
| 1 Dr. R. Savithri         | Associate Professor & Head of the Department | Department of Commerce, SDNB Vaishnav College for Women (Autonomous), Chennai – 600 044.                          | Mobile : +91 98840 03660<br>E-mail: savithri11563@gmail.com                          |
| 2 Dr. J. Jayakumar        | Associate Professor & Head of the Department | Department of Commerce, Dr Ambedkar Government Arts College (Autonomous), Chennai – 600 039.                      | Mobile : +91 94436 44192<br>Mobile : +91 79042 50370<br>E-mail : jaya26474@yahoo.com |
| 3 Dr Srividya Prathiba    | Associate Professor & Head of the Department | Department of Accounting & Finance – Shift I<br>M O P Vaishnav College for Women (Autonomous), Chennai – 600 034. | Mobile : +91 99419 18809<br>E-mail : pravid1284@yahoo.com                            |

**PRINCIPAL**

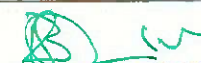
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Follow-up of previous Audit:**

- Observation No.1 : **Seminar & Presentation to be introduced for UG Classes**  
 Action Taken : Generic Skills in the form of presentation, conceptual evaluation has been introduced as a component in Continuous Internal Assessment.
- Observation No. 2 : **Marks Register / File to be uploaded to the office of the COE at regular intervals**  
 Action Taken: Centralized marks entry system has been introduced by the COE with effect from Even Semester 19 – 20
- Observation No.3 : **Students may be motivated to go the library during free / leisure hours**  
 Action Taken: Students were accompanied by the class Incharge to the Library and they were introduced to Competitive Exams books and Referencing.
- Observation No.4 : **Separate Lab may be attached with commerce department for students.**  
 Action Taken : A Separate Full furnished lab has been allotted to the department with 70 computer systems, internet facility and Projector and other compatible infrastructure.

**Details of programs offered by the department**

| Sl. No. | Program Level  | Name of the Program / Course | Duration          | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|-------------------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Com (General)              | 3 Years           | +2 Commerce         | English               | Shift I – 210                         | 233                      |
| 2       | Post-Graduate  | M.Com (General)              | 2 Years           | Any Branch of B.Com | English               | Shift I – 40                          | 34                       |
| 3       | M.Phil         | Commerce                     | 1 Year            | Any Branch of M.Com | English               | 12                                    | 3                        |
| 4       | Ph.D.          | Commerce                     | As per Univ Norms | As per Univ Norms   | As per Univ Norms     | As per Univ Norms                     | As per Univ Norms        |


**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## Overall Result of Department

[As per the details available with the Controller of Examinations, D G V C]

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 234          | 221    | 225     | 219    | 218      | -      | 240          | 229    | 241     | -      | -        | -      | 225          |        |         |        |          |        |
| 02      | First Class with Distinction | 36           | 48     | 44      | 59     | 79       | -      | 64           | 91     | 51      | -      | -        | -      | 52           |        |         |        |          |        |
|         | First Class                  | 80           | 65     | 67      | 66     | 81       | -      | 89           | 83     | 78      | -      | -        | -      | 87           |        |         |        |          |        |
|         | Second Class                 | 43           | 32     | 25      | 21     | 11       | -      | 24           | 14     | 43      | -      | -        | -      | 25           |        |         |        |          |        |
|         | Pass Class                   | 13           | 05     | 01      | -      | -        | -      | 04           | 01     | -       | -      | -        | -      | 04           |        |         |        |          |        |
| 03      | Failed                       | 62           | 71     | 88      | 73     | 47       | -      | 59           | 40     | 69      | -      | -        | -      | 57           |        |         |        |          |        |
| 04      | % Passing                    | 74           | 68     | 61      | 67     | 79       | -      | 75           | 83     | 71      | -      | -        | -      | 75           |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|---------------|---|--------------------------|--|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | Yes                      | Periodic<br>reviews are<br>conducted<br>through industry experts       | -                              |
|               | Contents of the<br>Curriculum                                     | yes                      | highly<br>enriched<br>curriculum.                                      | -                              |
|               | BOS   | yes                      | BOS meeting<br>conducted on<br>a regular basis<br>to ensure curriculum | -                              |
|               | Credits allotted /<br>distribution<br>- logic                     | yes                      | is updated.<br>As per University<br>Norms.                             |                                |


**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|---|--------------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | yes.                     | Contemporary methods of teaching is used.                     |                                |
|                         | E-learning modules                                 | yes.                     | First yr stage to take up more e-modules                      |                                |
|                         | Project work UG/PG                                 | yes.                     | EVS Project for UG  |                                |
|                         | Internal assessment – components – Uniqueness      | case study.              | NCO's test<br>5 marks attendance<br>10 marks - Generic Skills |                                |
|                         | Student support – remedial coaching                | yes                      | Students are given remedial classes for weak students.        |                                |
|                         | Parents meeting – evaluation of student's progress | minutes maintained.      | PTA meets are arranged on requirement.                        |                                |
|                         | Feedback from students                             | collected                | IGAC team collect centralized feedback.                       |                                |
|                         | Steps taken on the feedback                        |                          |   |                                |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement               |
|----------------------|---|--------------------------|---|--|
| III. Faculty Profile | Projects completed / on going                 |                          |   | Minor / Major Projects can be taken up.      |
|                      | Seminars / conferences attended               | yes                      | Staff members attend conferences on a rotational basis. |  |
|                      | Papers / articles / books published           | yes                      | Adequate publications are satisfactory.                 |  |
|                      | FDP / RC / OC / Training Program / Workshop   | yes                      | Encouraged to attend refresher courses.                 | Mgmt staff to be given adequate opportunity. |
|                      | Preparation of E-learning materials / Content | No                       | -   |  |
|                      | Acted as resource persons                     | yes                      | Exemplary participation as res person.                  |  |
|                      | M.Phil. & Ph. D awarded                       | yes                      |   |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                  | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|----------------------------|---|--------------------------|---|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)            |                          | 1:25<br>Heavy demand<br>for commerce<br>course.                         |                                |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co-curricular<br>activities |                          | Exemplary<br>active participation                                       |                                |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training      |                          | Periodic Visit<br>are conducted   |                                |
|                            | Achievements  |                          | Students have<br>won many<br>Prizes (National<br>& International level) |                                |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                           | Items                                | Verification | Comments | Suggestions for improvement   |
|-------------------------------------|--------------------------------------|--------------|----------|---|
|                                     |                                      | Yes / No     |          |   |
| V. Infrastructure in the Department | No. of class rooms                   | yes          |          | Infrastruct. to be provided for Smart class                                       |
|                                     | No. of laboratories                  | yes 1 Lab    |          |   |
|                                     | No. of computers – for teachers      | yes          |          | Faculty to be provided with computers/laptops for enhancing academic contribution |
|                                     | No. of computers – for students      |              |          | Students laptop/system for enabling them to check attendance                      |
|                                     | No. of computers – research scholars | yes 2        |          | Access to SPSS, Plagiarism checker to be given for research scholar               |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valluvar College  
Arumbakkam, Chennai - 600106.




|  |                    |   |   |                |
|--|--------------------|---|---|----------------|
|  | No. of instruments | — | — | Not applicable |
|--|--------------------|---|---|----------------|

| Criterion                              | Items                   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|--|-------------------------|--------------------------|--|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed             | yes                      | Edy of other<br>multinational<br>companies signed. |                                |
|  | Consultancy             | yes                      |  |                                |
|  | Collaborations          | yes                      | MSME   |                                |
|  | Association<br>Meetings | yes                      | Conducted<br>Periodically.                         |                                |
|  | Guest lectures          | yes                      |  |                                |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |     |   |  |
|--|---|-----|---|--|
|  | Conference / Seminar / Workshop conducted                               | yes |   | More number of conferences can be conducted in contemporary topics |
|  | Extension Activity  | yes |   | Additional focus to be given in enhancing extension activities     |
|  | Interaction with Industry / Research Centres / Educational Institutions | yes | Has constant interaction with industry & other educational institutions |  |
|  | Newsletters / Magazine  | yes |   |  |
|  | Placement   | yes | Centralised placement cell organises placements for the dept. students. |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited - 100% records made available.

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |

## I. Faculty Records

Files of the following faculty members were audited

Faculty details updated in the college website, 100% Transparency -

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |


*B. V.*

## II. HOD records

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | Not applicable                         | Action taken by   | yes                              | yes                             | yes                         | Evst/plant   | Available                       | Available                  |
|        |  | Head of Dept & class teacher                                    | maintained                       | maintained                      |                             | Visit  |                                 |                            |
|        |  | P.T. meeting conducted  |                                  |                                 |                             |  |                                 |                            |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## SWOC Analysis

| STRENGTHS  | WEAKNESS  |
|--|---|
| <ol style="list-style-type: none"> <li>1. Highly qualified and dedicated faculty</li> <li>2. Provides right arena for higher edvent</li> <li>3. Constant support from Mgmt</li> <li>4. Inspiring strong academic culture</li> <li>5. 50 yrs</li> </ol> | <ol style="list-style-type: none"> <li>1. Lack of adequate infract. for tech driven classroom.</li> <li>2. Conference hall for the commu. dept activities to be provided</li> </ol>   |
| OPPORTUNITIES  | CHALLENGES  |
| <ol style="list-style-type: none"> <li>1. E-resources can be developed.</li> <li>2. Minor/Major projects can be taken up by faculty.</li> </ol>  | <p>NIL.</p> <div data-bbox="1512 1125 1982 1340" style="text-align: right;"> <br/> <b>PRINCIPAL</b><br/> Dwaraka Doss Goverdhan Doss<br/> Vaishnav College<br/> Arumbakkam, Chennai - 600106. </div> |

List of Non-conformities with University Policy and unacceptable Deficiency in Standards.

No deviation observed.

Any specific recommendations on Faculty Development.

Take up research projects  
Faculty to be given FDP on  
how to take up major/minor  
research project.

Any specific instance of Excellence

- \* Contribution by Alumni for the development of the dept [Monetary]
- \* Titani-nium. number of Ph.D.
- \* Skill development classes conducted by the department  
[Tally, GST, MSME]




**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation   | Signature with Date  |
|---|--|
| <p>1</p> <p>Dr. R. Savithri<br/>Head, Dept of Commerce<br/>S.D.N.B. Vaishnav College for Women, ch. 44</p>  | <p>R. Savithri<br/>3/2/20</p> <p>Dr. R. Savithri, M.Com., M.Phil., Ph.D.<br/>Research Guide &amp; Supervisor,<br/>Associate Professor &amp; Head, Department of Commerce<br/>S.D.N.B. Vaishnav College for Women,<br/>Chromepet, Chennai - 600 044</p> |
| <p>2</p> <p>Dr. J. JAYAKUMAR, M.Com., M.Phil., Ph.D.,<br/>Associate Professor &amp; Head,<br/>PG &amp; Research Dept. Of Commerce<br/>Dr. Ambedkar Govt. Arts College<br/>Vyasarpadi, Chennai - 600 039</p> | <p>J. Jayakumar<br/>3/2/2020</p> <p>Dr. J. JAYAKUMAR, M.Com., M.Phil., Ph.D.,<br/>Associate Professor &amp; Head,<br/>PG &amp; Research Dept. Of Commerce<br/>Dr. Ambedkar Govt. Arts College<br/>Vyasarpadi, Chennai - 600 039</p>                    |
| <p>3</p> <p>Dr. Srinidhi Prathiba C.S.<br/>Associate Prof. &amp; Head Dept of Accounting &amp; Finance<br/>M.O.P. Vaishnav College for Women.</p>   | <p>Srinidhi Prathiba<br/>3/2/2020</p>  |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**

Page 1 of 15

**College With Potential Excellence**

**Linguistic Minority Institution, Affiliated to University of Madras**

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 03-Feb-2020

| Name of the Department    | B. Com. General (Shift I)                    |   |  |
|---------------------------|--|---|--|
| Year of Establishment     | 1968   |   |  |
| Timing of the Department  | Shift – I [ 8.15 P.M to 1.35 P.M.]           |   |  |
| Audit Panel Member's Name | Designation                                  | Address   | Contact Details  |
| 1/ Dr. R. Savithri        | Associate Professor & Head of the Department | Department of Commerce, SDNB Vaishnav College for Women (Autonomous), Chennai – 600 044.                          | Mobile : +91 98840 03660<br>E-mail: savithri11563@gmail.com                          |
| 2/ Dr. J. Jayakumar       | Associate Professor & Head of the Department | Department of Commerce, Dr Ambedkar Government Arts College (Autonomous), Chennai – 600 039.                      | Mobile : +91 94436 44192<br>Mobile : +91 79042 50370<br>E-mail : jaya26474@yahoo.com |
| 3/ Dr Srividya Prathiba   | Associate Professor & Head of the Department | Department of Accounting & Finance – Shift I<br>M O P Vaishnav College for Women (Autonomous), Chennai – 600 034. | Mobile :+91 99419 18809<br>E-mail : pravid1284@yahoo.com                             |


**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Follow-up of previous Audit:**

- Observation No 1 : **Seminar & Presentation to be introduced for UG Classes**  
 Action Taken : Generic Skills in the form of presentation, conceptual evaluation has been introduced as a component in Continuous Internal Assessment.
- Observation No. 2 : **Marks Register / File to be uploaded to the office of the COE at regular intervals**  
 Action Taken: Centralized marks entry system has been introduced by the COE with effect from Even Semester 19 – 20
- Observation No.3 : **Students may be motivated to go the library during free / leisure hours**  
 Action Taken: Students were accompanied by the class Incharge to the Library and they were introduced to Competitive Exams books and Referencing.
- Observation No.4 : **Separate Lab may be attached with commerce department for students.**  
 Action Taken : A Separate Full furnished lab has been allotted to the department with 70 computer systems, internet facility and Projector and other compatible infrastructure.

**Details of programs offered by the department**

| Sl. No. | Program Level  | Name of the Program / Course | Duration          | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|-------------------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Com (General)              | 3 Years           | +2 Commerce         | English               | Shift I – 210                         | 233                      |
| 2       | Post-Graduate  | M.Com (General)              | 2 Years           | Any Branch of B.Com | English               | Shift I – 40                          | 34                       |
| 3       | M.Phil         | Commerce                     | 1 Year            | Any Branch of M.Com | English               | 12                                    | 3                        |
| 4       | Ph.D.          | Commerce                     | As per Univ Norms | As per Univ Norms   | As per Univ Norms     | As per Univ Norms                     | As per Univ Norms        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## Overall Result of Department

[As per the details available with the Controller of Examinations, D G V C]

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 234          | 221    | 225     | 219    | 218      | -      | 240          | 229    | 241     | -      | -        | -      | 225          |        |         |        |          |        |
| 02      | First Class with Distinction | 36           | 48     | 44      | 59     | 79       | -      | 64           | 91     | 51      | -      | -        | -      | 52           |        |         |        |          |        |
|         | First Class                  | 80           | 65     | 67      | 66     | 81       | -      | 89           | 83     | 78      | -      | -        | -      | 87           |        |         |        |          |        |
|         | Second Class                 | 43           | 32     | 25      | 21     | 11       | -      | 24           | 14     | 43      | -      | -        | -      | 25           |        |         |        |          |        |
|         | Pass Class                   | 13           | 05     | 01      | -      | -        | -      | 04           | 01     | -       | -      | -        | -      | 04           |        |         |        |          |        |
| 03      | Failed                       | 62           | 71     | 88      | 73     | 47       | -      | 59           | 40     | 69      | -      | -        | -      | 57           |        |         |        |          |        |
| 04      | % Passing                    | 74           | 68     | 61      | 67     | 79       | -      | 75           | 83     | 71      | -      | -        | -      | 75           |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valahnav College  
Arumbakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement   |
|---------------|---|--------------------------|---|--|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | Yes                      | Syllabus updated  | Academic Advisory<br>Committee can be<br>formed with end-user<br>experts                             |
|               | Contents of the<br>Curriculum                                     | Yes                      | Sufficient and<br>adheres to latest<br>changes and<br>amendments. | Faculty Development<br>Programs can be<br>conducted to make<br>staff know the latest<br>developments |
|               | BOS   | Yes                      | Conducted<br>Regularly  | -  |
|               | Credits allotted /<br>distribution<br>- logic                     | Yes                      | Credits evenly<br>allotted and<br>distributed                     | -  |


**PRINCIPAL**

Dwaraka Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments                              | Suggestions for improvement                   |
|-------------------------|--|--------------------------|---------------------------------------|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      | Chalk & Talk method can be improved   | Smart class rooms are needed                  |
|                         | E-learning modules                                 | Yes                      | MOOC courses are encouraged           | Modules should be developed for each subject  |
|                         | Project work UG/PG                                 | Yes                      | only for PG                           |   |
|                         | Internal assessment – components – Uniqueness      | Yes<br>Case study        | MCQ tests for each subject            |   |
|                         | Student support – remedial coaching                | Yes                      | Remedial classes for weak students    | Advanced learners can teach the weak students |
|                         | Parents meeting – evaluation of student's progress | Yes                      | Informal meeting for specific results | Periodic meetings and documents needed        |
|                         | Feedback from students                             | Yes                      | I Q AC form                           |   |
|                         | Steps taken on the feedback                        | Yes                      | collected feedback                    | Appropriate measures to be taken              |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnava College  
Arumbakkam, Chennai - 600106.



| Criterion            | Items   | Verification<br>Yes / No | Comments                                     | Suggestions for<br>improvement                           |
|----------------------|---|--------------------------|--|--|
| III. Faculty Profile | Projects completed / on going                 | NO                       |  | Minor + Major Research projects should be appn.          |
|                      | Seminars / conferences attended               | Yes                      | Staff attend periodically                    |  |
|                      | Papers / articles / books published           | Yes                      | Satisfactory                                 |  |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | Management staff should be given opportunity | FDPs can be organized                                    |
|                      | Preparation of E-learning materials / Content | NO                       |  | E-learning materials for all subjects should be prepared |
|                      | Acted as resource persons                     | Yes                      | Active participation                         |  |
|                      | M.Phil. & Ph. D awarded                       | Yes                      |  |  |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for improvement                       |
|-------------------------|--|--------------------------|---|---|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       |                          | 1. 25<br>Heavy demand   |   |
|                         | Students involvement in extra-curricular & Co-curricular activities  | Yes                      | Good participation  |   |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | Periodically organised  | Industrial visits Post trust visit to be arranged |
|                         | Achievements   | Yes                      | Students have participated and won many National & International events |   |

**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                           | Items                                | Verification<br>Yes / No | Comments     | Suggestions for improvement                  |
|-------------------------------------|--------------------------------------|--------------------------|--------------|--|
| V. Infrastructure in the Department | No. of class rooms                   | Yes                      | Adequate     | More<br>Smart class rooms are needed         |
|                                     | No. of laboratories                  | Yes                      | Adequate     |  |
|                                     | No. of computers – for teachers      | Yes                      | -            | Laptops to be provided for staff             |
|                                     | No. of computers – for students      | Yes                      | not Adequate | More computers with Internet access facility |
|                                     | No. of computers – research scholars | Yes                      | 2 computers  | SPSS package and plagiarism check is needed  |

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Valuнав College  
Arumbakkam, Chennai - 600106.



|  |                    |  |                |  |
|--|--------------------|--|----------------|--|
|  | No. of instruments |  | not applicable |  |
|--|--------------------|--|----------------|--|

| Criterion                                  | Items                   | Verification<br>Yes / No | Comments               | Suggestions for<br>improvement         |
|--|-------------------------|--------------------------|------------------------|--|
| VI. Activities of<br>the<br>Departmen<br>t | MoUs signed             | Yes                      | 2 MoUs signed          | More MoU's needed                      |
|  | Consultancy             | No                       |                        | Have<br>consultancy services<br>needed |
|  | Collaborations          | Yes                      | with MSME              |  |
|  | Association<br>Meetings | Yes                      | Periodical<br>meeting  |  |
|  | Guest lectures          | Yes                      | organized<br>regularly |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valmiki College  
Arumbakkam, Chennai - 600106.

|  |   |     |                                      |   |
|--|---|-----|--------------------------------------|---|
|  | Conference / Seminar / Workshop conducted                               | Yes | No Conference held                   | Conference, seminars, workshops to be organised |
|  | Extension Activity  | Yes | no                                   |   |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | .                                    |   |
|  | Newsletters / Magazine  | Yes | Department Newsletter can be started |   |
|  | Placement   | Yes | Good placement                       | Centralized Placement cell                      |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         |                     | 100 %                   | records             | are                 | available               |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |

## I. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
|         |                     |             | Faculty details uploaded in            | web site          |   |  |
|         |                     |             | 100 %                                  | Transparency      |   |  |
|         |                     |             |  |                   |   |  |

## II. HOD records

**PRINCIPAL**  
Dwaraka Doss Gopierdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



Note: Program wise, Year wise and Section wise minimum of 3 records to be audited


| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|         | NA                                     | Action taken by HOD & class in charge P.T. weekly               | Yes                              | Yes                             | Yes                         | Pls only for Industrial visit  | Yes                             | Yes                        |
|         |  |   |                                  |                                 |                             |  |                                 |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS  | WEAKNESS   |
|--|--|
| <ol style="list-style-type: none"> <li>1. Successful completion of Golden Jubilee of Commerce Dept</li> <li>2. Provides holistic education for students</li> <li>3. Updated curriculum</li> <li>4. Dedicated &amp; qualified staff</li> </ol>                | <ol style="list-style-type: none"> <li>1. Smart class rooms needed</li> <li>2. Conference Hall for Commerce Department needed</li> </ol> |
| OPPORTUNITIES  | CHALLENGES   |
| <ol style="list-style-type: none"> <li>1. More MOU's to be signed</li> <li>2. E-Resources for each subject to be developed</li> <li>3. Minor &amp; Major projects to be applied</li> <li>4. More conferences, seminars, workshops to be conducted</li> </ol> | <p>To meet the ever increasing demand for commerce stream</p> <p>To meet industry needs</p>  |


**PRINCIPAL**  
 Dwaraka Doss-Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency In Standards.**

*No deviation observed*

**Any specific recommendations on Faculty Development.**

1. More FDPs to be organized
2. More MoUs to be signed
3. Major & Minor projects to be applied
4. E-content material to be framed

**Any specific instance of Excellence**

1. Alumni contribution for development of Commerce Dept.
2. Department has produced maximum number of Ph.D.s
3. ~~more~~ Skill based certificate courses conducted
4. Golden Jubilee Department



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation  | Signature with Date   |
|--|---|
| <p>1 Dr. R. Savitha<br/>Head, Dept of Commerce<br/>S.D.N.B. Vaishnav College for Women, ch. 44</p>   | <p><i>R. Savitha</i><br/>3/2/20</p> <p>Dr. R. Savitha, M.Com., M.Phil., Ph.D.<br/>Research Guide &amp; Supervisor,<br/>Associate Professor &amp; Head, Department of Commerce<br/>S.D.N.B. Vaishnav College for Women,<br/>Chromepet, Chennai - 600 044</p> |
| <p>2 Dr. J. JAYAKUMAR, B.Com., M.Phil., Ph.D.,<br/>Associate Professor &amp; Head,<br/>PG &amp; Research Dept. of Commerce<br/>Dr. Ambedkar Govt. Arts College<br/>Vyasarpadi, Chennai - 600 035</p> | <p><i>J. Jayakumar</i><br/>3/2/2020</p> <p>Dr. J. JAYAKUMAR, B.Com., M.Phil., Ph.D.,<br/>Associate Professor &amp; Head,<br/>PG &amp; Research Dept. of Commerce<br/>Dr. Ambedkar Govt. Arts College<br/>Vyasarpadi, Chennai - 600 035</p>                  |
| <p>3 Dr. Srividya Prathibha C.S.<br/>Associate Prof &amp; Head dept of Commerce.<br/>M.O.P. Vaishnav College - for Women.<br/>Chennai - 34</p>   | <p><i>Srividya Prathibha C.S.</i><br/>3/2/2020</p>  |

*D. Govardhan Doss*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**

Page 1 of 15

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 11-Feb-2020

|                           |                          |                                     |   |   |
|---------------------------|--------------------------|-------------------------------------|---|---|
| Name of the Department    |                          | B. Com. General (Shift II)          |   |   |
| Year of Establishment     |                          | 1978                                |   |   |
| Timing of the Department  |                          | Shift – II [ 2:00 P.M to 6:30 P.M.] |   |   |
| Audit Panel Member's Name |                          | Designation                         | Address   | Contact Details   |
| 1                         | Dr. B. Sudha             | Associate Professor                 | Post Graduate & Research<br>Department of Commerce,<br>Anna Adarsh College for Women<br>Chennai – 600 040.          | Mobile : +91 98840 64750<br>E-mail: sudha62@hotmail.com |
| 2                         | Dr. C. Shankaranarayanan | Assistant Professor,                | Department of Corporate<br>Secretaryship,<br>Presidency College<br>(Autonomous),<br>Chennai – 600 005.              | Mobile : +91 9842770639<br>E-mail : drcsn@hotmail.com   |
| 3                         | Dr. M. Hemalatha         | Associate Professor                 | Post Graduate Department of<br>Commerce,<br>M O P Vaishnav College for<br>Women (Autonomous),<br>Chennai – 600 034. | Mobile : +91 9941166679<br>E-mail : hema.mop@gmail.com  |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Follow-up of previous Audit:**

- Observation No 1 : **Seminar & Presentation to be introduced for UG Classes**  
 Action Taken : Generic Skills in the form of presentation, conceptual evaluation has been introduced as a component in Continuous Internal Assessment.
- Observation No. 2 : **Marks Register / File to be uploaded to the office of the COE at regular intervals**  
 Action Taken: Centralized marks entry system has been introduced by the COE with effect from Even Semester 19 – 20
- Observation No.3 : **Students may be motivated to go the library during free / leisure hours**  
 Action Taken: Students were accompanied by the class Incharge to the Library and they were introduced to Competitive Exams books and Referencing.
- Observation No.4 : **Separate Lab may be attached with commerce department for students.**  
 Action Taken : A Separate Full furnished lab has been allotted to the department with 70 computer systems, internet facility and Projector and other compatible infrastructure.

**Details of programs offered by the department**

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Com (General)              | 3 Years  | +2 Commerce         | English               | Shift II – 280                        | 294                      |
| 2       | Post-Graduate  | M.Com (General)              | 2 Years  | Any Branch of B.Com | English               | Shift II – 40                         | 40                       |
| 3       | M.Phil         | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |
| 4       | Ph.D.          | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.




# OVERALL RESULT OF DEPARTMENT- B.COM

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 275          | 251    | 236     | 248    | 243      |        | 295          | 291    | 285     |        |          |        | 283          |        |         |        |          |        |
| 02      | First Class with Distinction | 29           | 45     | 29      | 36     | 53       |        | 50           | 67     | 57      |        |          |        | 38           |        |         |        |          |        |
|         | First Class                  | 86           | 67     | 86      | 99     | 107      |        | 81           | 70     | 96      |        |          |        | 83           |        |         |        |          |        |
|         | Second Class                 | 35           | 34     | 22      | 24     | 13       |        | 39           | 17     | 35      |        |          |        | 26           |        |         |        |          |        |
|         | Pass Class                   | 8            | 3      | 2       | 7      | 8        |        | 12           | 8      | 7       |        |          |        | 8            |        |         |        |          |        |
| 03      | Failed                       | 117          | 102    | 97      | 82     | 62       |        | 113          | 129    | 90      |        |          |        | 128          |        |         |        |          |        |
| 04      | % Passing                    | 57.45        | 59.36  | 58.9    | 66.94  | 74.49    |        | 61.69        | 55.67  | 68.42   |        |          |        | 54.77        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

### Overall Result of Department-M.COM

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20  |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|---|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year  |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem   | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        | 39           | 38     | 37      |        |          |        | 39  |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        | 10           | 5      | 16      |        |          |        | 8   |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        | 10           | 18     | 10      |        |          |        | 9   |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        | 0            | 0      | 0       |        |          |        | 0   |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        | 0            | 0      | 0       |        |          |        | 0   |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        | 19           | 15     | 11      |        |          |        | 22  |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        | 51           | 61     | 70      |        |          |        | 43.59   |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |  |        |         |        |          |        |

**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|---------------|---|--------------------------|----------|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | yes                      | —        |                                |
|               | Contents of the<br>Curriculum                                     | yes                      | —        |                                |
|               | BOS   | yes                      | —        |                                |
|               | Credits allotted /<br>distribution<br>— logic                     | yes                      | —        |                                |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaichnav College  
 Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments | Suggestions for improvement    |
|-------------------------|--|--------------------------|----------|--------------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      |          | Smart Boards can be introduced |
|                         | E-learning modules                                 | Yes                      |          |                                |
|                         | Project work UG/PG                                 | Yes                      |          |                                |
|                         | Internal assessment – components – Uniqueness      | Yes                      |          |                                |
|                         | Student support – remedial coaching                | Yes                      |          |                                |
|                         | Parents meeting – evaluation of student's progress | Yes                      |          |                                |
|                         | Feedback from students                             | Yes                      |          | Excellent                      |
|                         | Steps taken on the feedback                        | Yes                      |          |                                |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement                      |
|----------------------|---|--------------------------|----------|---|
| III. Faculty Profile | Projects completed / on going                 | NO                       |          |   |
|                      | Seminars / conferences attended               | yes                      |          |   |
|                      | Papers / articles / books published           | yes                      |          |   |
|                      | FDP / RC / OC / Training Program / Workshop   |                          |          | Faculty's must be encouraged to participate in FDPs |
|                      | Preparation of E-learning materials / Content | NO                       |          |   |
|                      | Acted as resource persons                     | yes                      |          |   |
|                      | M.Phil. & Ph. D awarded                       | yes                      |          |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaijnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                  | Items  | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|----------------------------|--|--------------------------|----------|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)             | 1: 8                     |          |                                |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co- curricular<br>activities | Yes                      |          |                                |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training       | Yes<br>For P.G           |          |                                |
|                            | Achievements   | Yes                      |          |                                |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




| Criterion                           | Items                                | Verification<br>Yes / No | Comments | Suggestions for improvement |
|-------------------------------------|--------------------------------------|--------------------------|----------|-----------------------------|
| V. Infrastructure in the Department | No. of class rooms                   | Yes                      |          |                             |
|                                     | No. of laboratories                  | Yes<br>1 Lab             |          |                             |
|                                     | No. of computers – for teachers      | Yes                      |          |                             |
|                                     | No. of computers – for students      | Yes<br>70 systems        |          |                             |
|                                     | No. of computers – research scholars | No                       |          |                             |


**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |                    |   |   |   |
|--|--------------------|---|---|---|
|  | No. of instruments | — | — | — |
|--|--------------------|---|---|---|

| Criterion                        | Items                | Verification<br>Yes / No | Comments | Suggestions for improvement |
|----------------------------------|----------------------|--------------------------|----------|-----------------------------|
| VI. Activities of the Department | MoUs signed          | Yes<br>2                 |          |                             |
|                                  | Consultancy          | NO                       |          |                             |
|                                  | Collaborations       | Yes<br>MSME              |          |                             |
|                                  | Association Meetings | Yes                      |          |                             |
|                                  | Guest lectures       | Yes                      |          |                             |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

|  |   |                                 |  |  |
|--|---|---------------------------------|--|--|
|  | Conference / Seminar / Workshop conducted                               | yes                             |  |  |
|  | Extension Activity  | yes                             |  |  |
|  | Interaction with Industry / Research Centres / Educational Institutions | yes                             |  |  |
|  | Newsletters / Magazine  | NO<br>Only for course           |  |  |
|  | Placement   | yes<br>search placement officer |  |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaijnath College  
 Arumbakkam, Chennai - 600106.



## Student Records

**Note:** Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student                   | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         | 100-1. Records are available          |                         |                     |                     |                         |                                    |                    |
|         | Semester-wise results are maintained. |                         |                     |                     |                         |                                    |                    |
|         |                                       |                         |                     |                     |                         |                                    |                    |

## I. Faculty Records

Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty      | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than In-house) | Papers Published In Scopus/UGC approved journals |
|---------|--------------------------|-------------|--|-------------------|---|--|
|         | Up loaded in the website |             |  |                   |   |  |
|         |                          |             |  |                   |   |  |
|         |                          |             |  |                   |   |  |

## II. HOD records

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | Not applicable                         | YES by HOD + CLAS - incharge                                    |                                  |                                 |                             | Industrial Visits only for PG students   | yes                             | yes                        |
|        |  |   | yes                              | yes                             | Not applicable              |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS  |
|---|---|
| <p>The department is well equipped with qualified + dedicated staff members. The syllabus is updated according to changing demand + requirements. The administration &amp; working of the department is transparent keep it up.</p> | <p>Smart Boards can be introduced. The department should be able to provide consultancy services in the future. Staff members are encouraged to participate in FDPs, Refresher programmes to cope with latest advancements.</p> |
| OPPORTUNITIES   | CHALLENGES  |
| <p>Minor projects to be applied. Students must encouraged to participate in more seminars and co-curricular activities.</p>   | <p>To meet changing demands of the Industry. Add-on courses to be introduced to match the specific requirements in this ever changing world.</p> <p style="text-align: right;">BLW</p>  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

**Any specific recommendations on Faculty Development.**



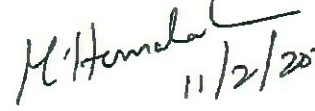
Faculties to participate in FDPs R.C.s. Faculties pursuing doctoral degrees / professional course must be given incentives.


**Any specific instance of Excellence**

Year 2019-2020. Golden Jubilee Celebration during the year. Notable alumni include Chartered Accountants, Entrepreneurs and other successful professions.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| 1 Dr. B. SUDHA<br>Associate Professor, Department of Commerce<br>Anna Adarsh College for Women<br>Anna Nagar Chennai 600 040 | <br>11/2/2020<br><b>Dr. B. SUDHA</b><br>Associate Professor & Research<br>Supervisor<br>Department of Commerce<br>Anna Adarsh College for Women<br>Anna Nagar, Chennai - 600 040. |
| 2 Dr. C. SHANIKARANARAYANAN<br>Asst. Professor of Corporate Secretaryship<br>Presidency College<br>Chennai - 05              | <br>11/2/2020   |
| 3 Dr. M. Hemalatha<br>Associate Professor. P.G. Department of Commerce<br>M. O. P. Vaishnav College for Women                | <br>11/2/2020   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**


Page 1 of 15

College With Potential Excellence

Linguistic Minority Institution. Affiliated to University of Madras

**ACADEMIC AUDIT REPORT - 2019-20**

Date of Audit: 11-Feb-2020

|                           |                          |                                     |   |   |
|---------------------------|--------------------------|-------------------------------------|---|---|
| Name of the Department    |                          | B. Com. General (Shift II)          |   |   |
| Year of Establishment     |                          | 1978                                |   |   |
| Timing of the Department  |                          | Shift - II [ 2:00 P.M to 6:30 P.M.] |   |   |
| Audit Panel Member's Name |                          | Designation                         | Address   | Contact Details   |
| 1                         | Dr. B. Sudha             | Associate Professor                 | Post Graduate & Research<br>Department of Commerce,<br>Anna Adarsh College for Women<br>Chennai - 600 040.          | Mobile : +91 98840 64760<br>E-mail: sudha62@hotmail.com   |
| 2                         | Dr. C. Shankaranarayanan | Assistant Professor.                | Department of Corporate<br>Secretaryship,<br>Presidency College<br>(Autonomous),<br>Chennai - 600 005.              | Mobile : +91 9842770639<br>E-mail : drcsn@hotmail.com   |
| 3                         | Dr. M. Hemalatha         | Associate Professor                 | Post Graduate Department of<br>Commerce,<br>M O P Vaishnav College for<br>Women (Autonomous),<br>Chennai - 600 034. | Mobile : +91 9941166679<br>E-mail : hema.mop@gmail.com<br> |

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Follow-up of previous Audit:**

Observation No 1 :  
Action Taken :

**Seminar & Presentation to be introduced for UG Classes**  
Generic Skills in the form of presentation, conceptual evaluation has been introduced as a component in Continuous Internal Assessment.

Observation No. 2 :  
Action Taken:

**Marks Register / File to be uploaded to the office of the COE at regular intervals**  
Centralized marks entry system has been introduced by the COE with effect from Even Semester 19 – 20

Observation No.3 :  
Action Taken:

**Students may be motivated to go the library during free / leisure hours**  
Students were accompanied by the class Incharge to the Library and they were introduced to Competitive Exams books and Referencing.

Observation No.4 :  
Action Taken :

**Separate Lab may be attached with commerce department for students.**  
A Separate Full furnished lab has been allotted to the department with 70 computer systems, internet facility and Projector and other compatible infrastructure.

**Details of programs offered by the department**


| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Com (General)              | 3 Years  | +2 Commerce         | English               | Shift II – 280                        | 294                      |
| 2       | Post-Graduate  | M.Com (General)              | 2 Years  | Any Branch of B.Com | English               | Shift II – 40                         | 40                       |
| 3       | M.Phil         | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |
| 4       | Ph.D.          | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600100.


## OVERALL RESULT OF DEPARTMENT- B.COM

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 275          | 251    | 236     | 248    | 243      |        | 295          | 291    | 285     |        |          |        | 283          |        |         |        |          |        |
| 02      | First Class with Distinction | 29           | 45     | 29      | 36     | 53       |        | 50           | 67     | 57      |        |          |        | 38           |        |         |        |          |        |
|         | First Class                  | 86           | 67     | 86      | 99     | 107      |        | 81           | 70     | 96      |        |          |        | 83           |        |         |        |          |        |
|         | Second Class                 | 35           | 34     | 22      | 24     | 13       |        | 39           | 17     | 35      |        |          |        | 26           |        |         |        |          |        |
|         | Pass Class                   | 8            | 3      | 2       | 7      | 8        |        | 12           | 8      | 7       |        |          |        | 8            |        |         |        |          |        |
| 03      | Failed                       | 117          | 102    | 97      | 82     | 62       |        | 113          | 129    | 90      |        |          |        | 128          |        |         |        |          |        |
| 04      | % Passing                    | 57.45        | 59.36  | 58.9    | 66.94  | 74.49    |        | 61.69        | 55.67  | 68.42   |        |          |        | 54.77        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.


### Overall Result of Department-M.COM

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        | 39           | 38     | 37      |        |          |        | 39           |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        | 10           | 5      | 16      |        |          |        | 8            |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        | 10           | 18     | 10      |        |          |        | 9            |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        | 0            | 0      | 0       |        |          |        | 0            |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        | 0            | 0      | 0       |        |          |        | 0            |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        | 19           | 15     | 11      |        |          |        | 22           |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        | 51           | 61     | 70      |        |          |        | 43.59        |        |         |        |          |        |
| 05      | Drop-out rate (If any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valahnav College  
 Arumbakkam, Chennai - 600106.




| Criterion     | Items   | Verification<br>Yes / No | Comments         | Suggestions for<br>improvement |
|---------------|---|--------------------------|------------------|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | Yes                      | Syllabus updated |                                |
|               | Contents of the<br>Curriculum                                     | Yes                      |                  |                                |
|               | BOS   | Yes                      |                  |                                |
|               | Credits allotted /<br>distribution<br>– logic                     | Yes (on per<br>norms)    |                  |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaichnav College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No                    | Comments  | Suggestions for<br>improvement |
|-------------------------|--|---|---|--------------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes<br>Chalk & talk<br>- Projector for P.G. |   |                                |
|                         | E-learning modules                                 | Yes   | Good initiative - on mode compulsory for 4th yr |                                |
|                         | Project work UG/PG                                 | Yes   |   |                                |
|                         | Internal assessment – components – Uniqueness      | Yes   | Genius skills<br>MCQs<br>40 : 60                |                                |
|                         | Student support – remedial coaching                | Yes   | as per need                                     |                                |
|                         | Parents meeting – evaluation of student's progress | Yes   |   |                                |
|                         | Feedback from students                             | Yes   | online -  |                                |
|                         | Steps taken on the feedback                        | Yes   |   |                                |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement         |
|----------------------|---|--------------------------|----------|--|
| III. Faculty Profile | Projects completed / on going                 | NO                       |          |  |
|                      | Seminars / conferences attended               | Yes                      |          |  |
|                      | Papers / articles / books published           | Yes                      |          |  |
|                      | FDP / RC / OC / Training Program / Workshop   |                          |          | Can be encourage by sanctioning OD etc |
|                      | Preparation of E-learning materials / Content | NO                       |          |  |
|                      | Acted as resource persons                     | Yes                      |          |  |
|                      | M.Phil. & Ph. D awarded                       | NA                       | —        | —                                      |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                  | Items  | Verification<br>Yes / No       | Comments | Suggestions for<br>improvement |
|----------------------------|--|--------------------------------|----------|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)             | 1 : 8                          |          |                                |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co- curricular<br>activities | Yes                            |          |                                |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training       | IV for PG - Yes<br>For UG - NO |          |                                |
|                            | Achievements   | Student<br>Achievements } Yes  |          |                                |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|---|---|--------------------------|----------|--------------------------------|
| V. Infrastructure in<br>the<br>Department | No. of class rooms                      | Yes                      |          |                                |
|   | No. of laboratories                     | Lab for IT (PG)<br>Yes   |          |                                |
|   | No. of computers –<br>for teachers      | 70 (Lab)                 |          |                                |
|   | No. of computers –<br>for students      | 70 (Lab)                 |          |                                |
|   | No. of computers –<br>research scholars | NA                       | —        | —                              |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |                    |    |   |   |
|--|--------------------|----|---|---|
|  | No. of instruments | NA | — | — |
|--|--------------------|----|---|---|

| Criterion                        | Items                | Verification<br>Yes / No | Comments                    | Suggestions for improvement |
|----------------------------------|----------------------|--------------------------|-----------------------------|-----------------------------|
| VI. Activities of the Department | MoUs signed          | Yes                      | No of MoU - 2<br>(EY & IWA) |                             |
|                                  | Consultancy          | No                       |                             |                             |
|                                  | Collaborations       | Yes<br>(with MSME)       |                             |                             |
|                                  | Association Meetings | Yes                      |                             |                             |
|                                  | Guest lectures       | Yes                      |                             |                             |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valuhnav College  
Arumbakkam, Chennai - 600106.



|  |   |                         |                              |   |
|--|---|-------------------------|------------------------------|---|
|  | Conference / Seminar / Workshop conducted                               | Yes                     |                              |   |
|  | Extension Activity  | Yes                     | NSS, NCC, Consumer clubs     |   |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes                     |                              |   |
|  | Newsletters / Magazine  | Yes<br>College magazine |                              |   |
|  | Placement   | Yes                     | Dellah .Ev, TCS<br>Symposium | . |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Student Records

**Note:** Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student                  | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|--------------------------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         | 100% Records are Available           |                         |                     |                     |                         |                                    |                    |
|         | Results are maintained Semester wise |                         |                     |                     |                         |                                    |                    |
|         |                                      |                         |                     |                     |                         |                                    |                    |

## I. Faculty Records

. Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty                     | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---|-------------|--|-------------------|---|--|
|         | staff Profile available in the website. |             |  |                   |   |  |
|         |   |             |  |                   |   |  |
|         |   |             |  |                   |   |  |

## II. HOD records

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Velupuram College  
Arumbakkam, Chennai - 600106.

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited



| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | NA                                     | Yes   | <del>Not</del>                   | <del>Applicable</del>           |                             |  |                                 |                            |
|        |  |   | Yes                              | Yes                             | NA                          | Yes  | Available                       | Yes                        |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

*(Signature)*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## SWOC Analysis

| STRENGTHS   | WEAKNESS  |
|---|---|
| <ul style="list-style-type: none"> <li>• Updated Syllabus &amp; Industry interface</li> <li>• Decentralised</li> <li>• Dedicated &amp; quality staff</li> <li>• Online updation of information</li> <li>• Courses with Great Demand</li> </ul>          | <ul style="list-style-type: none"> <li>• Smart class</li> <li>• Conference hall Can be provided</li> <li>• Industry Visit. </li> <li>• Practice schools</li> </ul> |
| OPPORTUNITIES   | CHALLENGES  |
| <ul style="list-style-type: none"> <li>• Can Introduce Internship to UG</li> <li>• Students strength and Industry updates &amp; needs can be tapped</li> <li>• Workshop Can be organised</li> <li>• E-Content Can be developed for subjects.</li> </ul> | <p>—</p> <p></p>   |

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

List of Non-conformities with University Policy and unacceptable Deficiency in Standards. *As per University Norms & Guidelines.*

*NIL*

Any specific recommendations on Faculty Development.



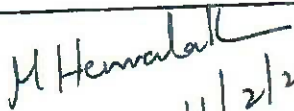
- Can be encouraged for FDP, Orientation, R.CA*
- Research related workshop's can be conducted (SPSS, Article writing etc)*

Any specific instance of Excellence


- strong placements cell*

*B.L.*

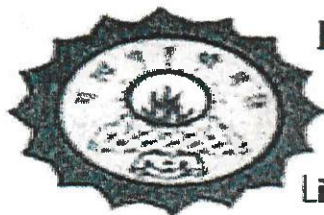
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| 1 Dr. B. SUDHA<br>Associate Professor<br>Department of Commerce<br>Anna Adarsh College for Women Anna Nagar<br>Chennai - 600 040 | <br>11/2/2020 |
| 2 Dr. C. SHANKARA NARAYANAN<br>Asst. Professor of Corporate Secretaryship<br>Presidency College<br>Chennai - 600 005             | <br>11/2/2020 |
| 3 Dr. M. Hemmalathe<br>Associate Professor,<br>M. O. P. Vaishnav College for Women   | <br>11/2/2020 |

**Dr. B. SUDHA**  
Associate Professor & Research Supervisor  
Department of Commerce  
Anna Adarsh College for Women  
Anna Nagar, Chennai - 600 040

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**


Page 1 of 15

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 11-Feb-2020  
rch

| Name of the Department     | B. Com. General (Shift II)          |   |   |
|----------------------------|-------------------------------------|---|---|
| Year of Establishment      | 1978                                |   |   |
| Timing of the Department   | Shift – II [ 2:00 P.M to 6:30 P.M.] |   |   |
| Audit Panel Member's Name  | Designation                         | Address   | Contact Details   |
| 1 Dr. B. Sudha             | Associate Professor                 | Post Graduate & Research<br>Department of Commerce,<br>Anna Adarsh College for Women<br>Chennai – 600 040.          | Mobile : +91 98840 64750<br>E-mail: sudha62@hotmail.com   |
| 2 Dr. C. Shankaranarayanan | Assistant Professor,                | Department of Corporate<br>Secretaryship,<br>Presidency College<br>(Autonomous),<br>Chennai – 600 005.              | Mobile : +91 9842770639<br>E-mail : drcsn@hotmail.com   |
| 3 Dr. M. Hemalatha         | Associate Professor                 | Post Graduate Department of<br>Commerce,<br>M O P Vaishnav College for<br>Women (Autonomous),<br>Chennai – 600 034. | Mobile : +91 9941166679<br>E-mail : hema.mop@gmail.com<br> |

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Follow-up of previous Audit:**

- Observation No 1 : Seminar & Presentation to be introduced for UG Classes  
 Action Taken : Generic Skills in the form of presentation, conceptual evaluation has been introduced as a component in Continuous Internal Assessment.
- Observation No. 2 : Marks Register / File to be uploaded to the office of the COE at regular intervals  
 Action Taken: Centralized marks entry system has been introduced by the COE with effect from Even Semester 19 – 20
- Observation No.3 : Students may be motivated to go the library during free / leisure hours  
 Action Taken: Students were accompanied by the class Incharge to the Library and they were introduced to Competitive Exams books and Referencing.
- Observation No.4 : Separate Lab may be attached with commerce department for students.  
 Action Taken : A Separate Full furnished lab has been allotted to the department with 70 computer systems, internet facility and Projector and other compatible infrastructure.

**Details of programs offered by the department**

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Com (General)              | 3 Years  | +2 Commerce         | English               | Shift II – 280                        | 294                      |
| 2       | Post-Graduate  | M.Com (General)              | 2 Years  | Any Branch of B.Com | English               | Shift II – 40                         | 40                       |
| 3       | M.Phil         | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |
| 4       | Ph.D.          | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam

# OVERALL RESULT OF DEPARTMENT- B.COM

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 275          | 251    | 236     | 248    | 243      |        | 295          | 291    | 285     |        |          |        | 283          |        |         |        |          |        |
| 02      | First Class with Distinction | 29           | 45     | 29      | 36     | 53       |        | 50           | 67     | 57      |        |          |        | 38           |        |         |        |          |        |
|         | First Class                  | 86           | 67     | 86      | 99     | 107      |        | 81           | 70     | 96      |        |          |        | 83           |        |         |        |          |        |
|         | Second Class                 | 35           | 34     | 22      | 24     | 13       |        | 39           | 17     | 35      |        |          |        | 26           |        |         |        |          |        |
|         | Pass Class                   | 8            | 3      | 2       | 7      | 8        |        | 12           | 8      | 7       |        |          |        | 8            |        |         |        |          |        |
| 03      | Failed                       | 117          | 102    | 97      | 82     | 62       |        | 113          | 129    | 90      |        |          |        | 128          |        |         |        |          |        |
| 04      | % Passing                    | 57.45        | 59.36  | 58.9    | 66.94  | 74.49    |        | 61.69        | 55.67  | 68.42   |        |          |        | 54.77        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valmiki College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department-M.COM

| SL No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|--------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|        |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|        |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01     | Appeared for Examination     |              |        |         |        |          |        | 39           | 38     | 37      |        |          |        | 39           |        |         |        |          |        |
| 02     | First Class with Distinction |              |        |         |        |          |        | 10           | 5      | 16      |        |          |        | 8            |        |         |        |          |        |
|        | First Class                  |              |        |         |        |          |        | 10           | 18     | 10      |        |          |        | 9            |        |         |        |          |        |
|        | Second Class                 |              |        |         |        |          |        | 0            | 0      | 0       |        |          |        | 0            |        |         |        |          |        |
|        | Pass Class                   |              |        |         |        |          |        | 0            | 0      | 0       |        |          |        | 0            |        |         |        |          |        |
| 03     | Failed                       |              |        |         |        |          |        | 19           | 15     | 11      |        |          |        | 22           |        |         |        |          |        |
| 04     | % Passing                    |              |        |         |        |          |        | 51           | 61     | 70      |        |          |        | 43.59        |        |         |        |          |        |
| 05     | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|---------------|---|--------------------------|---|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | Yes                      | Proper initiatives<br>taken for<br>designing the syllabus |                                |
|               | Contents of the<br>Curriculum                                     | Yes                      | Suitable,<br>giving scope<br>to take<br>amendments        |                                |
|               | BOS   | Yes                      |   |                                |
|               | Credits allotted /<br>distribution<br>- logic                     | Yes                      | Appropriate<br>Credits<br>allotted                        |                                |



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaicharay College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments                          | Suggestions for improvement                           |
|-------------------------|--|--------------------------|-----------------------------------|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | yes                      |                                   | Smart class rooms                                     |
|                         | E-learning modules                                 | yes                      |                                   | Online Courses can be made compulsory                 |
|                         | Project work UG/PG                                 | yes                      |                                   |   |
|                         | Internal assessment – components – Uniqueness      | yes                      | Good basis of allotment of marks. |   |
|                         | Student support – remedial coaching                | yes                      | Done on a regular basis           | Remedial Coaching can be made more on a regular basis |
|                         | Parents meeting – evaluation of student's progress | yes                      |                                   |   |
|                         | Feedback from students                             | yes                      |                                   |   |
|                         | Steps taken on the feedback                        | yes                      | Systematic feedback & valuation   |   |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vel. Inay College  
Arumbakkam, Chennai - 600106.



| Criterion            | Items  | Verification<br>Yes / No | Comments                  | Suggestions for<br>improvement              |
|----------------------|--|--------------------------|---------------------------|---|
| III. Faculty Profile | Projects<br>completed / on<br>going                  | No                       |                           |   |
|                      | Seminars /<br>conferences<br>attended                | Yes                      | Staff regularly<br>attend |   |
|                      | Papers / articles /<br>books published               | Yes                      |                           |   |
|                      | FDP / RC / OC /<br>Training Program<br>/ Workshop    | Yes                      | Good participation        | Staff can<br>be given<br>more opportunities |
|                      | Preparation of E-<br>learning materials<br>/ Content | No                       | -                         | -   |
|                      | Acted as resource<br>persons                         | Yes                      |                           |   |
|                      | M.Phil. & Ph. D<br>awarded                           | -                        |                           |   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                  | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|----------------------------|--|--------------------------|---|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)             | 1 : 8                    |   |                                |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co- curricular<br>activities | yes                      | Good participation  |                                |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training       | yes                      | Encouragement<br>to be given<br>further for more<br>practical exposure    |                                |
|                            | Achievements   | yes                      | Overall good<br>participation of<br>students in<br>all academic<br>events |                                |

**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valluvar College  
 Arumbakkam, Chennai - 600106.

| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments                              | Suggestions for<br>improvement           |
|---|---|--------------------------|---------------------------------------|--|
| V. Infrastructure in<br>the<br>Department | No. of class rooms                      | Yes                      | Adequate<br>class rooms.              | Smart Class<br>rooms can be<br>provided. |
|   | No. of laboratories                     | Yes                      |                                       |  |
|   | No. of computers –<br>for teachers      | Yes                      | Sufficient<br>facilities<br>provided. |  |
|   | No. of computers –<br>for students      | Yes                      | -                                     | -  |
|   | No. of computers –<br>research scholars | -                        |                                       |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|  |                    |    |  |  |
|--|--------------------|----|--|--|
|  | No. of instruments | No |  |  |
|--|--------------------|----|--|--|

| Criterion                        | Items                | Verification<br>Yes / No | Comments | Suggestions for improvement                                 |
|----------------------------------|----------------------|--------------------------|----------|---|
| VI. Activities of the Department | MoUs signed          | Yes<br>2                 |          | Considering the number of students more MoUs can be signed. |
|                                  | Consultancy          | No                       |          | Consultancy can be undertaken                               |
|                                  | Collaborations       | Yes<br>1                 |          |   |
|                                  | Association Meetings | Yes                      |          |   |
|                                  | Guest lectures       | Yes                      |          |   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |                         |  |   |
|--|---|-------------------------|--|---|
|  | Conference / Seminar / Workshop conducted                               | Yes                     | Adequate Conferences, Seminars organised | A   |
|  | Extension Activity  | Yes<br>NSS NCC<br>Rohat | Good.                                    |   |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes                     |  | Interaction with MNCs / educational institutions in the course work can be included |
|  | Newsletters / Magazine  | College magazine        |  | In house journal can be introduced  |
|  | Placement   | Yes                     | Record of good placement                 |   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Student Records

Page 11 of 15

**Note:** Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student                      | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|--|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         | Records verified - Semester wise records |                         |                     |                     |                         |                                    |                    |
|         | are maintained                           |                         |                     |                     |                         |                                    |                    |
|         |  |                         |                     |                     |                         |                                    |                    |

## I. Faculty Records

. Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
|         | Faculty details     |             |  |                   |   |  |
|         | are uploaded        |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |

## II. HOD records

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited


| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | NA                                     | Yes taken by HOD & CS   | yes                              | Regularly yes                   | —                           | Field visit for Only for PGTs  | yes                             | yes                        |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## SWOC Analysis

| STRENGTHS  | WEAKNESS  |
|--|---|
| <ol style="list-style-type: none"> <li>1) Quality Staff, well Trained.</li> <li>2) Good choice of course work</li> <li>3) Very Strong Evaluation pattern</li> <li>4) Environment conducive for education.</li> </ol> | <ul style="list-style-type: none"> <li>- Technological limitations in teaching aids.</li> <li>- <del>limited</del> Scope for research can be improvised</li> <li>- Opportunities to be more participative can be given</li> </ul> |
| OPPORTUNITIES  | CHALLENGES  |
| <ul style="list-style-type: none"> <li>- Use of more e-learning resources</li> <li>- Staff can be given more growth opportunities</li> </ul>   | <p>Meeting the needs of students of diverse culture / income</p> <p style="text-align: right;"></p>  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

List of Non-conformities with University Policy and unacceptable Deficiency in Standards.

No deviations observed.

Any specific recommendations on Faculty Development.

Staff can be encouraged to take part in more FDP, orientation and other projects.




Any specific instance of Excellence


Good Feedback and evaluation system  
Skill based training with the curriculum.



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| 1 Dr. B. Sudha<br>Associate professor, Dept of Commerce<br>Anna Adarsh College for Women<br>Anna Nagar, Chennai - 600 040. | <br>11/2/2020<br><b>Dr. B. SUDHA</b><br>Associate Professor & Research<br>Supervisor<br>Department of Commerce<br>Anna Adarsh College for Women<br>Anna Nagar, Chennai - 600 040. |
| 2 Dr. C. SHANKARA NARAYANA<br>Asst. Prof. of Commerce<br>Presidency College,<br>Chennai - 45                               | <br>11/2/2020   |
| 3 Dr. M. Hemalatha<br>Associate Professor, P.G. Dept of Commerce,<br>M.O.P. Vaishnav College for Women                     | <br>11/2/2020   |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence  
Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT - 2019-20**

Date of Audit: 07-02-2020

| Name of the Department    |                     | DEPARTMENT OF CORPORATE SECRETARYSHIP |  |  |
|---------------------------|---------------------|---------------------------------------|--|--|
| Year of Establishment     |                     | Day 1982                              | Evening : 1988                                       |  |
| Timing of the Department  |                     | Day 8.15am TO 1.35 pm                 | Evening : 2.00pm TO 6.30 pm                          |  |
| Audit Panel Member's Name |                     | Designation                           | Address  | Contact Details                            |
| 1                         | Prof. Md. Akmal     | Associate Professor and HOD           | The New College, Royapettah, Chennai-14              | 9884229786<br>Email. mdakmal123@gmail.com  |
| 2                         | Prof. P. Manivannan | Associate professor and HOD           | R.K.M. Vivekananda College, Mylapore, Chennai-600004 | 9445207495<br>Email. hod_bcs@rkmvc.ac.in   |
| 3                         | Dr. K. Gunasekaran  | Associate professor and HOD           | The Presidency College, Chennai-5                    | 7397453408<br>Email. gunarvg1962@gmail.com |

  
**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Ambalpet, Chennai - 600060



Follow-up of previous Audit: NIL

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/Course       | Duration | Entry Qualification | Medium of Instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B. Com (Corporate Secretaryship) | 3 Years  | HSC, +2             | English               | Day: 70<br>Eve: 280                   | Day: 80.<br>Eve: 296     |
| 2       | Post-Graduate  |                                  |          |                     |                       |                                       |                          |
| 3       | M.Phil.        |                                  |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                                  |          |                     |                       |                                       |                          |

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department – Day College (Shift 1)

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 74           | 71     | 76      | 76     | 75       | 75     | 74           | 75     | 72      | 73     | 76       | 76     | 80           | NA     | 73      | NA     | 74       | NA     |
| 02      | First Class with Distinction | 4            | 3      | 5       | 4      | 5        | 7      | 2            | 2      | 10      | 8      | 6        | 7      | 8            | NA     | 13      | NA     | 0        | NA     |
|         | First Class                  | 25           | 26     | 27      | 24     | 30       | 30     | 27           | 25     | 18      | 25     | 25       | 27     | 35           | NA     | 31      | NA     | 21       | NA     |
|         | Second Class                 | 20           | 27     | 22      | 24     | 22       | 25     | 27           | 24     | 14      | 19     | 24       | 21     | 21           | NA     | 13      | NA     | 30       | NA     |
|         | Pass Class                   | 18           | 7      | 16      | 15     | 14       | 10     | 14           | 18     | 18      | 13     | 15       | 14     | 8            | NA     | 10      | NA     | 15       | NA     |
| 03      | Failed                       | 7            | 8      | 6       | 9      | 4        | 3      | 4            | 6      | 12      | 8      | 6        | 7      | 8            | NA     | 6       | NA     | 8        | NA     |
| 04      | % Passing                    | 90.54        | 88.73  | 92.11   | 88.16  | 94.67    | 96.00  | 94.59        | 92.00  | 83.33   | 89.04  | 92.11    | 90.79  | 90.00        | NA     | 91.78   | NA     | 89.19    | NA     |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## Overall Result of Department -- Eve College (Shift 2)

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 276          | 274    | 229     | 229    | 176      | 176    | 275          | 279    | 273     | 268    | 229      | 229    | 290          | NA     | 276     | NA     | 268      | NA     |
| 02      | First Class with Distinction | 2            | 1      | 4       | 5      | 5        | 6      | 10           | 4      | 12      | 24     | 6        | 7      | 6            | NA     | 29      | NA     | 7        | NA     |
|         | First Class                  | 88           | 66     | 74      | 70     | 58       | 64     | 85           | 68     | 66      | 93     | 75       | 73     | 127          | NA     | 106     | NA     | 149      | NA     |
|         | Second Class                 | 99           | 98     | 83      | 78     | 64       | 60     | 90           | 102    | 69      | 65     | 80       | 75     | 73           | NA     | 62      | NA     | 67       | NA     |
|         | Pass Class                   | 57           | 59     | 44      | 42     | 34       | 36     | 43           | 56     | 52      | 39     | 48       | 45     | 30           | NA     | 34      | NA     | 25       | NA     |
| 03      | Failed                       | 30           | 50     | 24      | 34     | 15       | 10     | 47           | 49     | 74      | 47     | 20       | 29     | 54           | NA     | 45      | NA     | 20       | NA     |
| 04      | % Passing                    | 99.28        | 99.64  | 98.25   | 97.82  | 97.16    | 96.59  | 96.36        | 98.57  | 95.60   | 91.04  | 97.38    | 96.94  | 97.93        | NA     | 89.49   | NA     | 97.39    | NA     |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion     | Items  | Verification<br>Yes / No | Comments                     | Suggestions for<br>improvement |
|---------------|--|--------------------------|------------------------------|--------------------------------|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | Latest topics are identified | Industry interaction required. |
|               | Contents of the Curriculum                               | Yes                      | Up to date topics included   |                                |
|               | BOS  | Yes                      | Conducted yearly             | Conducted per semester.        |
|               | Credits allotted / distribution – logic                  | Yes                      | Logically allotted           |                                |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments                 | Suggestions for<br>improvement           |
|-------------------------|--|--------------------------|--------------------------|--|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      | Lecture Method           | Modern methods may be used               |
|                         | E-learning modules                                 | No                       | To be provided           | To be provided.                          |
|                         | Project work UG/PG                                 | Yes                      | 30 days in 3rd years     | 30 days at the end of every year.        |
|                         | Internal assessment – components – Uniqueness      | Yes                      | Generic skills assessed  | No of Students in a class to be reduced. |
|                         | Student support – remedial coaching                | No                       | No class rooms available | Class rooms to be provided.              |
|                         | Parents meeting – evaluation of student's progress | No                       | To be conducted          | Funds to be provided.                    |
|                         | Feedback from students                             | Yes                      | To be known to teachers  | Areas of deficiencies to be identified.  |
|                         | Steps taken on the feedback                        | No                       | To be done               | To be done.                              |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106



| Criterion            | Items   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement                |
|----------------------|---|--------------------------|--|---|
| III. Faculty Profile | Projects completed / on going                 | No                       | UG Course not required   | New Doctorates can try from outside agencies. |
|                      | Seminars / conferences attended               | Yes                      | Not adequate   | Faculties should be encouraged with OD        |
|                      | Papers / articles / books published           | No                       | Teachers should be encouraged  | Financial and other support to be provided    |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | Courses completed in NPTEL (National Program on Technology enhanced learning ) | Computers and other facilities to be provided |
|                      | Preparation of E-learning materials / Content | NIL                      | No Computers & Facilities available  | Facilities to be provided.                    |
|                      | Acted as resource persons                     | YES                      | REFRESHER COURSE   | OD SHOULD BE PROVIDED                         |
|                      | M.Phil. & Ph. D awarded                       | NO                       | NIL  | NIL   |


**PRINCIPAL**

Dwaraka Doss Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No                     | Comments                                | Suggestions for improvement   |
|-------------------------|--|--|---|---|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes<br>Day : 70 : 3362<br>Evening: 280: 1850 | Admission to be made on merits          | Admission shall be based on Entrance Test   |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes  | Students Association Formed             | College should provide funds & facilities for activities of Students Association. |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes  | Internship as part of curriculum        | The College should provide TA & DA for monitoring Internships.                    |
|                         | Achievements   | Yes  | Achievements in Sports to be encouraged | Achievements to be recognized in Meetings   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss

Vaishnav College

Arumbakkam, Chennai - 600106.



| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments                                | Suggestions for<br>improvement   |
|---|---|--------------------------|---|--|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | Yes                      | Inadequate for the<br>Admitted Strength | Admission should be<br>restricted to 60.   |
|   | No. of laboratories                     | Nil                      | Nil                                     | Nil.   |
|   | No. of computers –<br>for teachers      | Yes                      | Only 5<br>Out of which 3 working        | New Computers with<br>internet Wifi facilities to<br>be provided to all the<br>teachers. |
|   | No. of computers –<br>for students      | NIL                      | No rooms/Lab provided                   | Separate rooms/Lab with<br>Computer should be<br>provided.                               |
|   | No. of computers –<br>research scholars | NA                       | NA                                      | NA.  |
|   | No. of instruments                      | Yes                      | One Power Point<br>Projector available  | One for each class rooms<br>fixed permanently to be<br>provided.                         |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion                              | Items  | Verification<br>Yes / No | Comments                                | Suggestions for<br>improvement                             |
|--|--|--------------------------|---|--|
| VI. Activities of<br>the<br>Department | MoUs signed  | No                       | To be signed                            | The college should honor<br>the MoU.                       |
|  | Consultancy  | NA                       | NA                                      | NA.  |
|  | Collaborations                                     | NA                       | NA                                      | NA.  |
|  | Association<br>Meetings                            | Yes                      | Funds to be provided                    | Funds for Hospitalities<br>should be liberal.              |
|  | Guest lectures                                     | Yes                      | Separate Seminar Hall<br>not available. | Hall with Podium and<br>Mike & Speakers to be<br>provided. |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes                      | Separate Seminar Hall<br>not available. | Hall with Podium and<br>Mike & Speakers to be<br>provided. |
|  | Extension<br>Activity                              | Yes                      | Students do under NSS<br>& other Clubs  | Liberal funding to be<br>provided.                         |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|  |   |     |                         |  |
|--|---|-----|-------------------------|--|
|  | Interaction with Industry / Research Centers / Educational Institutions | No  | To be initiated         | To be initiated.                               |
|  | Newsletters / Magazine  | No  | To be brought in        | Financial support from college to be provided. |
|  | Placement   | Yes | Separate Placement Cell | Placement Cell to be vibrant..                 |

## I. Student Records.

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem./Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|--------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         |                     | RECORDS                  | NOT                 | AVAILABLE           |                         |                                    |                    |
|         |                     |                          |                     |                     |                         |                                    |                    |
|         |                     |                          |                     |                     |                         |                                    |                    |





## II. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty   | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|-----------------------|-------------|--|-------------------|---|--|
| 1.      | Dr. K.Kalpanadevi     | NA          | NA                                     | NA                | 5   | NA   |
| 2.      | Dr.R.K.Gopinath       | NA          | NA                                     | NA                | 2   | NA   |
| 3.      | Dr. G.Yamuna          | NA          | NA                                     | NA                | 2   | NA   |
| 4.      | Mr. B.Franklin Edburg | NA          | NA                                     | NA                | 1   | NA   |
| 5.      | Ms. R.Indumathi       | NA          | NA                                     | NA                | 1   | NA   |
| 6.      | Mr.Rajesh Kannan      | NA          | NA                                     | NA                | 2   | NA   |
| 7.      | Mr. P.M.Ramesh Kumar  | NA          | NA                                     | NA                | 2   | NA   |

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | A                                      | A   | A                                | A                               | A                           | NA   | A                               | A                          |

  
PRINCIPAL



## SWOC Analysis

|  |   |
|--|---|
| <p><b>STRENGTHS</b></p> <p>HOD with two professional membership i.e., FCMA, FCS.<br/>Qualified teachers<br/>Dedicated Faculties.</p> | <p><b>WEAKNESS</b></p> <p>Uncontrollable student strength.<br/>Inadequate class rooms.<br/>No Dias in class rooms.<br/>Old unusable</p>                   |
| <p><b>OPPORTUNITIES</b></p> <p>To develop employability skills.<br/>Certificate courses.<br/>Life skills can be taught.</p>          | <p><b>CHALLENGES</b></p> <p>Heterogeneous student group<br/>Mentoring due to deteriorating social standards.<br/>Value based academic to be imparted.</p> |

 **PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

CIA marks to be in conformity with university policy.

Attendance condonation and Redo the semester not followed.

Student enrolment not in conformity with university norms.

**Any specific recommendations on Faculty Development.**

Financial incentives for computing professional courses.

Delegate fee and travelling charges to be paid by the college for attending.

National and international seminars OD to be provided for attending seminars & conferences.

**Any specific instance of Excellence**

HOD awarded lifetime achievement award by LIONS CLUB.

  
**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation |   | Signature with Date                  |
|---|---|--------------------------------------|
| 1                                       | Prof. Md. Akmal<br>Associate Professor and HOD<br>The New College,<br>Royapettah, Chennai-14              | <i>Nd / Akmal</i><br>21/2/20         |
| 2                                       | Prof. P.Manivannan<br>Associate Professor and HOD<br>R.K.M. Vivekananda College, Mylapore, Chennai-600004 | <i>P Manivannan</i><br>9/2/2020      |
| 3                                       | Dr.K.Gunasekaran<br>Associate Professor and HOD<br>The Presidency College,<br>Chennai-5                   | <i>Dr. K. Gunasekaran</i><br>27/2/20 |

Dr.K.GUNASEKARAN, M.Com, MBA, M.Phil., Ph.D.,  
Assistant Professor  
Department of Commerce (C.S)  
Presidency College (Aut) Chennai - 5.

*Dwaraka Doss*  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
Vaishnav College  
Arumbakkam, Chennai - 600106.






**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-2020**

Date of Audit: 04/02/2020

|  |                               |   |   |
|--|-------------------------------|---|---|
| Name of the Department                                 | B.C.A                         |   |   |
| Year of Establishment                                  | 1998                          |   |   |
| Timing of the Department                               | 9.00 am To 1.30 pm (Shift II) |   |   |
| Audit Panel Member's Name                              | Designation                   | Address   | Contact Details   |
| 1. <b>Dr. M. Ramesh Kumar</b> , M.Sc., M.Phil., Ph.D., | Asst. Professor and Head      | Department of Computer Science, Government Arts College, Nandanam, Chennai-40.              | <b>Mobile:</b> 94435 97585<br>proframeshkumar@gmail.com   |
| 2. <b>Dr. K. Banu</b> , MCA, M.Phil., Ph.D.,           | Asst. Professor               | Department of Computer Science, Queen Mary's College for Women, Mylapore, Chennai – 600 004 | <b>Mobile:</b> 9444359961<br><a href="mailto:blaksh72@yahoo.co.in">blaksh72@yahoo.co.in</a>   |
| 3. <b>Dr.G.Savithri</b> , MCA, M.Phil., Ph.D.,         | Director                      | MEASI Institute of Information Technology, Royapettah, Chennai - 600 014.                   | Mobile: 9840973777,<br>savithiri75@gmail.com<br> |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Follow-up of previous Audit:**

Previous Academic Audit Report Recommendations are carried out successfully.

**Details of programs offered by the department**

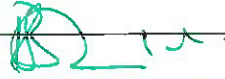
| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.C.A                        | 3 Years  | +2                  | English               | 110 per Year                          | 110                      |
| 2       | Post-Graduate  | -                            | -        | -                   | -                     | -                                     | -                        |
| 3       | M.Phil         | -                            | -        | -                   | -                     | -                                     | -                        |
| 4       | Ph.D.          | -                            | -        | -                   | -                     | -                                     | -                        |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 104          | 105    |         |        |          |        | 105          | 103    | 104     | 105    |          |        | 107          |        | 98      |        | 106      |        |
| 02      | First Class with Distinction | 30           | 26     |         |        |          |        | 27           | 24     | 36      | 40     |          |        | 33           |        | 30      |        | 41       |        |
|         | First Class                  | 50           | 51     |         |        |          |        | 25           | 18     | 42      | 32     |          |        | 13           |        | 09      |        | 24       |        |
|         | Second Class                 | 08           | 04     |         |        |          |        | 06           | 09     | 07      | 03     |          |        | 2            |        | 02      |        | -        |        |
|         | Pass Class                   | 01           | -      |         |        |          |        | 04           | 03     | -       | 03     |          |        | -            |        | -       |        | -        |        |
| 03      | Failed                       | 15           | 24     |         |        |          |        | 43           | 49     | 19      | 27     |          |        | 59           |        | 57      |        | 41       |        |
| 04      | % Passing                    | 86           | 77     |         |        |          |        | 59           | 51     | 82      | 74     |          |        | 44           |        | 43      |        | 61       |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement   |
|----------------------|--|--------------------------|--|--|
| <b>I. Curriculum</b> | Steps followed in the designing of syllabus & curriculum | Yes                      | Syllabus framed as per UGC & University of Madras Norms, CBCS pattern is adopted | Learning Outcome based Curriculum Framework [LOCF] to be adopted in the next syllabus revision |
|                      | Contents of the Curriculum                               | Yes                      | Content is up to the need of industry and society                                |  |
|                      | BOS  | Yes                      | Conducted on 02/02/2019  |  |
|                      | Credits allotted / distribution – logic                  | Yes                      | Credits for part I, II, III & IV has been properly applied as per CBCS pattern   |  |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.




| Criterion               | Items  | Verification | Comments                                     | Suggestions for improvement |
|-------------------------|--|--------------|--|-----------------------------|
|                         |  | Yes / No     |  |                             |
| II. Teaching & Learning | Teaching methods & teaching aids                   | yes          | ICT enabled Teaching Methodology in progress |                             |
|                         | E-learning modules                                 | no           | To be created                                |                             |
|                         | Project work UG/PG                                 | yes          | Provided as a part of Lab Exercise           |                             |
|                         | Internal assessment – components – Uniqueness      | yes          | Satisfied                                    |                             |
|                         | Student support – remedial coaching                | yes          | Record Maintained                            |                             |
|                         | Parents meeting – evaluation of student's progress | yes          | Meeting ,Reports Existing                    |                             |
|                         | Feedback from students                             | yes          | Available                                    |                             |
|                         | Steps taken on the feedback                        | yes          | Feedback system is maintained & evaluated    |                             |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments                                 | Suggestions for<br>improvement |
|----------------------|---|--------------------------|--|--------------------------------|
| III. Faculty Profile | Projects completed / on going                 | -NA-                     | -NA-                                     |                                |
|                      | Seminars / conferences attended               | Yes                      | Regularly Attended                       |                                |
|                      | Papers / articles / books published           | Yes                      | More than 15 papers published            |                                |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | FDP/Workshop organized                   |                                |
|                      | Preparation of E-learning materials / Content | Yes                      | Available                                |                                |
|                      | Acted as resource persons                     | Yes                      | Acted in National & International events |                                |
|                      | M.Phil. & Ph. D awarded                       | -NA-                     | -NA-                                     |                                |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments                              | Suggestions for<br>improvement  |
|-------------------------|--|--------------------------|---------------------------------------|---|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | Yes                      | Transparent Admission System Followed |   |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      | Records Available                     |   |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | Records Available                     |   |
|                         | Achievements   | Yes                      | Document Available                    |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.



| Criterion                                  | Items                                | Verification<br>Yes / No | Comments   | Suggestions for improvement                           |
|--|--------------------------------------|--------------------------|--|---|
| <b>V. Infrastructure in the Department</b> | No. of class rooms                   | Yes                      | Sufficient   |   |
|  | No. of laboratories                  | 02                       | Adequate Facility available                              | Lab Structure to be modified for comfortable Learning |
|  | No. of computers – for teachers      | No                       | At least two machines to be provided                     |   |
|  | No. of computers – for students      | 100                      | As per the class strength add 5 more systems in each Lab | Separate server for each lab is required              |
|  | No. of computers – research scholars | -NA-                     | -NA-   |   |
|  | No. of instruments                   | Yes                      | ICT Tools are Available                                  |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                              | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|--|--|--------------------------|--|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed  | No                       | To be Arranged   |                                |
|  | Consultancy  | Yes                      | Final Year students are<br>placed in reputed<br>Organization |                                |
|  | Collaborations                                     | No                       | To be Arranged   |                                |
|  | Association<br>Meetings                            | Yes                      | Conducted periodically                                       |                                |
|  | Guest lectures                                     | Yes                      | Arranged Frequently  |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes                      | Workshop Organized   |                                |
|  | Extension<br>Activity                              | Yes                      | Student Actively<br>Participated                             |                                |



**PRINCIPAL**  
Dwarake Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |     |                                       |  |
|--|---|-----|---------------------------------------|--|
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | Available                             |  |
|  | Newsletters / Magazine  | Yes | Available in Library                  |  |
|  | Placement   | Yes | 50% of Final Year students are Placed |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## I. Student Records

**Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1.      | Pavan B             | III / VI / A & 172001   | Yes                 | Yes                 | Yes                     | Yes                                | Yes                |
| 2.      | Kannan G            | III / VI / B & 172101   | Yes                 | Yes                 | Yes                     | Yes                                | Yes                |
| 3.      | Rahul S             | II / IV / A & 182036    | Yes                 | Yes                 | Yes                     | Yes                                | Yes                |
| 4.      | Bharath Kumar K     | II / IV / B & 182134    | Yes                 | Yes                 | Yes                     | Yes                                | Yes                |
| 5.      | Kamalesh G          | I / II / A & 192211     | Yes                 | Yes                 | Yes                     | Yes                                | Yes                |
| 5.      | Hari Kumar R        | I / II / B & 192358     | Yes                 | Yes                 | Yes                     | Yes                                | Yes                |



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## II. Faculty Records

Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited.**


| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | Mr.N.Jagadeesan     | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 2.      | Ms.C.Anbarasi       | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 3.      | Ms.U.Latha          | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 4.      | Ms.D.Clara Shanthi  | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 5.      | Ms.S.Amutha         | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 6.      | Ms.S.Kavitha        | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 7.      | Ms.L.Meena          | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 8.      | Ms.K.Ramya          | Yes         | Yes                                    | Yes               | Yes   | Yes  |
| 9.      | Ms.Archana          | Yes         | Yes                                    | Yes               | Yes   | Yes  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1.     | Yes                                    | Yes   | Yes                              | Yes                             | Yes                         | Yes  | Yes                             | Yes                        |
| 2.     | Yes                                    | Yes   | Yes                              | Yes                             | Yes                         | Yes  | Yes                             | Yes                        |
| 3.     | Yes                                    | Yes   | Yes                              | Yes                             | Yes                         | Yes  | Yes                             | Yes                        |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



SWOC Analysis

| <u>STRENGTHS</u>  | <u>WEAKNESS</u>   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Well-equipped department at pioneer institution</li> <li>2. Strategic location and easy accessibility</li> <li>3. Transparency in admission system</li> <li>4. Productive extensive activities in state and national level</li> <li>5. Highly committed and responsible Parent Teacher Association</li> <li>6. Dynamic student community to follow the education system</li> <li>7. Curriculum is satisfied and up to the mark</li> <li>8. Student result analysis is satisfied</li> <li>9. Excellent infrastructure with equipped lab</li> <li>10. Well organized administration to meet the competitive world.</li> </ol> | <ol style="list-style-type: none"> <li>1. Consultation and industrial collaboration has to be Strengthened.</li> <li>2. E-environment has to be enhanced</li> <li>3. Lack of international standardization</li> <li>4. Research projects to be applied</li> <li>5. Institutional internship projects to be initiated</li> </ol> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| <u>OPPORTUNITIES</u>  | <u>CHALLENGES</u>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Potential to compete with international standards</li> <li>2. Could become an excellent center for advanced teaching and learning</li> <li>3. Ample scope for the students to be placed in IT industry.</li> <li>4. More industry oriented courses can be designed to enrich employability</li> </ol> | <ol style="list-style-type: none"> <li>1. To produce 100% result</li> <li>2. MOU to be initiated</li> <li>3. 100% placement to be assured</li> <li>4. Resource mobilization from government agencies and UGC is challenging.</li> <li>5. To attract top-graded international students</li> <li>6. Ensuring high quality in self-financing sector.</li> </ol> |

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

**Any specific recommendations on Faculty Development.**

Faculty members to be encouraged to do UGC or any Approved Funded Agency's Projects.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

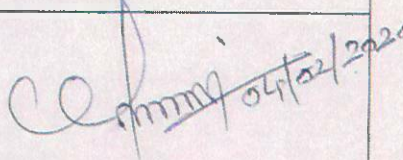
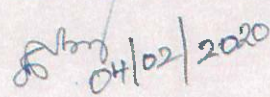

**Any specific instance of Excellence**

E-Learning system is functioning well, placements are satisfied.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valchnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation  | Signature with Date   |
|--|---|
| 1 <b>Dr. M. Ramesh Kumar</b> , M.Sc., M.Phil., Ph.D.,<br>Asst. Professor and Head,<br>Department of Computer Science,<br>Government Arts College,<br>Nandanam, Chennai-40.<br>Mobile: 94435 97585<br>proframeshkumar@gmail.com | <br>04/02/2020 |
| 2 <b>Dr. K. Banu</b> , MCA, M.Phil., Ph.D.,<br>Asst. Professor,<br>Department of Computer Science,<br>Queen Mary's College for Women,<br>Mylapore, Chennai - 600 004<br>Mobile:9444359961                                      | <br>04/02/2020 |
| 3 <b>Dr.G.Savithri</b> , MCA, M.Phil., Ph.D.,<br>Director, MEASI Institute of Information Technology ,<br>Royapettah, Chennai - 600 014.<br>Mobile:9840973777,<br>savithiri75@gmail.com  | <br>4/2/2020   |


**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

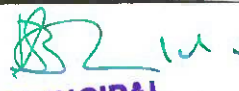


**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**  
 College With Potential Excellence  
 Linguistic Minority Institution, Affiliated to University of Madras

## ACADEMIC AUDIT REPORT – 2019-2020

Date of Audit: 13.02.2020

|                           |                      |                            |  |  |
|---------------------------|----------------------|----------------------------|--|--|
| Name of the Department    |                      | PHYSICS                    |  |  |
| Year of Establishment     |                      | 1964                       |  |  |
| Timing of the Department  |                      | 8.15 am to 1.35 pm         |  |  |
| Audit Panel Member's Name |                      | Designation                | Address  | Contact Details  |
| 1                         | Dr.K.Namasivayam     | Associate Professor & Head | Guru Nanak College, Chennai 600042             | 9444452430<br>physicshift1.hod@gurunanakcollege.edu.in<br>drnama2015@gmail.com |
| 2                         | Dr.R.Meenakshi       | Associate Prof. & Head     | CTTE College for Women Perambur Chennai 600011 | 9444142346<br>Pmeenakshi62@yahoo.com   |
| 3                         | Dr. S. Vijayalakshmi | Associate Professor        | Presidency College Chennai 600005              | 9488952059<br>vijiraj73@rediffmail.com   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

Follow-up of previous Audit:

- \* New furniture - table and desks have been provided
- \* No improvement in the toiletry/sanitary facilities
- \* ~~B~~ Even though periodical servicing of lab equipments has been carried out, they are getting damaged due to the overuse of them.
- \* Copies of the books in the library have been increased.




**PRINCIPAL**  
Dwaraka Doss Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




## Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of Instruction | Sanctioned / approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|--|--------------------------|
| 1       | Under-Graduate | B.Sc. Physics                | 3 Years  | Class XII           | English               | 50                                     | 50                       |
| 2       | Post-Graduate  | -                            | -        | -                   | -                     | -                                      | -                        |
| 3       | M.Phil         | -                            | -        | -                   | -                     | -                                      | -                        |
| 4       | Ph.D.          | -                            | -        | -                   | -                     | -                                      | -                        |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 47           | 48     | 48      | 45     | 50       | 52     | 48           | 46     | 47      | 47     | 45       | 43     | 45           |        | 46      |        | 47       |        |
| 02      | First Class with Distinction | 6            | 17     | 1       | 6      | 14       | 16     | 3            | 7      | 6       | 12     | 7        | 9      | 6            |        | 3       |        | 7        |        |
|         | First Class                  | 15           | 14     | 14      | 14     | 11       | 21     | 5            | 18     | 3       | 12     | 10       | 14     | 6            |        | 20      |        | 11       |        |
|         | Second Class                 | 4            | 3      | 10      | 2      | 4        | 6      | 8            | 9      | 14      | 1      | 6        | 3      | 8            |        | 11      |        | 4        |        |
|         | Pass Class                   | -            | -      | 2       | -      | 2        | -      | 10           | -      | 3       | -      | 1        | -      | 4            |        | 5       |        | -        |        |
| 03      | Failed                       | 22           | 14     | 21      | 23     | 19       | 9      | 22           | 12     | 21      | 22     | 21       | 16     | 21           |        | 7       |        | 25       |        |
| 04      | % Passing                    | 53 %         | 71%    | 56%     | 49%    | 62%      | 83%    | 46%          | 74%    | 55%     | 53%    | 53%      | 63%    | 53%          |        | 85%     |        | 47%      |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion     | Items  | Verification<br>Yes / No | Comments          | Suggestions for<br>improvement                      |
|---------------|--|--------------------------|-------------------|---|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | Very Good         | Industrial visits can be included in the curriculum |
|               | Contents of the Curriculum                               | Yes                      | Relevant          |   |
|               | BOS  | Yes                      |                   |   |
|               | Credits allotted / distribution - logic                  | Yes                      | Logically connect |   |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments    | Suggestions for<br>improvement  |
|-------------------------|--|--------------------------|-------------|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | yes                      | Appropriate | Smart class rooms can be provided   |
|                         | E-learning modules                                 | Yes                      | Good        |   |
|                         | Project work UG/PG                                 | yes                      |             |   |
|                         | Internal assessment – components – Uniqueness      | yes                      | Unique      | Model Exam. prior to the <del>2nd</del> end Semester exam which will increase the pass percentage |
|                         | Student support – remedial coaching                | Yes                      | Good        |   |
|                         | Parents meeting – evaluation of student's progress | Yes                      | Good        |   |
|                         | Feedback from students                             | Yes                      | Good        |   |
|                         | Steps taken on the feedback                        | Yes                      | Good        |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vajrnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments   | Suggestions for improvement   |
|----------------------|---|--------------------------|--|---|
| III. Faculty Profile | Projects completed / on going                 | Yes                      |  | Seed money should be provided for doing minor projects and basic research |
|                      | Seminars / conferences attended               | Yes                      |  |   |
|                      | Papers / articles / books published           | Yes                      |  |   |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      |  |   |
|                      | Preparation of E-learning materials / Content | Yes                      | Good   | financial assistance should be given to prepare e-learning materials      |
|                      | Acted as resource persons                     | Yes                      | Good   |   |
|                      | M.Phil. & Ph. D awarded                       | Yes                      | Lab assistants are encouraged to do higher studies |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.


| Criterion               | Items  | Verification<br>Yes / No | Comments                           | Suggestions for<br>improvement  |
|-------------------------|--|--------------------------|------------------------------------|---|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | Yes                      | Very Good                          |   |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      | Extra-ordinary                     |   |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | Industrial visits are not taken up | Industrial visit can be included in the syllabus and can be taken up. |
|                         | Achievements   | Yes                      | Commendable                        |   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.



| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement  |
|---|---|--------------------------|--|---|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | Yes                      |  |   |
|   | No. of laboratories                     | Yes                      | Separate lab should<br>be provided for<br>this B.Sc. Physics Course alone. |   |
|   | No. of computers –<br>for teachers      | Yes                      | Minimum of 5<br>computers should<br>be provided                            | Separate <sup>computer</sup> lab<br>should be provided                  |
|   | No. of computers –<br>for students      | Yes                      | Minimum of 10<br>computers should<br>be provided                           |   |
|   | No. of computers –<br>research scholars | NA                       |  |   |
|   | No. of instruments                      | Yes                      | Inadequate for<br>two <del>master</del><br>programs                        | Separate lab<br>should be provided<br>for B.Sc. Physics<br>Course alone |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                              | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|--|--|--------------------------|--|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed  | Yes                      | linkages <sup>can</sup> be<br>converted into<br>MOUs |                                |
|  | Consultancy  | Yes                      |  |                                |
|  | Collaborations                                     | Yes                      | Good   |                                |
|  | Association<br>Meetings                            | Yes                      | Good   |                                |
|  | Guest lectures                                     | Yes                      | Good   |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes                      | Good   |                                |
|  | Extension<br>Activity                              | Yes                      | Very Good  |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vai:hnay College  
Arumbakkam, Chennai - 600106.

|  |   |     |             |  |
|--|---|-----|-------------|--|
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | Commendable |  |
|  | Newsletters / Magazine  | Yes |             |  |
|  | Placement   | Yes |             |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## I. Student Records

Note: Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student                                       | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1.      | K. SRIVIDYA (II B.Sc.)<br>M. GIRIDHARAN & JINCY TARENISHA | ✓                       | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 2.      | M. PRAVIN (II B.Sc.)<br>N. PRANEETHA & S. ASHWIN KUMAR    | ✓                       | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 3.      | SHRIKARTI K. (I B.Sc.)<br>NANDHINI M. & R. HARI SHIRAM    | ✓                       | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |

## II. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | Dr. V. RENGANAYAKI  | ✓           | ✓                                      | ✓                 | ✓   | ✓  |
| 2.      | Dr. V. SANGMEETHA   | ✓           | ✓                                      | ✓                 | ✓   | ✓  |
| 3.      | Dr. D. SHYAMALA     | ✓           | ✓                                      | ✓                 | ✓   | ✓  |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | ✓                                      | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaichnav College  
 Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS  |
|---|---|
| <ul style="list-style-type: none"> <li>* Dedicated and Student friendly faculties and equipped well with ICT skills</li> <li>* Students are very participative</li> <li>* Well trained Lab Assistants who are ready to update themselves</li> </ul>                       | <p>Overusage of</p> <ul style="list-style-type: none"> <li>* <del>Sharing</del> the lab along with lab Assistant with shift-II</li> <li>* Inadequate computer facilities</li> <li>* Drinking water facility - inadequate</li> <li>* Poor toilet facilities</li> </ul> |
| OPPORTUNITIES   | CHALLENGES  |
| <ul style="list-style-type: none"> <li>* Can take up industrial visits</li> <li>* Can do more mini-projects</li> <li>* More students can take up e-learning courses [ SWAYAM, MOOC ]</li> <li>* Can convert corridors as knowledge space/ information pathways</li> </ul> | <ul style="list-style-type: none"> <li>* First generation learners</li> <li>* Inadequate computer and wifi facilities to provide e-learning</li> <li>* Heterogeneous group of learners</li> </ul>   |

82101



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

NIL

**Any specific recommendations on Faculty Development.**

Financial assistance to the faculties to prepare e-learning materials and to do SWAYAM courses will be of more strength to them

**Any specific instance of Excellence**

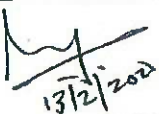

DBT - FOLDSCOPE PROJECT

EMMRC - PROJECTS

PUBLICATIONS OF ARTICLES BY STUDENTS IN SCIENCE MAGAZINES



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation  | Signature with Date   |
|--|---|
| 1 Dr.K.Namasivayam<br>Associate Professor & Head<br>Guru Nanak College, Chennai 600042             | <br>13/2/2020  |
| 2 Dr.R.Meenakshi<br>Associate Prof. & Head<br>CTTE College for Women<br>Perambur<br>Chennai 600011 | R. Meenakshi<br>13/2/2020   |
| 3 Dr. S. Vijayalakshmi<br>Associate Professor<br>Presidency College<br>Chennai 600005              | <br>13.02'20 |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 14-02-2020

|                           |                             |  |   |   |
|---------------------------|-----------------------------|--|---|---|
| Name of the Department    |                             | CHEMISTRY  |   |   |
| Year of Establishment     |                             | 1964 (Pre University); 1968 (UG); 1985 (PG); M. Phil. (2001); Ph.D. (2000) |   |   |
| Timing of the Department  |                             | 8.15 am – 1.35 pm  |   |   |
| Audit Panel Member's Name |                             | Designation  | Address   | Contact Details                                       |
| 1                         | <b>Dr. V. Jaishankar</b>    | Associate Professor  | Department of Chemistry, Presidency College, Chennai. | Cell No: 9884450869<br>Email: vjaishankar@gmail.com   |
| 2                         | <b>Dr. R.M. Ezhilarasi,</b> | Associate Professor and Head   | Department of Chemistry, Gurunanak College, Chennai   | Cell No: 94441 20232<br>Email: ezhilarchana@gmail.com |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |                          |                                 |   |  |
|---|--------------------------|---------------------------------|---|--|
| 3 | <b>Dr. B.Ganesh Babu</b> | Associate Professor<br>and Head | Department of<br>Chemistry, RKM<br>Vivekananda College<br>Mylapore, Chennai | Cell No: 94440 63083<br>Email:<br>ganeshbabu@rkmvc.ac.in |
|---|--------------------------|---------------------------------|---|--|

Follow-up of previous Audit:

Industrial visit for the students and CSIR-NET coaching classes are conducted as per the suggestions of the previous academic audit report 2018-2019

Details of programs offered by the department


| Sl. No. | Program Level  | Name of the Program / Course | Duration    | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|-------------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.Sc / Chemistry             | Three years | H.S.C               | English               | 164                                   | 145                      |
| 2       | Post-Graduate  | M.Sc / Chemistry             | Two years   | B.Sc                | English               | 52                                    | 50                       |
| 3       | M.Phil         | Chemistry                    | One year    | M.Sc.               | English               | 06                                    | 00                       |
| 4       | Ph.D.          | Chemistry                    | --          | M.Sc.               | English               | 24                                    | 12                       |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valuhirav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department: UG

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 52           | 52     | 52      | 52     | 52       |        | 47           | 46     | 46      |        |          |        | 47           |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       | 26           | 14     | 15      | 20     | 24       |        | 19           | 21     | 13      |        |          |        | 31           |        |         |        |          |        |
| 04      | % Passing                    | 50           | 73     | 71      | 62     | 54       |        | 60           | 54     | 72      |        |          |        | 34           |        |         |        |          |        |
| 05      | Drop-out rate (if any)       | NIL          |        |         |        |          |        | NIL          |        |         |        |          |        | NIL          |        |         |        |          |        |

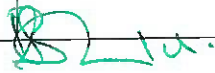
  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## Overall Result of Department: PG


| Sl. No. | Particulars                  | Year 2017-18 |        |         |        | Year 2018-19 |        |         |        | Year 2019-20 |        |         |       |
|---------|------------------------------|--------------|--------|---------|--------|--------------|--------|---------|--------|--------------|--------|---------|-------|
|         |                              | I Year       |        | II Year |        | I Year       |        | II Year |        | I Year       |        | II Year |       |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | I Sem        | II Sem | III Sem | IV Sem | I Sem        | II Sem | III Sem | V Sem |
| 01      | Appeared for Examination     |              |        |         |        | 25           | 25     | 25      |        | 25           |        |         |       |
| 02      | First Class with Distinction |              |        |         |        |              |        |         |        |              |        |         |       |
|         | First Class                  |              |        |         |        |              |        |         |        |              |        |         |       |
|         | Second Class                 |              |        |         |        |              |        |         |        |              |        |         |       |
|         | Pass Class                   |              |        |         |        |              |        |         |        |              |        |         |       |
| 03      | Failed                       |              |        |         |        | 12           | 10     | 07      |        | 3            |        |         |       |
| 04      | % Passing                    |              |        |         |        | 52           | 60     | 72      |        | 92           |        |         |       |
| 05      | Drop-out rate (if any)       | NIL          |        |         |        | NIL          |        |         |        | NIL          |        |         |       |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion     | Items  | Verification<br>Yes / No   | Comments   | Suggestions for<br>improvement   |
|---------------|--|--|--|--|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Based on suggestion and critical comments given by the BOS members, industrial nominees, alumni and student representative | Contents of the syllabus is good on par with contents of NET and Jam exams | Soft skills to be incorporated in the syllabus as per TANSCHÉ guidelines |
|               | Contents of the Curriculum                               | Syllabus design based on the contents of CSIR-NET, JAM Exam, TANSCHÉ and IITs  |  |  |
|               | BOS  | Yes  |  |  |
|               | Credits allotted / distribution<br>– logic               | UG: 142<br>PG: 93  |  |  |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaichnav College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No                                 | Comments     | Suggestions for improvement   |
|-------------------------|--|--|--------------|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Chalk and Board, power point presentation, use of models | Satisfactory | 1. ICT enabled classroom facility is required.<br>2. Feedback collected from stake holders must be analyzed and action taken report to be prepared. |
|                         | E-learning modules                                 | Power Point Presentation-Teaching                        |              |   |
|                         | Project work UG/PG                                 | Yes  |              |   |
|                         | Internal assessment – components – Uniqueness      | Generic skills   |              |   |
|                         | Student support – remedial coaching                |  |              |   |
|                         | Parents meeting – evaluation of student's progress | Semester wise PTA meeting was conducted                  |              |   |
|                         | Feedback from students                             | Yes  |              |   |
|                         | Steps taken on the feedback                        | Yes  |              |   |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion            | Items   | Verification<br>Yes / No                     | Comments   | Suggestions for improvement   |
|----------------------|---|--|--|---|
| III. Faculty Profile | Projects completed / on going                 | Nil  | All the faculty members are actively engaged in academic activities. | 1. Faculty profile to be modified as per NAAC requirements.<br>2. Citation Index, <i>i 10 index</i> and <i>h index</i> of research publications are needed. |
|                      | Seminars / conferences attended               | Seminar-04<br>Conferences-02 (International) |  |   |
|                      | Papers / articles / books published           | Articles:03 (International)                  |  |   |
|                      | FDP / RC / OC / Training Program / Workshop   | RC:02<br>Workshop:04                         |  |   |
|                      | Preparation of E-learning materials / Content | yes  |  |   |
|                      | Acted as resource persons                     | 05   |  |   |
|                      | M.Phil. & Ph. D awarded                       | 03 (Ph.D. only )                             |  |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No                        | Comments  | Suggestions for improvement                        |
|-------------------------|--|---|---|--|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | UG :650 vs 56<br>PG:145 vs 26                   | Students are encouraged to participate in extracurricular activities. | 1. Community wise list of students to be prepared. |
|                         | Students involvement in extra-curricular & Co- curricular activities | NSS, NCC and Rotract Club.                      |   |  |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Industrial Visit: CIPET, MFL and Amrutanjan Ltd |   |  |
|                         | Achievements   | 05  |   |  |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                                  | Items                                | Verification<br>Yes / No        | Comments  | Suggestions for improvement  |
|--|--------------------------------------|---------------------------------|---|--|
| <b>V. Infrastructure in the Department</b> | No. of class rooms                   | 05                              | The department has adequate facility to conduct classes | 1. Certificate courses for students to be conducted.<br>2. Students should access the computer facility. |
|  | No. of laboratories                  | 06 (UG:02; PG: 02; Research 02) |   |  |
|  | No. of computers – for teachers      | HOD:02<br>Staff:03              |   |  |
|  | No. of computers – for students      | Nil                             |   |  |
|  | No. of computers – research scholars | Nil                             |   |  |
|  | No. of instruments                   | 16                              |   |  |


**PRINCIPAL**

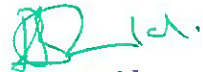
Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                        | Items                                     | Verification<br>Yes / No   | Comments  | Suggestions for improvement                                   |
|----------------------------------|---|--|---|---|
| VI. Activities of the Department | MoUs signed                               | NIL  | The department has conducted value added programs in the academic year. | CSIR training programs has to be conducted twice in the year. |
|                                  | Consultancy                               | NIL  |   |   |
|                                  | Collaborations                            | NIL  |   |   |
|                                  | Association Meetings                      | DGVC-Chemical Society, Invited lectures, CSIR workshops and seminars |   |   |
|                                  | Guest lectures                            | 03   |   |   |
|                                  | Conference / Seminar / Workshop conducted | Seminar-01<br>Workshop-02  |   |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



|  |   |  |  |   |
|--|---|--|--|---|
|  |   |  |  |   |
|  | Extension Activity  | 02   |  |   |
|  | Interaction with Industry / Research Centres / Educational Institutions | NIL  |  |   |
|  | Newsletters / Magazine  | Kaleidoscope- Magazine Alumni Meet   |  |   |
|  | Placement   | <ol style="list-style-type: none"> <li>02 Syngene-Biocon Ltd. Bangalore.</li> <li>DOMEX-e-Data Private Ltd.</li> </ol> |  | Details of student progression list to be prepared. |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valchnav College  
 Arumbakkam, Chennai - 600106.

**I. Student Records**

**Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited (Annexure-I attached)**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |

Verified by the members


**II. Faculty Records**

Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited. (Annexure-II enclosed)**

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--------------------------------------|-------------------|---|--|
|         |                     |             |                                      |                   |   |  |
|         |                     |             |                                      |                   |   |  |
|         |                     |             |                                      |                   |   |  |

Verified by the members

  
**PRINCIPAL**  
Dwaraka Doss Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited


| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

Verified by the members



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valuhnay College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

|   |   |
|---|---|
| <p style="text-align: center;"><b>STRENGTHS</b></p> <ol style="list-style-type: none"> <li>1. The department has adequate infrastructure facility to conduct teaching and research curriculum.</li> <li>2. The faculty members are well equipped to conduct classes and research.</li> <li>3. The department has potential to conduct seminars and invited lectures.</li> </ol> | <p style="text-align: center;"><b>WEAKNESS</b></p> <ol style="list-style-type: none"> <li>1. Students must be encouraged to attend classes beyond regular working hours.</li> <li>2. Soft skill classes to be incorporated into the regular curriculum.</li> <li>3. ICT enabled class rooms are not available in the department.</li> </ol>   |
| <p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ol style="list-style-type: none"> <li>1. Greater opportunity to improve research facilities in the department.</li> <li>2. Student - centric industry -academic interface program to be conducted in future.</li> </ol>  | <p style="text-align: center;"><b>CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Curriculum is to redesign on par with outcome based education as per UGC norms.</li> <li>2. MoU to be signed with small scale industries to enhance employment opportunities.</li> <li>3. Funding for infrastructure development to be created by applying major research funding agencies.</li> </ol> <div style="text-align: right;"> <br/> <b>PRINCIPAL</b> </div> |

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**


The department has followed the curriculum based on TANSCHER in confirmed with affiliated university. There is no unacceptable deficiency in standards.

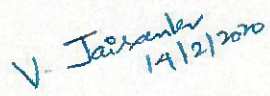
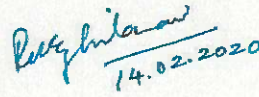

**Any specific recommendations on Faculty Development.**

ICT enabled class rooms are needed for the department

**Any specific instance of Excellence**

1. The department has many sophisticated instruments.
2. The staff members are publishing their research articles in reputed national/international journals.
3. The department has conducted national seminars and invited lectures for enriching academic excellence.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaighnav College  
Arumbakkam, Chennai - 600106.


| Audit Panel Member's Name & Affiliation   | Signature with Date   |
|---|---|
| <b>1 Dr. V. Jaishankar</b><br>Associate Professor<br>Department of Chemistry,<br>Presidency College, Chennai<br><b>Cell No: 9884450869</b><br><b>Email: vjaishankar@gmail.com</b>                           | <br>14/2/2020  |
| <b>2 Dr. R. M. Ezhilarasi,</b><br>Associate Professor and Head<br>Department of Chemistry, Gurunanak College, Chennai<br><b>Cell No: 94441 20232</b><br><b>Email: ezhilarchana@gmail.com</b>                | <br>14.02.2020 |
| <b>3 Dr. B. Ganesh Babu</b><br>Associate Professor and Head<br>Department of Chemistry, RKM Vivekananda College<br>Mylapore, Chennai<br><b>Cell No: 94440 63083</b><br><b>Email: ganeshbabu@rkmvc.ac.in</b> | <br>14/2/2020  |



**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valichay College  
 Arumbakkam, Chennai - 600106.

Date of Audit: 11.02.2020

| Name of the Department    |                       | Biotechnology  |  |   |
|---------------------------|-----------------------|--|--|---|
| Year of Establishment     |                       | 2001   |  |   |
| Timing of the Department  |                       | 9.00 am to 1.30 pm   |  |   |
| Audit Panel Member's Name |                       | Designation  | Address  | Contact Details                           |
| 1                         | Dr. Sheela S          | Assistant Professor,<br>Head,<br>Department of<br>Biotechnology,         | Loyola College,<br>Chennai- 600 034.               | 9940073544<br>sheelasloyola@gmail.com     |
| 2                         | Dr. K. Veena Gayathri | Associate Professor,<br>Department of<br>Biotechnology,                  | Stella Maris College,<br>Chennai- 600 086.         | 9940412463<br>veenagayathri2018@gmail.com |
| 3                         | Dr. Anita RJ Singh    | Associate Professor,<br>PG & Research<br>Department of<br>Biotechnology, | Women's Christian<br>College,<br>Chennai- 600 006. | 9840992055<br>anjo_64@yahoo.com           |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**Follow-up of previous Audit**

- I. Working on the recommendations and suggestions given during the previous audit, the following records are being maintained in the department:
  - Student profile
  - Lesson plan
  - Daily work plan
  - Leave letters, medical reports, conferences attended
  - Remedial class, library and lab issue register
  - Old student details
- II. Necessary steps have been taken for correction of syllabus.
- III. Allotment of files is done based on NAAC requirements.
- IV. Encouragement for training and research according to NAAC.




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/ Course | Duration              | Entry Qualification   | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|-----------------------------|-----------------------|---|-----------------------|---------------------------------------|--------------------------|
| 1.      | Under-Graduate | B.Sc Biotechnology          | 3 years (6 semesters) | Biology, chemistry & Physics as main subjects at 10+2 level   | English               | 36                                    | 37                       |
| 2.      | Post-Graduate  | M.Sc Biotechnology          | 2 years (4 semesters) | Bachelor's Degree in Science in the disciplines of Biotechnology, Biology, Botany, Zoology, Microbiology, Genetics, Chemistry, Biochemistry, Physics, Agriculture as a main subject from this University or B.E/ B.TECH (Biotechnology), B.V.Sc, MBBS, BDS or an examination of some other University accepted by the Syndicate as equivalent | English               | 26                                    | 14                       |
| 3.      | M.Phil         | -                           | -                     | -   | -                     | -                                     | -                        |
| 4.      | Ph.D.          | -                           | -                     | -   | -                     | -                                     | -                        |

\*Free education to one student in the Undergraduate program as per University norms.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

## Undergraduate

| Sl. No. | Particulars                  | Year 2017-18  |                |                 |                |          |        | Year 2018-19  |                |                 |        |          |        | Year 2019-20  |        |         |        |          |        |
|---------|------------------------------|---------------|----------------|-----------------|----------------|----------|--------|---------------|----------------|-----------------|--------|----------|--------|---------------|--------|---------|--------|----------|--------|
|         |                              | I Year        |                | II Year         |                | III Year |        | I Year        |                | II Year         |        | III Year |        | I Year        |        | II Year |        | III Year |        |
|         |                              | I Sem Nov '17 | II Sem Apr '18 | III Sem Nov '18 | IV Sem Apr '19 | V Sem    | VI Sem | I Sem Nov '18 | II Sem Apr '19 | III Sem Nov '19 | IV Sem | V Sem    | VI Sem | I Sem Nov '19 | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 32            | 32             | 33              | 32             | 33       |        | 35            | 35             | 35              |        |          |        | 37            |        |         |        |          |        |
| 02      | First Class with Distinction | 07            | 21             | 07              | 08             | 05       |        | 04            |                |                 |        |          |        |               |        |         |        |          |        |
|         | First Class                  | 14            | 06             | 11              | 10             | 15       |        | 24            |                |                 |        |          |        |               |        |         |        |          |        |
|         | Second Class                 |               |                |                 |                |          |        |               |                |                 |        |          |        |               |        |         |        |          |        |
|         | Pass Class                   |               |                |                 |                |          |        |               |                |                 |        |          |        |               |        |         |        |          |        |
| 03      | Failed                       | 10            | 11             | 08              | 07             | 06       |        | 07            | 05             | 03              |        |          |        | 09            |        |         |        |          |        |
| 04      | % Passing                    | 68.75         | 65.63          | 75.76           | 78.13          | 81.82    |        | 80            | 85.71          | 91.43           |        |          |        | 75.68         |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |               |                |                 |                |          |        |               |                |                 |        |          |        |               |        |         |        |          |        |


**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
Vaighnav College  
Arumbakkam, Chennai - 600106.




## Overall Result of Department

Postgraduate

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19  |                |                 |        |          |        | Year 2019-20  |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|---------------|----------------|-----------------|--------|----------|--------|---------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year        |                | II Year         |        | III Year |        | I Year        |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem Nov '18 | II Sem Apr '19 | III Sem Nov '19 | IV Sem | V Sem    | VI Sem | I Sem Nov '19 | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        | 14            | 14             | 14              |        |          |        | 14            |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        | 01            | 01             | 01              |        |          |        | 04            |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        | 11            | 10             | 10              |        |          |        | 04            |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |               |                |                 |        |          |        |               |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |               |                |                 |        |          |        |               |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        | 02            | 03             | 03              |        |          |        | 06            |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        | 86.67         | 80             | 78.57           |        |          |        | 57.14         |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |               |                |                 |        |          |        |               |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion     | Items  | Verification<br>Yes / No | Comments   | Suggestions for improvement  |
|---------------|--|--------------------------|--|--|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | Design of the syllabus needs revision  | Recent references, Books and topics should be included and year has to be added for the syllabus   |
|               | Contents of the Curriculum                               | Yes                      | Content is fine but elaboration of the content is required, Unit wise description should be provided<br><br>Syllabus references year not mentioned | Skill based electives should be compulsory. Independent electives (non-science) can be added. For e.g. Oncology, Environmental papers and practical papers in Biochemistry, Microbiology, Immunology, Biotechnology & Clinical Microbiology. |
|               | BOS  | Yes                      | Once in three years, board members to be changed/<br>University Members to be called for   | BOS- has to be conducted every year  |
|               | Credits allotted / distribution – logic                  | Yes                      | Timetable has to be revamped, keeping together theory and practical in the same semester   | Reduce the number of credits<br>NME and non-core electives should be included  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                         | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement  |
|-----------------------------------|--|--------------------------|---|---|
| <b>I. Teaching &amp; Learning</b> | Teaching methods & teaching aids                   | Yes                      | Google classrooms, Edmodo followed in the classroom along with chalk & talk, ppt. Mobile class rooms survey done.       | Innovation in teaching can be implemented that the conventional methods       |
|                                   | E-learning modules                                 | Yes                      | Good to see few E-learning processes are carried out  | Screen shots can be made on the online usages                                 |
|                                   | Project work UG/PG                                 | Yes                      | Group wise project can be given for the UG students and in house PG student project can be converted for the paper work | Additional credits can be given for projects outside the class timings        |
|                                   | Internal assessment – components – Uniqueness      | Yes                      | Generic skill development organized well. They go for MOOCS, NPTEL exam.  |   |
|                                   | Student support – remedial coaching                | Yes                      | Remedial coaching given. Register is maintained well.   |   |
|                                   | Parents meeting – evaluation of student's progress | Yes                      | Conducted twice every semester. Feedback system is maintained.  |   |
|                                   | Feedback from students                             | Yes                      | Feed- back of faculty members to be consolidated and resolved   | Common format can be provided by the college. Class teachers can maintain it. |



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

|  |                             |     |   |   |
|--|-----------------------------|-----|---|---|
|  | Steps taken on the feedback | Yes | Resolved feed back to be updated in a file for NAAC reference | Employment/ Course teacher evaluation should be done. |
|--|-----------------------------|-----|---|---|

| Criterion           | Items   | Verification<br>Yes / No | Comments                              | Suggestions for improvement                       |
|---------------------|---|--------------------------|---------------------------------------|---|
| II. Faculty Profile | Projects completed / on going                 | Yes                      | Projects not applied<br>No SEED grant | Profile can be added to the file                  |
|                     | Seminars / conferences attended               | Yes                      | Number can be improved                |   |
|                     | Papers / articles / books published           | Yes (three)              | Number can be improved                |   |
|                     | FDP / RC / OC / Training Program / Workshop   | Yes                      | Nil                                   | Steps to be taken for FDP and Workshops           |
|                     | Preparation of E-learning materials / Content | Yes                      | Nil                                   | E-Quiz, E-questions can be done                   |
|                     | Acted as resource persons                     | Yes                      | Nil                                   | To be started from the faculty                    |
|                     | M.Phil. & Ph. D awarded                       | Yes                      | Nil                                   | Research department accreditation can be started. |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion                | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|--------------------------|--|--------------------------|---|--------------------------------|
| III. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes                      | Conversion ratio of UG is good and PG is low.   |                                |
|                          | Students involvement in extra-curricular & Co-curricular activities  | Yes.                     | Active participation of students. Students have attended conferences and received prizes. |                                |
|                          | Study tour / industrial visits / exhibitions / Internship / Training | Yes ( 2 visits)          | But Could try to move to central institutes for industrial visits                         |                                |
|                          | Achievements   | Yes                      | Students have attended conferences and received prizes.                                   |                                |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                                  | Items  | Verification<br>Yes / No | Comments            | Suggestions for<br>improvement   |
|--|--|--------------------------|---------------------|--|
| IV. Infrastructure<br>in the<br>Department | No. of class rooms<br>06 classrooms<br>(3 UG classes<br>2PG classes,<br>One Projector classroom) | Yes                      | Good Infrastructure |  |
|  | No. of laboratories<br>04 laboratories<br>(UG, PG, ABT, PBT)                                     | Yes                      | Good Infrastructure |  |
|  | No. of computers --<br>for teachers<br>04 (Faculty)<br>02(Instruments)                           | Yes                      | Good Infrastructure |  |
|  | No. of computers --<br>for students  | Nil                      |                     |  |
|  | No. of computers --<br>research scholars   | Nil                      |                     |  |
|  | No. of instruments (49)  |                          |                     | High end instruments<br>like HPLC can be<br>installed as it would be<br>helpful for research |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion                       | Items   | Verification<br>Yes / No                            | Comments  | Suggestions for improvement                             |
|---------------------------------|---|---|---|---|
| V. Activities of the Department | MoUs signed   | No MOUs   |   | Make collaborations & software companies.               |
|                                 | Consultancy   | Nil   |   | Should try to improve with industrial/ academic samples |
|                                 | Collaborations  | Nil   |   |   |
|                                 | Association Meetings  | Yes   | Intercollegiate Event; 2 Association activities |   |
|                                 | Guest lectures  | Yes   | 2 guest lectures                                |   |
|                                 | Conference / Seminar / Workshop conducted                               | Yes   | 2 National Workshops; 1 National Symposium;     |   |
|                                 | Extension Activity  | Yes<br>By the college- Schools and coastal cleanup. |   |   |
|                                 | Interaction with Industry / Research Centres / Educational Institutions | Internships and Industrial visits                   |   |   |
|                                 | Newsletters / Magazine  | Nil   |   |   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |           |     |  |  |
|--|-----------|-----|--|--|
|  | Placement | Nil | It reflects on the department improvement directly | Hence at most steps to get lot of industry for employability |
|--|-----------|-----|--|--|

**I. Student Records (Maintained)**

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student           | Year/Sem/Se<br>c<br>&<br>Roll No. | Attendanc<br>e Register | Internal<br>Test Marks | Assignmen<br>ts /<br>Tutorials | Students<br>Practical /<br>Project<br>Files | Counseling<br>Records  |
|---------|-------------------------------|-----------------------------------|-------------------------|------------------------|--------------------------------|---|--|
|         | Student records were checked. | Yes                               | Yes                     | Yes                    | Yes                            | Yes   | Counseling cell is in place. Mentoring is done. Ratio of 1:10 is carried over. |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**II. Faculty Records**

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty  | Course File   | Lab records / Observation note books - | Counseling record  | Conferences / Seminars / FDP attended (other than in-house)                                     | Papers Published in Scopus/UGC approved journals  |
|---------|--|---|--|--|---|---|
|         | Dr. R. Uma<br>Dr. M.D. Balakumaran<br>Dr. A. Sivaranjini<br>Ms. Kiran Sharma B<br>Dr. M. Pavithra<br>Dr. S. Uma<br>Ms. G. Shobha<br>Dr.P.Amali<br>Dr.R.Ashwini<br>Ms.K.Nithya<br>Dr.R.Sivasankaran | Yes<br>We are happy to see the Faculty course file. | Yes                                    | Counseling cell is in place. Mentoring is done. Ratio of 1:10 is carried over. | Conferences and paper presented by few of them , others are encouraged to do more presentations | Yes, but only 2 person have published others are also encouraged to publish to improve research in the department |



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaichanay College  
Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|         | Yes                                    | Yes   | Yes                              | Yes                             | Yes                         | Yes  | Yes                             | Yes                        |

## SWOC Analysis

|   |   |
|---|---|
| <b>STRENGTHS</b> <ul style="list-style-type: none"> <li>• Mentor-Mentee files</li> <li>• Calendar organization</li> <li>• MOOC- student participation</li> <li>• Generic skill- aided the students</li> </ul>         | <b>WEAKNESS</b> <ul style="list-style-type: none"> <li>• Research</li> <li>• Government Funding</li> <li>• SEED money for students &amp; faculty</li> <li>• MOU</li> <li>• Consultancy</li> <li>• Placement</li> <li>• Newsletter/ magazines</li> </ul> |
| <b>OPPORTUNITIES</b> <ul style="list-style-type: none"> <li>• Extracurricular activities</li> <li>• Workshop organized- National level Symposium</li> <li>• Remedial coaching for PG can be still improved</li> </ul> | <b>CHALLENGES</b> <ul style="list-style-type: none"> <li>• PG admissions</li> <li>• Study tour can be to other states</li> </ul>  |



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**


- Open electives offered by other departments.


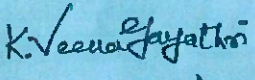
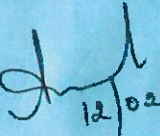
**Any specific recommendations on Faculty Development.**

- Research projects, Major and minor projects can be applied.
- Can convert to research departments.

**Any specific instance of Excellence**

- Working their work plan, course schedule.
- Overall planning for the calendar is good.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   | Audit Panel Member's Name & Affiliation   | Signature with Date  |
|---|---|--|
| 1 | <b>Dr. Sheela S,</b><br>Assistant Professor, Head,<br>Department of Biotechnology,<br>Loyola College,<br>Chennai- 600 034.                          | <br>12/02/2020  |
| 2 | <b>Dr. Veena Gayathri, K.</b><br>Associate Professor,<br>Department of Biotechnology,<br>Stella Maris College,<br>Chennai- 600 086.                 | <br>12/02/2020  |
| 3 | <b>Dr. Anita RJ Singh,</b><br>Associate Professor,<br>PG & Research Department of Biotechnology,<br>Women's Christian College,<br>Chennai- 600 006. | <br>12/02/2020 |



**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

## ACADEMIC AUDIT REPORT – 2019-20

Date of Audit: 06/02/2020

| Name of the Department    |                 | VISUAL COMMUNICATION  |  |                 |
|---------------------------|-----------------|-----------------------|--|-----------------|
| Year of Establishment     |                 | 2001                  |  |                 |
| Timing of the Department  |                 | 9.00 a.m to 1.30 p.m. |  |                 |
| Audit Panel Member's Name |                 | Designation           | Address  | Contact Details |
| 1                         | Dr. Suresh Paul | Asso. Prof.           | Dept. of Visual Communication<br>Loyola College              | 9840102961      |
| 2                         | Dr. S. Anuradha | Asso. Prof. and Head. | Dept. of Communication<br>M.D.P. Vaishnav College for women. | 9841368226      |
| 3                         | Ms. Mahalakshmi | Asst. Prof. and Head. | Dept. of Communication<br>Elthiraj College for women.        | 9962090321      |

*(Signature)*

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



Follow-up of previous Audit:

We, the department were asked to focus on Paper presentation and Internships for the students.

We have incorporated both and Internship is followed by a presentation to assess the entire exercise.

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/Course | Duration | Entry Qualification                | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------|----------|------------------------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | Visual Communication       | 3 Years  | 12 <sup>th</sup><br>Any discipline | English               | 50 + 40                               | 50 + 40                  |
| 2       | Post-Graduate  |                            |          |                                    |                       |                                       |                          |
| 3       | M.Phil         |                            |          |                                    |                       |                                       |                          |
| 4       | Ph.D.          |                            |          |                                    |                       |                                       |                          |

*B. L. V.*

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



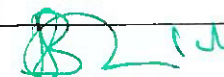
## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        | 93       |        |              |        |         |        | 95       |        |              |        |         |        | 91       |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        | 61.52%   |        |              |        |         |        | 54.24%   |        |              |        |         |        | 59.34%   |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments          | Suggestions for<br>improvement  |
|---------------|---|--------------------------|-------------------|---------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | ✓                        |                   |                                 |
|               | Contents of the<br>Curriculum                                     | ✓                        |                   |                                 |
|               | BOS   | ✓                        | Yet to<br>conduct | Internship to be<br>given twice |
|               | Credits allotted /<br>distribution<br>– logic                     | ✓                        |                   |                                 |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


| Criterion               | Items  | Verification | Comments           | Suggestions for improvement |
|-------------------------|--|--------------|--------------------|-----------------------------|
|                         |  | Yes / No     |                    |                             |
| II. Teaching & Learning | Teaching methods & teaching aids                   | ✓            | Good               |                             |
|                         | E-learning modules                                 | ✓            | Fair               |                             |
|                         | Project work UG/PG                                 | ✓            |                    |                             |
|                         | Internal assessment – components – Uniqueness      | ✓            | Good               |                             |
|                         | Student support – remedial coaching                | ✓            | Good               |                             |
|                         | Parents meeting – evaluation of student's progress | ✓            | Good               |                             |
|                         | Feedback from students                             | ✓            | Good.              |                             |
|                         | Steps taken on the feedback                        | ✓            | Feedback is taken. |                             |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|----------------------|---|--------------------------|----------|--------------------------------|
| III. Faculty Profile | Projects completed / on going                 | —                        |          |                                |
|                      | Seminars / conferences attended               | ✓                        |          | Encourage more faculty         |
|                      | Papers / articles / books published           | ✓                        |          | Increase participation         |
|                      | FDP / RC / OC / Training Program / Workshop   |                          |          |                                |
|                      | Preparation of E-learning materials / Content | ✓                        |          |                                |
|                      | Acted as resource persons                     |                          |          |                                |
|                      | M.Phil. & Ph. D awarded                       |                          |          |                                |





| Criterion               | Items  | Verification<br>Yes / No | Comments                  | Suggestions for<br>improvement  |
|-------------------------|--|--------------------------|---------------------------|---|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | ✓                        |                           |   |
|                         | Students involvement in extra-curricular & Co- curricular activities | ✓                        | Very good                 |   |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | ✓                        | Outside exposure is more. |   |
|                         | Achievements   | ✓                        |                           |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments           | Suggestions for<br>improvement |
|---|---|--------------------------|--------------------|--------------------------------|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | ✓                        | Very Very<br>good. |                                |
|   | No. of laboratories                     | ✓                        |                    |                                |
|   | No. of computers –<br>for teachers      | ✓                        |                    |                                |
|   | No. of computers –<br>for students      | ✓                        |                    |                                |
|   | No. of computers –<br>research scholars | NA                       |                    |                                |
|   | No. of instruments                      | ✓                        |                    |                                |



PRINCIPAL


Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Chakkam, Chennai - 600106

| Criterion                              | Items  | Verification<br>Yes / No | Comments               | Suggestions for<br>improvement          |
|--|--|--------------------------|------------------------|---|
| VI. Activities of<br>the<br>Department | MoUs signed  | ✓                        | Good                   |   |
|  | Consultancy  | ✓                        | can<br>increase        |   |
|  | Collaborations                                     | ✓                        | Good                   |   |
|  | Association Meetings                               | ✓                        | Regularly<br>conducted |   |
|  | Guest lectures                                     | ✓                        | By industry<br>experts |   |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | ✓                        |                        | Conduct<br>media<br>Seminar / Conclave. |
|  | Extension Activity                                 | ✓                        | Good                   |   |

  
PRINCIPAL

Dwaraka Doss Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |   |            |  |
|--|---|---|------------|--|
|  | Interaction with<br>Industry / Research<br>Centres /<br>Educational<br>Institutions | ✓ | Good       |  |
|  | Newsletters /<br>Magazine   | ✓ | Good       |  |
|  | Placement   | ✓ | Off campus |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## I. Student Records

**Note:** Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student             | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         | Reviewed the galley sent by COE |                         |                     |                     |                         |                                    |                    |
|         |                                 |                         |                     |                     |                         |                                    |                    |
|         |                                 |                         |                     |                     |                         |                                    |                    |

## II. Faculty Records

Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.


| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | Prabhanand          | ✓           | ✓                                      | ✓                 | ✓   | —  |
| 2.      | Isai Anudhe         | ✓           | ✓                                      | ✓                 | —   | —  |
| 3.      | Krishnapriya        | ✓           | ✓                                      | ✓                 | ✓   | ✓  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | ✓                                      | ✓   | ✓                                | ✓                               |                             | ✓  | ✓                               | ✓                          |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS   |
|---|--|
| <p>Spacious</p> <p>Good infrastructure</p>  | <p>1) Second internship is recom for ug students</p> <p>2) Electives can be offered for II years in III &amp; IV semester</p> <p>3) II year language paper can be converted to core paper.</p>   |
| OPPORTUNITIES   | CHALLENGES   |
| <p>Students can work in live media projects with the available infrastructure</p> | <p>Competitions from other colleges</p> <div data-bbox="1653 1305 1886 1385" style="text-align: right;">  </div> <p style="text-align: right;"><b>PRINCIPAL</b></p> |

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

NIL

**Any specific recommendations on Faculty Development.**

Faculty members to be encouraged to attend FDP in their relative areas conducted by universities / other Media Institutions / Industries.


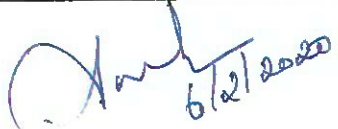

**Any specific instance of Excellence**


Good Infrastructure




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit panel Member's Name & Affiliation | Signature with Date   |
|---|---|
| 1 Dr. Suresh Paul                       | <br>3/6/20   |
| 2 Dr. S. Anuradha                       | <br>6/2/2020 |
| 3 Ms. Mahalakshmi                       | <br>6/2/2020 |

  
**Ms. G. VASANTH**  
 HEAD OF THE DEPARTMENT  
 Dept. of Visual Communication  
 &  
 PG Dept. of Journalism/ Mass Communication  
**D.G. VAISHNAV COLLEGE**  
 Arumbakkam, Chennai - 600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**




**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**  
**College With Potential Excellence**  
**Linguistic Minority Institution, Affiliated to University of Madras**

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 06-02-2020 (Thursday)

|                           |   |                                 |  |   |
|---------------------------|---|---------------------------------|--|---|
| Name of the Department    |   | Department of M.C.A             |  |   |
| Year of Establishment     |   | 1987                            |  |   |
| Timing of the Department  |   | 8.15 AM to 1.35 PM              |  |   |
| Audit Panel Member's Name |   | Designation                     | Address  | Contact Details   |
| 1                         | <b>Dr. S. Gopinathan</b><br>M.Sc., Ph.D.,             | Associate Professor             | Department of Computer Science,<br>University of Madras,<br>Guindy Campus,<br>Chennai-600 025. | 94436 27956,<br>79048 37870<br><a href="mailto:gnathans2002@gmail.com">gnathans2002@gmail.com</a> |
| 2                         | <b>Dr. P.V. Kumaraguru</b><br>M.C.A., M.Phil., Ph.D., | Associate Professor and Dean-IT | Department of M.C.A.,<br>Gurunanak College,<br>Chennai – 600 042.                              | 98840 68887<br><a href="mailto:pvkumaraguru@gmail.com">pvkumaraguru@gmail.com</a>                 |

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**


|   |  |                              |  |                                    |
|---|--|------------------------------|--|------------------------------------|
| 3 | Mrs. A. Josephine Anitha,<br>M.C.A. M.Phil., | Head and Assistant Professor | Department of M.C.A,<br>Ethiraj College for Women<br>(Autonomous),<br>Ethiraj Salai,<br>Chennai-600 004. | 94444 43308<br>ajan_jose@yahoo.com |
|---|--|------------------------------|--|------------------------------------|

Follow-up of previous Audit:

Most of the recommendations of the previous audit were carried out.


Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification  | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|--|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | -                            | -        | -  | -                     | -                                     | -                        |
| 2       | Post-Graduate  | M.C.A                        | 3 Years  | Any UG degree with Mathematics as a subject either in +2 or UG Level | English               | 60 per year                           | 127                      |
| 3       | M.Phil         | -                            | -        | -  | -                     | -                                     | -                        |
| 4       | Ph.D.          | -                            | -        | -  | -                     | -                                     | -                        |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valuhnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 29           | 30     | 37      | 37     | 37       |        | 26           | 26     | 53      |        |          |        | 37           |        |         |        |          |        |
| 02      | First Class with Distinction | 20           | 14     | 23      | 30     | 30       |        | 7            | 6      | 12      |        |          |        | 7            |        |         |        |          |        |
|         | First Class                  |              | 2      | 1       | 3      | 3        |        | 3            | 3      | 6       |        |          |        | 7            |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        | 5            |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       | 9            | 14     | 13      | 4      | 4        |        | 16           | 17     | 35      |        |          |        | 18           |        |         |        |          |        |
| 04      | % Passing                    | 69           | 53     | 65      | 89     | 89       |        | 38           | 35     | 34      |        |          |        | 51           |        |         |        |          |        |
| 05      | Drop-out rate (if any)       | NIL          |        |         |        |          |        | NIL          |        |         |        |          |        | NIL          |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

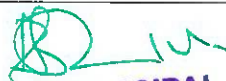


| Criterion     | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement  |
|---------------|--|--------------------------|--|---|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | YES                      | Academic experts, industry experts, alumni were consulted before the up gradation of syllabus and curriculum | NIL   |
|               | Contents of the Curriculum                               | YES                      | The courses are up-to-dated and covers all the recent trends and technologies in IT                          | <ul style="list-style-type: none"> <li>Value added courses may be added</li> <li>Soft skills courses related to Entrepreneurial skill development may be implemented</li> </ul> |
|               | BOS  | YES                      | BOS meetings are held regular intervals  | NIL   |
|               | Credits allotted / distribution – logic                  | YES                      | Credits distribution logic is good   | NIL   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments | Suggestions for<br>improvement  |
|-------------------------|--|--------------------------|----------|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | YES                      | Good     | Smart class room and facilities for watching webinars are recommended |
|                         | E-learning modules                                 | YES                      | Good     | Faculty may be encouraged to prepare video lectures                   |
|                         | Project work UG/PG                                 | YES                      | Good     | NIL   |
|                         | Internal assessment – components – Uniqueness      | YES                      | Good     | NIL   |
|                         | Student support – remedial coaching                | YES                      | Good     | NIL   |
|                         | Parents meeting – Evaluation of student's progress | YES                      | Good     | NIL   |
|                         | Feedback from students                             | YES                      | Good     | NIL   |
|                         | Steps taken on the feedback                        | YES                      | Good     | NIL   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification | Comments | Suggestions for improvement   |
|----------------------|---|--------------|----------|---|
|                      |   | Yes / No     |          |   |
| III. Faculty Profile | Projects completed / on going                 | YES          | ----     | Faculty are encouraged to apply for DST and AICTE projects  |
|                      | Seminars / conferences attended               | YES          | ----     | To encourage the faculty to attend Seminars / conferences, registration fees may be paid by the management                      |
|                      | Papers / articles / books published           | YES          | ----     | ----  |
|                      | FDP / RC / OC / Training Program / Workshop   | YES          | ----     | To encourage the faculty to attend FDP / RC / OC / Training Program / Workshop, registration fees may be paid by the management |
|                      | Preparation of E-learning materials / Content | YES          | ----     | Faculty may be encouraged to prepare video lectures   |
|                      | Acted as resource persons                     | YES          | ----     | Faculty are advised to act as resource persons  |
|                      | M.Phil. & Ph. D awarded                       | YES          | ----     | -----   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for improvement  |
|-------------------------|--|--------------------------|---|--|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | YES                      | Demand ratio is quite good  | ----   |
|                         | Students involvement in extra-curricular & Co- curricular activities | YES                      | Students involvement in extra-curricular & Co-curricular activities is less | Students are encouraged to participate in extra-curricular & Co- curricular activities                       |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | YES                      | Internship is good  | More number of Study tour / industrial visits / exhibitions / Training may be arranged at frequent intervals |
|                         | Achievements   | YES                      | Good  | ----   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion  | Items                                   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement |
|--|---|--------------------------|---|--------------------------------|
| <b>V. Infrastructure<br/>in the<br/>Department</b> | No. of class rooms                      | YES                      | Good  | NIL                            |
|  | No. of laboratories                     | YES                      | Good  | NIL                            |
|  | No. of computers –<br>for teachers      | YES                      | Each teacher is provided<br>with individual computer<br>with separate cabin   | NIL                            |
|  | No. of computers –<br>for students      | YES                      | Each student is provided<br>with individual system<br>with high configuration | NIL                            |
|  | No. of computers – research<br>scholars | YES                      | Good  | NIL                            |



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**


|  |                    |     |      |     |
|--|--------------------|-----|------|-----|
|  | No. of instruments | YES | Good | NIL |
|--|--------------------|-----|------|-----|

| Criterion                        | Items                | Verification<br>Yes / No | Comments   | Suggestions for improvement                |
|----------------------------------|----------------------|--------------------------|--|--|
| VI. Activities of the Department | MoUs signed          | YES                      | No MoUs so far                                     | It is suggested to have more MoUs          |
|                                  | Consultancy          | YES                      | No consultancies so far                            | It is suggested to have more consultancies |
|                                  | Collaborations       | YES                      | Collaboration with IIT-Mumbai for spoken tutorials | -----                                      |
|                                  | Association Meetings | YES                      |  |  |
|                                  | Guest lectures       | YES                      | Adequate guest lectures are conducted              | NIL  |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |     |                                       |   |
|--|---|-----|---------------------------------------|---|
|  | Conference / Seminar / Workshop conducted                               | YES | Adequate guest lectures are conducted | NIL   |
|  | Extension Activity  | YES | NA                                    | NIL   |
|  | Interaction with Industry / Research Centres / Educational Institutions | YES | No                                    | Recommended to have interaction with industry/Research centers/Educational institutions.  |
|  | Newsletters / Magazine  | YES | No so far                             | It is suggested to have a E-Newsletter/E-Magazine per semester  |
|  | Placement   | YES | Good                                  | Placement cell is advised to inform MCA department about the students placed for every academic year as it is mandatory for AICTE |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

**I. Student Records**

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Asmitha. A          | I/II/19D3422            | 92                  | YES                 | YES                     | YES                                | YES                |
| 2       | H. Balasubramani    | I/II/19D3413            | 95                  | YES                 | YES                     | YES                                | YES                |
| 3       | K. Nivetha          | I/II/19D3411            | 87                  | YES                 | YES                     | YES                                | YES                |
| 4       | S. Lakshmi Priya    | II/IV/18D3108           | 91                  | YES                 | YES                     | YES                                | YES                |
| 5       | M. Yuvaraj          | II/IV/18D3113           | 85                  | YES                 | YES                     | YES                                | YES                |
| 6       | J Newton            | II/IV/18E4001           | 83                  | YES                 | YES                     | YES                                | YES                |
| 7       | Rakesh .A           | III/VI/17D3153          | 93                  | YES                 | YES                     | YES                                | YES                |
| 8       | Swetha.G            | III/VI/17D3160          | 95                  | YES                 | YES                     | YES                                | YES                |
| 9       | Raghuveer Reddy     | III/VI/17E4011          | 83                  | YES                 | YES                     | YES                                | YES                |

**II. Faculty Records**

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty                           | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---|-------------|--|-------------------|---|--|
| 1       | Dr. T. Santhanam<br>M.Sc., P.G.D.C.A., Ph.D., | YES         | YES                                    | YES               | YES   | -  |

  
**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|   |  |     |     |     |     |     |
|---|--|-----|-----|-----|-----|-----|
| 2 | <b>Dr. T. Velmurugan</b><br>M.Sc., M.Phil., P.G.D.C.A., Ph.D.,     | YES | YES | YES | YES | YES |
| 3 | <b>Dr.R. Anandhi</b><br>M.C.A., M.E. M.Phil., Ph.D., SET NET       | YES | YES | YES | YES | YES |
| 4 | <b>Dr. K. Angayarkkani</b><br>M.Sc., M.Phil., Ph.D.,               | YES | YES | YES | YES | -   |
| 5 | <b>Dr. T. Sridevi</b><br>M.Sc., M.C.A., M.Phil., Ph.D., SET        | YES | YES | YES | YES | -   |
| 6 | <b>Mrs. A. S. Thenmozhi</b><br>M.Sc., M.C.A., M.Phil., P.G.D.C.A., | YES | YES | YES | YES | -   |
| 7 | <b>Mrs. M. P. Sukassini</b><br>M.C.A., M.Phil., SET                | YES | YES | YES | YES | YES |


III. HOD records Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1.     | YES                                    | YES   | YES                              | YES                             | YES                         | YES  | YES                             | YES                        |
| 2.     | YES                                    | YES   | YES                              | YES                             | YES                         | YES  | YES                             | YES                        |
| 3.     | YES                                    | YES   | YES                              | YES                             | YES                         | YES  | YES                             | YES                        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valluvar College  
 Arumbakkam, Chennai - 600106.

## SWOC Analysis

| <u>STRENGTHS</u>  | <u>WEAKNESS</u>  |
|---|--|
| <ul style="list-style-type: none"> <li>• Excellent Infrastructure facilities</li> <li>• Highly experienced and qualified faculty as per UGC norms</li> <li>• In spite of takers for MCA course is very less across all colleges in Tamilnadu, the admission strength in this college is quite good.</li> <li>• The placement record is satisfactory</li> <li>• Periodical Guest lectures/Seminars/Workshops are organized to enhance the skill set of students.</li> <li>• No cancellation of classes and all the hours are conducted even if faculty members are on leave. Substitution register is maintained. This has been a regular practice of the department for well over decades</li> <li>• Parent-Teacher meetings are organized in regular intervals</li> <li>• Students are undergoing MOOC courses and spoken tutorials</li> </ul> | <ul style="list-style-type: none"> <li>• Students expect the intermission time is to be increased from 20 minutes to 30 minutes since the department is away from the canteen</li> <li>• Students to improve their spoken English and communication skills</li> <li>• Students to be encouraged to learn Martial arts and participate in the competitions/symposiums outside the college</li> <li>• To increase the frequency of Industrial visits</li> <li>• Advised to have at least one smart class rooms</li> <li>• Entrepreneurial skill development workshops can be provided</li> </ul> |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| <u>OPPORTUNITIES</u>   | <u>CHALLENGES</u>   |
|--|---|
| <ul style="list-style-type: none"> <li>To create a separate placement and training(PAT) cell in the department itself because the department offer MCA / M.Sc(CS) / M.Sc(IT) courses and appoint full time faculty for the above cell to create more placement and entrepreneurs among the students</li> </ul> | <ul style="list-style-type: none"> <li>It is a great challenge in admitting students irrespective of closure of MCA course in various colleges across Tamilnadu</li> <li>Even in case the intake for first year MCA course in an academic year is less, enough students can be admitted through lateral entry mode in second year.</li> </ul> |

List of Non-conformities with University Policy and unacceptable Deficiency in Standards.

NIL

Any specific recommendations on Faculty Development.

- On-Duty (OD) permissions can be given to the faculty to attend workshops/FDPs/Trainings organized by other colleges.
- Registration fee for the same should also be refunded




**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Any specific instance of Excellence


NIL




|   | Audit Panel Member's Name & Affiliation  | Signature with Date |
|---|--|---------------------|
| 1 | Dr. S. Gopinathan, M.Sc., Ph.D., Associate Professor,<br>Department of Computer Science,<br>University of Madras, Guindy Campus,<br>Chennai-600 025. |                     |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|   |   |  |
|---|---|--|
| 2 | <b>Dr. P.V. Kumaraguru</b> , M.C.A., M.Phil., Ph.D.,<br>Associate Professor and Dean-IT,<br>Department of M.C.A., Gurunanak College,<br>Velachery, Chennai – 600 042.                       |  |
| 3 | <b>Mrs. A. Josephine Anitha</b> , M.C.A. M.Phil.,<br>Head and Assistant Professor,<br>Department of M.C.A,<br>Ethiraj College for Women (Autonomous),<br>Ethiraj Salai,<br>Chennai-600 008. |  |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   | Audit Panel Member's Name & Affiliation   | Signature with Date  |
|---|---|--|
| 1 | Dr. S. Gopinathan, M.Sc., Ph.D., Associate Professor,<br>Department of Computer Science,<br>University of Madras, Guindy Campus,<br>Chennai-600 025.                                |  6/2/2020  |
| 2 | Dr. P.V. Kumaraguru, M.C.A., M.Phil., Ph.D.,<br>Associate Professor and Dean-IT,<br>Department of M.C.A., Gurunanak College,<br>Velachery, Chennai – 600 042.                       |  6/2/2020  |
| 3 | Mrs. A. Josephine Anitha, M.C.A. M.Phil.,<br>Head and Assistant Professor,<br>Department of M.C.A,<br>Ethiraj College for Women (Autonomous),<br>Ethiraj Salai,<br>Chennai-600 008. |  6/2/2020 |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 13.02.2020

| Name of the Department    |                      | MEA                    |   |  |
|---------------------------|----------------------|------------------------|---|--|
| Year of Establishment     |                      | 1995                   |   |  |
| Timing of the Department  |                      | 10.00 A.M To 3.45 P.M  |   |  |
| Audit Panel Member's Name |                      | Designation            | Address                                   | Contact Details                              |
| 1                         | Dr. A. NISAR AHMED   | Director,              | MEASS Building<br>of MPT,<br>CO-14.       | 9444281144<br>dnisar63@gmail.com             |
| 2                         | Dr. B. DEVAMODUNDHAN | Associate<br>Professor | DOSS UNIV.<br>OF MADRAS<br>CHENNAI - 05   | 94441 67633<br>deva261073@gmail.com          |
| 3                         | Dr. KESAVAN          | Professor              | DOMS<br>SRMIST<br>VADAPALAM<br>CHENNAI-26 | 94434 97768<br>hod.mba.vdp.<br>srmist.edu.in |

**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



Follow-up of previous Audit:

Details of programs offered by the department


| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate |                              |          |                     |                       |                                       |                          |
| 2       | Post-Graduate  | MBA                          | 2 year   | U.G. 10+2+3         | English               | 60                                    | 60+60                    |
| 3       | M.Phil         |                              |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                              |          |                     |                       |                                       |                          |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaikunav College  
 Arumbakkam, Chennai - 600106.



## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



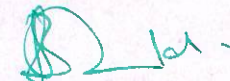
| Criterion     | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|---------------|--|--------------------------|--|--------------------------------|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | Continuous Evaluation thro' yearly Board & studies |                                |
|               | Contents of the Curriculum                               | Yes                      | Continuous updation based on students requirements |                                |
|               | BOS  | Yes                      | Once in a year                                     | Twice in a year                |
|               | Credits allotted / distribution – logic                  | Yes                      | As per university norms<br>Total credits 112       |                                |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



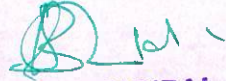
| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for improvement                 |
|-------------------------|--|--------------------------|---|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | yes                      | Experiential + Participative Learning<br>Case study                 |   |
|                         | E-learning modules                                 | yes                      | Pearson Tie up.<br>Video lectures                                   |   |
|                         | Project work UG/PG                                 | yes                      | 120 days with industry (CIPA)                                       |   |
|                         | Internal assessment – components – Uniqueness      | yes                      | CIA, Model Exam, Independent Individual Assessment, One case study. |   |
|                         | Student support – remedial coaching                | yes                      | Accounts + Statistics.  | Printed form may be given for Mentor-Mentee |
|                         | Parents meeting – evaluation of student's progress | yes                      | Once in a year  | Twice in a year.                            |
|                         | Feedback from students                             | yes                      | Twice in a year   |   |
|                         | Steps taken on the feedback                        | yes                      | Reviewed Immediately  |   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




| Criterion            | Items   | Verification<br>Yes / No   | Comments                      | Suggestions for improvement             |
|----------------------|---|----------------------------|-------------------------------|---|
| III. Faculty Profile | Projects completed / on going                 | Approved 2 projects<br>Yes | yet not started               | Proposals may be sent for minor & major |
|                      | Seminars / conferences attended               | Yes                        | Dept. Conferences<br>seminars |   |
|                      | Papers / articles / books published           | Yes                        |                               |   |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                        |                               |   |
|                      | Preparation of E-learning materials / Content | Yes                        |                               |   |
|                      | Acted as resource persons                     | Yes                        |                               |   |
|                      | M.Phil. & Ph. D awarded                       | No                         |                               |   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.




| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>Improvement |
|-------------------------|--|--------------------------|---|--------------------------------|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | yes                      | 316 Applications for last year.                           |                                |
|                         | Students involvement in extra-curricular & Co- curricular activities | yes                      | Outbound Training Industrial visit.                       |                                |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | yes                      | Foreign tour to Nottingham University, Malaysia. 15 days. |                                |
|                         | Achievements   | yes                      | CIMA certified + 7 students.<br>DOA - 10 students.        |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

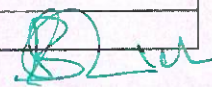


| Criterion   | Items                                   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|---|---|--------------------------|----------|--------------------------------|
| <b>V.</b><br><br><b>Infrastructu<br/>re in the<br/>Department</b> | No. of class rooms                      | Yes                      |          |                                |
|   | No. of laboratories                     | Yes                      |          |                                |
|   | No. of computers –<br>for teachers      | Yes                      |          |                                |
|   | No. of computers –<br>for students      | Yes                      |          |                                |
|   | No. of computers –<br>research scholars | —                        |          |                                |
|   | No. of instruments                      |                          |          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.




| Criterion                              | Items  | Verification<br>Yes / No | Comments                              | Suggestions for<br>improvement |
|--|--|--------------------------|---------------------------------------|--------------------------------|
| VI. Activities<br>of the<br>Department | MoUs signed  | Yes                      | 5 MoU                                 |                                |
|  | Consultancy  | -                        |                                       | Staff members<br>may explore   |
|  | Collaborations                                     | Yes                      | 5 MoU                                 |                                |
|  | Association<br>Meetings                            | Yes                      | CIMA, MNA,<br>Professional<br>Bodies. |                                |
|  | Guest lectures                                     | Yes                      | 40 Experts.                           |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes                      |                                       |                                |
|  | Extension<br>Activity                              | Yes                      |                                       |                                |
|  | Interaction with                                   |                          |                                       |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



|  |   |     |  |                              |
|--|---|-----|--|------------------------------|
|  | Industry /<br>Research Centres<br>/ Educational<br>Institutions | yes |  |                              |
|  | Newsletters /<br>Magazine                                       | yes |  | News letter<br>under process |
|  | Placement   | yes |  |                              |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## I. Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |

## II. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved Journals |
|---------|---------------------|-------------|--|-------------------|---|--|
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |

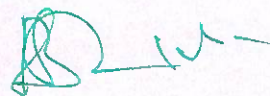
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## III. HOD records


Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



SWOC Analysis

| STRENGTHS  | WEAKNESS  |
|--|---|
| <p>Excellent faculty members<br/>collaboration with various agencies<br/>placement</p> | <p>Newsletter yet to start</p>  |
| OPPORTUNITIES  | CHALLENGES  |
| <p>Scope for consultancy<br/>Research department<br/>projects (minor &amp; major)</p>  |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

NO

**Any specific recommendations on Faculty Development.**




Faculty members without Ph.D are asked to register their research programmes.


**Any specific instance of Excellence**

placement with highest CTC (Rs. 9.5 lacs)

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation  | Signature with Date   |
|--|---|
| 1 Dr. D. NIRMALAN<br>Director, MGR Education & Research<br>Chennai - 14                                | <br>13.02.2020 |
| 2 Dr. R. DEVENIDHAN, Associate Professor<br>DS, UNIV. OF MADRAS, CHENNAI - 05                          | <br>13.2.2020  |
| 3 Dr. S. KESAVAN, PROFESSOR / Doms<br>SRM Institute of Science & Technology<br>Vadapalani, Chennai-26. | <br>13/2/2020  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE  
(AUTONOMOUS)**

**College With Potential Excellence**

**Linguistic Minority Institution, Affiliated to University of Madras**

**ACADEMIC AUDIT REPORT – 2019-2020**

Date of Audit: 06.02.2020

|                           |                                    |                            |  |  |
|---------------------------|------------------------------------|----------------------------|--|--|
| Name of the Department    |                                    | <b>Social Work</b>         |  |  |
| Year of Establishment     |                                    | 1989                       |  |  |
| Timing of the Department  |                                    | 8.15 a.m. – 1.30 p.m.      |  |  |
| Audit Panel Member's Name |                                    | Designation                | Address  | Contact Details  |
| 1                         | Dr. S. Paramesvaran                | Assistant Professor & Head | Department of Social Work<br>Ramakrishna Mission<br>Vivekananda College<br>(Autonomous), Chennai | Mob: 9842060673<br>E-mail:<br>parameshmsw@gmail.com    |
| 2                         | Dr. Hannah Evangeline<br>Sangeetha | Assistant Professor        | Department of Social Work<br>Loyola College (Autonomous)<br>Chennai                              | Mob: 9841547234<br>E-mail:<br>hannahpaul1777@yahoo.com |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |               |                     |   |  |
|---|---------------|---------------------|---|--|
| 3 | Dr. Lakshmi J | Assistant Professor | Department of Social Work (Aided)<br>Madras School of Social Work (Autonomous), Chennai | Mob: 9789194639<br>E-mail: lakshmi@mssw.in |
|---|---------------|---------------------|---|--|

Follow-up of previous Audit:

The Department has carried out all the suggestions of the previous Academic Audit (2018-2019) except Funded Projects and evolving into a Research Department.

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification                | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted  |
|---------|----------------|------------------------------|----------|------------------------------------|-----------------------|---------------------------------------|---------------------------|
| 1       | Under-Graduate | NA                           | NA       | NA                                 | NA                    | NA                                    | NA                        |
| 2       | Post-Graduate  | MSW                          | 2 Years  | Under Graduation in any Discipline | English               | I MSW – 40<br>II MSW – 40             | I MSW – 40<br>II MSW – 37 |
| 3       | M.Phil         | NA                           | NA       | NA                                 | NA                    | NA                                    | NA                        |

  
**PRINCIPAL**

Dwaraka Doss Govardhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |       |    |    |    |    |    |    |
|---|-------|----|----|----|----|----|----|
| 4 | Ph.D. | NA | NA | NA | NA | NA | NA |
|---|-------|----|----|----|----|----|----|


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department

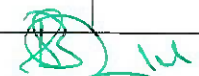
| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        | 36           | 37     |         |        |          |        | 40           | NA     | 37      | NA     |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        | 8            | 8      |         |        |          |        | 5            | NA     | 16      | NA     |          |        |
|         | First Class                  |              |        |         |        |          |        | 26           | 28     |         |        |          |        | 35           | NA     | 21      | NA     |          |        |
|         | Second Class                 |              |        |         |        |          |        | Nil          | Nil    |         |        |          |        | Nil          | NA     | 0       | NA     |          |        |
|         | Pass Class                   |              |        |         |        |          |        | NA           | NA     |         |        |          |        | NA           | NA     | NA      | NA     |          |        |
| 03      | Failed                       |              |        |         |        |          |        | 2            | 1      |         |        |          |        | 0            | NA     | 0       | NA     |          |        |
| 04      | % Passing                    |              |        |         |        |          |        | 94.4         | 97.3   |         |        |          |        | 100          | NA     | 100     | NA     |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        | Ab-1<br>Nil  |        |         |        |          |        | Nil          |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion     | Items  | Verification<br>Yes / No | Comments | Suggestions for<br>improvement   |
|---------------|--|--------------------------|----------|--|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | -        | Titles of the Papers on Methods of Social Work should be retitled as Social Case Work, Social Group Work, Community Organisation & Social Action   |
|               | Contents of the Curriculum                               | Yes                      | -        | The Paper on Human Behaviour has to be bifurcated into two Papers as Psychology for Social Work and Sociology for Social Work carrying two credits each<br><br>Social Work Soft Skills can be included in the syllabus |
|               | BOS  | Yes                      | -        | -  |
|               | Credits allotted / distribution – logic                  | Yes                      | -        | Credits for Research Project should be reduced<br><br>Credit Allotment should be based on the Teaching Hours   |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valluvar College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement   |
|-------------------------|--|--------------------------|---|--|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      | Records on Innovative Teaching Methods are maintained | -  |
|                         | E-learning modules                                 | Yes                      | -   | E-Content should be developed  |
|                         | Project work UG/PG                                 | Yes                      | -   | Continuous Collaboration with Organisations for MSW Research Project Work is recommended |
|                         | Internal assessment – components – Uniqueness      | Yes                      | -   | -  |
|                         | Student support – remedial coaching                | Yes                      | -   | -  |
|                         | Parents meeting – evaluation of student's progress | No                       | -   | Can be done at College Level<br><br>PTA - Parents-Teachers Association can be initiated  |
|                         | Feedback from students                             | Yes                      | -   | -  |
|                         | Steps taken on the feedback                        | Yes                      | -   | -  |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss

Valshnav College

Arumbakam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement   |
|----------------------|---|--------------------------|----------|--|
| III. Faculty Profile | Projects completed / on going                 | No                       | -        | UGC and other projects can be applied for                                  |
|                      | Seminars / conferences attended               | Yes                      | -        | Participation can be improved  |
|                      | Papers / articles / books published           | Yes                      | -        | Publication in UGC approved Journals related to Social Work should be done |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | -        | -  |
|                      | Preparation of E-learning materials / Content | No                       | -        | E-Content should be developed  |
|                      | Acted as resource persons                     | No                       | -        | Evidence for invited lectures and programmes should be submitted           |
|                      | M.Phil. & Ph. D awarded                       | No                       | -        | Strong recommendation to apply for Guideship                               |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valmiki College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments                  | Suggestions for improvement                           |
|-------------------------|--|--------------------------|---------------------------|---|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes                      | University Norms followed | -   |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      | -                         | -   |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | No Study Tour             | Skill Lab should be included in I Semester Field Work |
|                         | Achievements   | Yes                      | -                         | -   |

  
**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.


| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments                             | Suggestions for<br>improvement |
|---|---|--------------------------|--------------------------------------|--------------------------------|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | Yes                      | -                                    | -                              |
|   | No. of laboratories                     | NA                       | -                                    | -                              |
|   | No. of computers –<br>for teachers      | Yes                      | -                                    | -                              |
|   | No. of computers –<br>for students      | Yes                      | Common facility is being<br>utilised | -                              |
|   | No. of computers –<br>research scholars | NA                       | -                                    | -                              |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |                    |    |   |   |
|--|--------------------|----|---|---|
|  | No. of instruments | NA | - | - |
|--|--------------------|----|---|---|

| Criterion                              | Items                   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement       |
|--|-------------------------|--------------------------|----------|--------------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed             | Yes                      | SCARF    | More number of MoUs<br>can be signed |
|  | Consultancy             | No                       | -        | Should be improved                   |
|  | Collaborations          | Yes                      | -        | -                                    |
|  | Association<br>Meetings | Yes                      | -        | -                                    |
|  | Guest lectures          | Yes                      | -        | -                                    |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

|  |   |     |   |  |
|--|---|-----|---|--|
|  | Conference / Seminar / Workshop conducted                               | Yes | - | UGC sponsored Conferences can be organised       |
|  | Extension Activity  | Yes | - | Adoption of any Need Based Community can be done |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | - | -  |
|  | Newsletters / Magazine  | No  | - | Recommended for initiation                       |
|  | Placement   | Yes | - | -  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## I. Student Records

**Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Sujith R            | I MSW - 19D1923         | ✓                   | ✓                   | Ongoing                 | ✓                                  | —                  |
| 2       | <u>Dharmaraj J</u>  | I MSW - 19D1325         | ✓                   | ✓                   | Ongoing                 | ✓                                  | —                  |
| 3       | <u>Haripriya G</u>  | II MSW - 18D1976        | ✓                   | ✓                   | Ongoing                 | ✓                                  | —                  |

## II. Faculty Records

Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited.**

| Sl. No. | Name of the Faculty  | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|----------------------|-------------|--|-------------------|---|--|
| 1       | Ms. M. Aruna Kumari  | ✓           | ✓                                      | -                 | ✓   | -  |
| 2       | Ms. S. Vijayalakshmi | ✓           | ✓                                      | -                 | ✓   | -  |
| 3       | Ms. M.K. Sindhu      | ✓           | ✓                                      | -                 | ✓   | -  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1      | ✓                                      | ✓   | ✓                                | ✓                               | -                           | ✓  | ✓                               | ✓                          |
| 2      | ✓                                      | ✓   | ✓                                | ✓                               | -                           | ✓  | ✓                               | ✓                          |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**SWOC Analysis**

| STRENGTHS  | WEAKNESS   |
|--|--|
| <ol style="list-style-type: none"> <li>1. MOU with SCARF</li> <li>2. Documentation</li> <li>3. Placement and Alumni</li> <li>4. Supportive Management</li> </ol> | <ol style="list-style-type: none"> <li>1. Absence of Adoption of a Need Based Community</li> <li>2. Minimal Publication by the Faculty</li> <li>3. Lack of documentary evidence for Faculty's participation as resource persons in invited lectures</li> </ol> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


| OPPORTUNITIES   | CHALLENGES   |
|---|--|
| <ol style="list-style-type: none"> <li>1. To avail UGC Funds to organize Conferences/ Workshops</li> <li>2. To evolve as a Research Department</li> </ol> | <ol style="list-style-type: none"> <li>1. Revision of Soft Skill Papers (as per the requirements of the Department of Social Work Curriculum)</li> <li>2. Conduct of Parents' Meeting</li> </ol> |

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

—

**Any specific recommendations on Faculty Development.**

1. Participation of Faculty in Conferences should be encouraged
2. Faculty need to be motivated to publish papers

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**Any specific instance of Excellence**

Documentation

Placement

Infrastructure

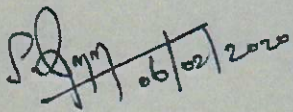
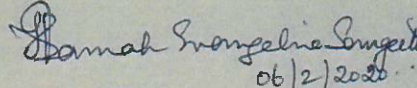
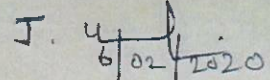
NGO Network

Institution-Industry Interface

MoU with SCARF



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation   | Signature with Date   |
|---|---|
| 1 Dr. S. Paramesvaran<br>Assistant Professor & Head<br>Department of Social Work<br>Ramakrishna Mission Vivekananda College (Autonomous), Chennai | <br>06/02/2020 |
| 2 Dr. Hannah Evangeline Sangeetha<br>Assistant Professor<br>Department of Social Work<br>Loyola College (Autonomous), Chennai                     | <br>06/02/2020 |
| 3 Dr. Lakshmi J<br>Assistant Professor<br>Department of Social Work (Aided)<br>Madras School of Social Work (Autonomous), Chennai                 | <br>06/02/2020 |



**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE  
(AUTONOMOUS)**

**College With Potential Excellence**

**Linguistic Minority Institution, Affiliated to University of Madras**

**ACADEMIC AUDIT REPORT – 2019-2020**

Date of Audit: 06.02.2020

|                           |                                     |   |  |                 |
|---------------------------|-------------------------------------|---|--|-----------------|
| Name of the Department    |                                     | Department of Human Resource Management                           |  |                 |
| Year of Establishment     |                                     | 2008  |  |                 |
| Timing of the Department  |                                     | 09.30 am – 3.00 pm  |  |                 |
| Audit Panel Member's Name |                                     | Designation   | Address  | Contact Details |
| 1                         | <b>Dr. C.FRANCIS</b>                | Assistant Professor<br>Head of Department of<br>Social Work ( SF) | Madras School of Social<br>Work, Egmore<br>Chennai -8            | 9941127272      |
| 2                         | <b>Dr. G.F. ALBAN NISHANTH LALU</b> | Associate Professor   | Department of Social<br>Work, Madras Christian<br>College, (SFS) | 9962255022      |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |                         |  |                                    |            |
|---|-------------------------|--|------------------------------------|------------|
| 3 | Dr. MAHISHASURAMARDHINI | Head in Charge<br>M. A. HRM Department | SDNB Vaishnav College<br>Chrompet. | 8056029250 |
|---|-------------------------|--|------------------------------------|------------|

**Follow-up of previous Audit:**

- No sponsored Project for Staff members for corporate and UGC funds.
- International Visit to Singapore was made – PSB Academy

**Details of programs offered by the department**

| Sl. No. | Program Level  | Name of the Program/Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate |                            |          |                     |                       |                                       |                          |
| 2       | Post-Graduate  | M.A HRM                    | 2        | Any Degree          | English               | 40 +40                                | 40 +39 = 79              |
| 3       | M.Phil         |                            |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                            |          |                     |                       |                                       |                          |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        | 40           | 39     |         |        |          |        | 40           |        | 39      |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        | 10           | 4      |         |        |          |        | 10           |        | 30      |        |          |        |
|         | First Class                  |              |        |         |        |          |        | 30           | 35     |         |        |          |        | 30           |        | 8       |        |          |        |
|         | Second Class                 |              |        |         |        |          |        | -            | -      |         |        |          |        | -            |        | -       |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        | -            | -      |         |        |          |        | -            |        | -       |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        | -            | -      |         |        |          |        | -            |        | -       |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        | 100          | 100    |         |        |          |        | 100          |        | 100     |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        | 1 student    |        |         |        |          |        |              |        |         |        |          |        |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion     | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement  |
|---------------|--|--------------------------|---|---|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | Steps Followed  | Annual Semester wise internal BOS   |
|               | Contents of the Curriculum                               | Yes                      | Syllabus contemporary                                   | HR Analytics<br>One more certificate course   |
|               | BOS  | Yes                      | Was conducted on 17 march 2019<br>6 papers were changed | No suggestions  |
|               | Credits allotted / distribution – logic                  | yes                      | Standard format followed                                | Credit can be increased for internship.<br>Credit to be given in each paper ( syllabus )<br>Title for each unit<br>Self study<br>Reference latest books to be given |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for improvement                                  |
|-------------------------|--|--------------------------|--|--|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      | Lecture, Group discussion and Role play, Management games and case studies         | Sufficient teaching aids provided. Wi fi needed in classroom |
|                         | E-learning modules                                 | Yes                      | E library  |  |
|                         | Project work UG/PG                                 | Yes                      | Industrial relevant topic  | Workshop on research methodology - 3 days                    |
|                         | Internal assessment – components – Uniqueness      | Yes                      | As per CIA College rules and third components                                      | 50 50 CIA AND EXTERNAL                                       |
|                         | Student support – remedial coaching                | Yes                      | If needed personal counseling is provided  | SPSS, Weekly staff student meeting for slow learners         |
|                         | Parents meeting – evaluation of student's progress | Yes                      | During admission the Parents meeting are conducted. Parent consent letter is taken | No suggestions   |
|                         | Feedback from students                             | Yes                      | Feedback is taken from students, parents, alumnus' and staff through online        | No suggestions   |
|                         | Steps taken on the feedback                        | yes                      | -  | -  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.


| Criterion            | Items   | Verification<br>Yes / No | Comments   | Suggestions for improvement           |
|----------------------|---|--------------------------|--|---------------------------------------|
| III. Faculty Profile | Projects completed / on going                 | Applied & under process  | -  | -                                     |
|                      | Seminars / conferences attended               | Yes                      | NHRD, SHRM, EFSI conferences                           | More Seminar to be attended           |
|                      | Papers / articles / books published           | No                       | Improve on Publications                                | UGC-core list journals                |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | ICT Tool based methodology                             | Workshop for staff from other college |
|                      | Preparation of E-learning materials / Content | Yes                      |  |                                       |
|                      | Acted as resource persons                     | Yes                      |  |                                       |
|                      | M.Phil. & Ph. D awarded                       | No                       | Need to concentrate on M.Phil&Ph.D among staff members |                                       |



Dwaraka Doss Goyerdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

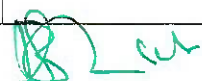


| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for improvement   |
|-------------------------|--|--------------------------|---|---|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes                      | 40/ 150+  | Foreign Admission Cell need to be set up at the college level<br><br>Focus on increasing the applications |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      | Business Quiz, Forum Meetings, Sports and Cultural activities, Volunteers for NHRD National Conference                    | Sufficient activities are carried out   |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | I Year students taken to Singapore, 3 Industrial visits in Chennai and 3 Internships have been offered, 40 Guest lectures | Sufficient activities are carried out   |
|                         | Achievements   | Yes                      | Winners and Runners Up – NIPM Business Quiz   | -   |

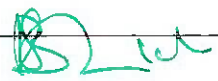


**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
 Vel. Ch. Nav College  
 Azumbakkam, Chennai - 600106.

| Criterion                                  | Items                                | Verification<br>Yes / No | Comments                                 | Suggestions for improvement  |
|--|--------------------------------------|--------------------------|--|--|
| <b>V. Infrastructure in the Department</b> | No. of class rooms                   | Yes                      | 2 class rooms                            | Wifi Connection for classrooms<br>Conference hall of 150 capacity is suggested for department activities |
|  | No. of laboratories                  | Not Applicable           | Shared with other department if required |  |
|  | No. of computers – for teachers      | Yes                      | 7 systems, 3 printers                    | Two common systems can be provided   |
|  | No. of computers – for students      | Yes                      | -  | College can set up a DTP center, printer, scanner for the benefit of students                            |
|  | No. of computers – research scholars | Not Applicable           | -  | -  |
|  | No. of instruments                   | Yes                      | Projector, speaker                       | Pointer, collar microphone needed  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                               | Items                                     | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement                            |
|---|---|--------------------------|---|---|
| <b>VI. Activities of the Department</b> | MoUs signed                               | No                       | -   | Need to Sign MOUs with other institutions                 |
|   | Consultancy                               | No                       | -   | Need to do consultancy                                    |
|   | Collaborations                            | No                       | -   | Need to have collaborations                               |
|   | Association Meetings                      | Yes                      | Student Associations  | HRD Forum Meetings  |
|   | Guest lectures                            | Yes                      | 10 in each semester, total =40  | Sufficient Guest Lectures                                 |
|   | Conference / Seminar / Workshop conducted | Yes                      | HRD Workshops- 6<br>Conference: TANTHRA<br><br>Seminar: HRD Inauguration and Valedictory) | Sufficient workshops and seminars/ conference carried out |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

|  |   |     |   |   |
|--|---|-----|---|---|
|  | Extension Activity  | Yes | HRD –Urban Outreach   | More Urban programe need to be carried out              |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | Observation visits<br>Internships<br>Guest Lectures<br>Professional Bodies<br>Study Tour<br>Conferences | Sufficient activities are carried out in the department |
|  | Newsletters / Magazine  | NO  | -   | Need to print a Newsletter                              |
|  | Placement   | Yes | 100% students are placed  | -   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## I. Student Records

**Note: Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No.        | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|--------------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Hemavathi S         | II Year/III Sem/18131020 22121 | yes                 | Average             | Yes                     | Yes                                | NA                 |
| 2       | Mohan Kumar Singh   | II Year/III Sem/18131020 22106 | yes                 | Below Average       | Yes                     | Yes                                | NA                 |
| 3.      | Thasleema R         | II Year/III Sem/18131020 22137 | yes                 | Above average       | Yes                     | Yes                                | NA                 |

## II. Faculty Records. Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited.**

| Sl. No. | Name of the Faculty     | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|-------------------------|-------------|--|-------------------|---|--|
| 1.      | Prof. Vinitha Sukumar   | yes         | Yes                                    | Recorded          | Attended National conference                                | No   |
| 2       | Prof. Subatini Santhiya | yes         | yes                                    | Recorded          | Attended National conference                                | No   |
| 3       | Dr.N.C Martin           | yes         | yes                                    | Recorded          | Attended National conference                                | 2  |



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
 Arumbakkam, Chennai - 600106

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited


| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1      |  | Personal Counseling   | conducted                        | Once in a month                 | NA                          | Carried out  | Yes                             | Yes                        |
| 2      |  | Mentoring   | conducted                        | Once in a month                 | NA                          | Carried out  | Yes                             | Yes                        |
| 3      |  | Individual classes  | conducted                        | Once in a month                 | NA                          | Carried out  | Yes                             | Yes                        |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS  |
|---|---|
| <ul style="list-style-type: none"> <li>• Good infrastructure/ learning aids</li> <li>• Sufficient teachers ( correct student teacher ratio)</li> <li>• 100 % placement</li> </ul> | <ul style="list-style-type: none"> <li>• M. Phil and PHD among staff members</li> <li>• Focus on publications on UGC Care list</li> <li>• No student pursuing higher education</li> <li>• Number of Application recieved</li> </ul> |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| OPPORTUNITIES   | CHALLENGES  |
|---|---|
| <ul style="list-style-type: none"> <li>• Strong alumni network</li> <li>• Support from management</li> <li>• Strong Institution Industry Interface</li> </ul> | <ul style="list-style-type: none"> <li>• Integrating technology with teaching</li> <li>• Time management</li> <li>• Research attention with students</li> </ul> |

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

- Conformity with university policy and norms

**Any specific recommendations on Faculty Development.**



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



- Staff MOUs with Industries
- Staff must go for orientation and refresher courses conducted by University – HRDA
- OBT for Staff members
- FDP – Other business schools

**Any specific instance of Excellence**

- National conference TANTHRA
- International study tour to seven countries (students and staff for international exposure\_

| Audit Panel Member's Name & Affiliation | Signature with Date |
|---|---------------------|
| 1                                       |                     |



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

| Audit Panel Member's Name & Affiliation   | Signature with Date                         |
|---|---|
| <p>1</p> <p><i>Dr. C. FRANCIS</i><br/> <b>Dr.C.FRANCIS M.A(SW),MBA,Ph.D.,</b><br/> Asst. Professor &amp; Head,<br/> P.G. Dept. of Social Work (SF)<br/> Madras School of Social Work<br/> No.32, Cass Major Road, Egmore,<br/> Chennai-600 008. Ph : 9941127272</p> | <p><i>C. Francis</i><br/> 6/2/2020</p>      |
| <p>2</p> <p><b>Dr. G.F. ALBAN NISHANTH LALU</b><br/> M.S.W., M.Phil., Ph.D.<br/> Assistant Professor<br/> Department of Social Work (SFS)<br/> Madras Christian College,<br/> Chennai-600 059.</p>  | <p><i>Alban Nishanth</i><br/> 6/2/2020</p>  |
| <p>3</p> <p><i>Dr. Mahishashan</i><br/> Head - in - charge.<br/> PG Dept of HRM<br/> SD N B Vaishnav college for Women<br/> Chempet - 41</p>  | <p><i>M. Mahishashan</i><br/> 6/02/2020</p> |

*B. Laxmi*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 10/02/2020

|                           |                      |                     |  |   |
|---------------------------|----------------------|---------------------|--|---|
| Name of the Department    |                      | B.COM (HONS)        |  |   |
| Year of Establishment     |                      | 2011-2012           |  |   |
| Timing of the Department  |                      | 02.00PM to 06.30PM  |  |   |
| Audit Panel Member's Name |                      | Designation         | Address  | Contact Details   |
| 1.                        | Dr.Sampath Kumar     | Assistant Professor | Sri Krishnasamy College<br>Ch- 40                    | 9444694261  |
| 2.                        | Dr.E.Viswanathan     | Assistant Professor | D.B.Jain College,<br>Ch-97                           | 9445372283  |
| 3.                        | Prof.M.Annapoorani.M | Associate Professor | Ethiraj College for<br>Women,Autonomous<br>Chennai-8 | 9840503234<br> |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Follow-up of previous Audit:

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.com(HONS)                  | 3 Years  | +2                  | English               | 40                                    | 40                       |
| 2       | Post-Graduate  | -                            | -        | -                   | -                     | -                                     | -                        |
| 3       | M.Phil         | -                            | -        | -                   | -                     | -                                     | -                        |
| 4       | Ph.D.          | -                            | -        | -                   | -                     | -                                     | -                        |




**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department

| Sl. No. | Particulars                  | 2017-20 BATCH |        |         |        |          |        | 2018-21 BATCH |        |         |        |          |        | 2019-22 BATCH   |        |         |        |          |        |
|---------|------------------------------|---------------|--------|---------|--------|----------|--------|---------------|--------|---------|--------|----------|--------|---|--------|---------|--------|----------|--------|
|         |                              | I Year        |        | II Year |        | III Year |        | I Year        |        | II Year |        | III Year |        | I Year  |        | II Year |        | III Year |        |
|         |                              | I Sem         | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem         | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem   | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 33            | 33     | 33      | 33     | 33       |        | 44            | 44     | 43      |        |          |        | 39  |        |         |        |          |        |
| 02      | First Class with Distinction | 11            | 20     | 13      | 16     | 18       |        | 20            | 04     | 22      |        |          |        | 15  |        |         |        |          |        |
|         | First Class                  | 19            | 10     | 14      | 9      | 8        |        | 20            | 29     | 14      |        |          |        | 16  |        |         |        |          |        |
|         | Second Class                 | -             | -      | 1       | 1      | -        |        | 03            | 08     | NIL     |        |          |        | -   |        |         |        |          |        |
|         | Pass Class                   |               |        |         |        |          |        |               |        |         |        |          |        |   |        |         |        |          |        |
| 03      | Failed                       | 3             | 3      | 5       | 7      | 7        |        | 01            | 03     | 07      |        |          |        | 08  |        |         |        |          |        |
| 04      | % Passing                    | 91            | 91     | 85      | 79     | 79       |        | 97            | 93     | 83      |        |          |        | 79  |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |               |        |         |        |          |        |               |        |         |        |          |        |  |        |         |        |          |        |

**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vakshnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement                              |
|----------------------|--|--------------------------|--|---|
| <b>I. Curriculum</b> | Steps followed in the designing of syllabus & curriculum | Yes                      | Highly commented   | -   |
|                      | Contents of the Curriculum                               | Yes                      | It meets the need of the present demand of the industry. | -   |
|                      | BOS  | Yes                      | Updated  | -   |
|                      | Credits allotted / distribution – logic                  | Yes                      | Credits allotted as per university of Madras             | Slight change for the intensive activity and allied papers. |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                          | Items  | Verification<br>Yes / No | Comments   | Suggestions for improvement           |
|------------------------------------|--|--------------------------|--|---------------------------------------|
| <b>II. Teaching &amp; Learning</b> | Teaching methods & teaching aids                   | Yes                      | Both traditional and modern methods adopted  | A classroom with usage of ICT enabled |
|                                    | E-learning modules                                 | Yes                      | -  | -                                     |
|                                    | Project work UG/PG                                 | Yes                      | -  | -                                     |
|                                    | Internal assessment – components – Uniqueness      | Yes                      | Students skill and talent tested through seminar, presentation etc.  | -                                     |
|                                    | Student support – remedial coaching                | Yes                      | Special and extra coaching given failed are reappearing students   | -                                     |
|                                    | Parents meeting – evaluation of student's progress | Yes                      | PTA conducted once in 6 months   | -                                     |
|                                    | Feedback from students                             | Yes                      | Continue to do in future   | Continue                              |
|                                    | Steps taken on the feedback                        | Yes                      | As requested by the students-Departmental association activity conducted by the department to bring out the ability skill and talents. | Continue                              |


**PRINCIPAL**

Dwaraka Doss Goyerdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                   | Items   | Verification<br>Yes / No | Comments                        | Suggestions for<br>improvement                |
|-----------------------------|---|--------------------------|---------------------------------|---|
| <b>III. Faculty Profile</b> | Projects completed / on going                 | No                       | -                               | In future, collaborate with other departments |
|                             | Seminars / conferences attended               | Yes                      | -                               | Continue                                      |
|                             | Papers / articles / books published           | Yes                      | -                               | Continue                                      |
|                             | FDP / RC / OC / Training Program / Workshop   | Yes                      | -                               | Continue                                      |
|                             | Preparation of E-learning materials / Content | yes                      | -                               | -   |
|                             | Acted as resource persons                     | No                       | -                               | -   |
|                             | M.Phil. & Ph. D awarded                       | Yes                      | M.phil awarded<br>Ph.d pursuing | -   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for improvement                                       |
|-------------------------|--|--------------------------|--|---|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes                      | 14:1   | The demand ratio is high  |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      | Participated and bagged prize in various contests and competitions   | Continue to do and encourage the students                         |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | Yes                      | Industrial visits internships and training are given to the students | More practical training and exposure to the industry can be given |
|                         | Achievements   | Yes                      | Students excelled in sports and conducting quiz.                     |   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                                  | Items                                   | Verification<br>Yes / No | Comments                     | Suggestions for<br>improvement             |
|--|---|--------------------------|------------------------------|--|
| <b>V. Infrastructure in the Department</b> | No. of class rooms                      | Yes                      | 3                            | Classroom with ICT enabled can be provided |
|  | No. of laboratories                     | No                       | -                            | -  |
|  | No. of computers –<br>for teachers      | Yes                      | 1 + 1=2<br>HOD + Other staff | -  |
|  | No. of computers –<br>for students      | No                       | -                            | -  |
|  | No. of computers –<br>research scholars | No                       | -                            | -  |
|  | No. of instruments                      | No                       | -                            | -  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                                       | Items  | Verification<br>Yes / No | Comments                                       | Suggestions for<br>improvement  |
|---|--|--------------------------|--|---|
| <b>VI. Activities of<br/>the<br/>Department</b> | MoUs signed  | Yes                      |  |   |
|   | Consultancy  | No                       |  |   |
|   | Collaborations                                     | Yes                      | MILES-CIMA from<br>2019-2020 onwards           |   |
|   | Association<br>Meetings                            | Yes                      |  |   |
|   | Guest lectures                                     | Yes                      |  |   |
|   | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes                      |  |   |
|   | Extension<br>Activity                              | Yes                      | Outreach programme for<br>EVS related activity | <br><b>PRINCIPAL</b> |

Dwaraka Doss Goverdhan Doss  
 Vaichnav College  
 Arumbakkam, Chennai - 600106.

|  |   |     |  |  |
|--|---|-----|--|--|
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes | For updating the syllabus and improving the students personality the department have interaction with the industry |  |
|  | Newsletters / Magazine  | No  |  |  |
|  | Placement   | Yes | Majority are placed in reputed institutions like RBS, Society general, Godrej, CTS, HCL                            |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**I. Student Records**

. **Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1.      | Mahesh V.R          | I/I/-19E1513            | 98                  | 34/40               | Satisfactory            | Satisfactory                       | Satisfactory       |
| 2.      | Aniket Vyas.A       | I/I/-19E1527            | 100                 | 32/40               | Satisfactory            | Satisfactory                       | Satisfactory       |
| 3.      | Srivatchan.P        | I/I/-19E1534            | 95                  | 28/40               | Satisfactory            | Satisfactory                       | Satisfactory       |

**II. Faculty Records**

. Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited.**

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | R.Sindhu            | ✓           | ✓                                      | ✓                 | Presented 4<br>Participated 8                               | -  |
| 2.      | Sairam.S            | ✓           | ✓                                      | ✓                 | Presented and published-9                                   | -  |
| 3.      | D.K.Selva Ganesh    | ✓           | ✓                                      | ✓                 | Attended -9   | -  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**III. HOD records**

**Note: Program wise, Year wise and Section wise minimum of 3 records to be audited**


| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1.      | ✓                                      | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |
| 2.      | ✓                                      | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |
| 3.      | ✓                                      | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |

Verified both hard and soft copy



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

|   |   |
|---|---|
| <p style="text-align: center;"><b>STRENGTHS</b></p> <ol style="list-style-type: none"> <li>1. Adequate classroom with required furniture is available.</li> <li>2. The course content and outline and outline of chapters is adequate and subjective.</li> <li>3. Evaluation pattern can be continued as it is done at present.</li> <li>4. The placement opportunity is more.</li> <li>5. The industrial visit is more appreciable.</li> </ol> | <p style="text-align: center;"><b>WEAKNESS</b></p> <ol style="list-style-type: none"> <li>1. To make the current syllabus – CBSE effective, more electives can be offered to students.</li> </ol>   |
| <p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ol style="list-style-type: none"> <li>1. Staff can be rewarded for participatory in National or International conference.</li> <li>2. Extension can be introduced</li> <li>3. Best practices can be introduced</li> </ol>  | <p style="text-align: center;"><b>CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Digital space can be introduced as e-library , e-resources for all subjects</li> <li>2. Internship may be offered differently for end of each year, depending on the course of study</li> </ol> <div style="text-align: right; margin-top: 100px;"> <br/> <b>PRINCIPAL</b><br/> Dwaraka Doss Goverdhan Doss<br/> Vaishnav College<br/> Arumbakkam, Chennai - 600106. </div> |

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

NIL

**Any specific recommendations on Faculty Development.**

Funding for the faculty participation in conferences, seminar and workshops at National and International level.

**Any specific instance of Excellence**

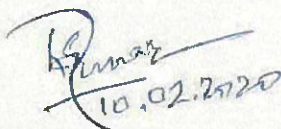
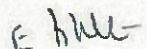
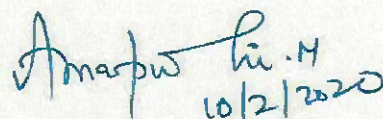
1. Personality development courses and employability skill oriented certificate courses can be conducted
2. More industry interface interaction can be focused in future



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaijnave College**  
**Arumbakkam, Chennai - 600106.**



| Audit Panel Member's Name & Affiliation   | Signature with Date   |
|---|---|
| <p>1 Dr. D. Sampath Kumar<br/>Asst. Professor in Commerce &amp; Mgt.<br/>Sri Krishnaswamy College for Women,<br/>Anna Nagar, Chennai 600 040.</p> | <br>10.02.2020 |
| <p>2 Dr. E. Viswanathan<br/>Associate Professor &amp; Head [Commerce]<br/>D. B. Jain College Thopakkam Chennai - 97</p>                           | <br>10.02.2020 |
| <p>3 Annapoorni. M<br/>Associate Professor,<br/>Department of Commerce, Aided<br/>Elkirey College for Women, Autonomous,</p>                      | <br>10/2/2020  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**FOLLOW-UP OF PREVIOUS AUDIT:**

2018 - 2019 கல்வியாண்டினைத் தொடர்ந்து இவ்வருடம் அகத்தர நிர்ணயக் குழுத் தணிக்கை (IQAC Audit) (2019 - 2020) 19/02/2020 அன்று நடைபெற்றது.

**DETAILS OF PROGRAMS OFFERED BY THE DEPARTMENT**

| Sl. No. | Program Level  | Name of the Program / Course | Duration    | Entry Qualification                        | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|-------------|--|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.A. TAMIL                   | Three Years | + 2 Pass<br>Should Pass Tamil as a Subject | TAMIL                 | 70                                    | 58                       |
| 2       | Post-Graduate  | NA                           | NA          | NA   | NA                    | NA                                    | NA                       |
| 3       | M.Phil         | NA                           | NA          | NA   | NA                    | NA                                    | NA                       |
| 4       | Ph.D.          | NA                           | NA          | NA   | NA                    | NA                                    | NA                       |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## OVERALL RESULT OF DEPARTMENT


| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 50           | 45     | 38      | 39     | 38       |        | 56           | 51     | 42      |        |          |        | 45           |        |         |        |          |        |
| 02      | First Class with Distinction | 2            | 5      | 6       | 7      | 18       |        | 6            | 4      | 11      |        |          |        | 6            |        |         |        |          |        |
|         | First Class                  |              | 2      | 2       | 2      | 5        |        | 4            |        | 4       |        |          |        | 3            |        |         |        |          |        |
|         | Second Class                 |              |        |         | 1      | 1        |        | 1            |        | 1       |        |          |        | 1            |        |         |        |          |        |
|         | Pass Class                   | 2            | 7      | 8       | 10     | 24       |        | 11           | 4      | 16      |        |          |        | 10           |        |         |        |          |        |
| 03      | Failed                       | 48           | 38     | 30      | 29     | 14       |        | 45           | 47     | 26      |        |          |        | 35           |        |         |        |          |        |
| 04      | % Passing                    | 4.00         | 15.56  | 21.05   | 25.64  | 63.16    |        | 19.64        | 7.84   | 38.10   |        |          |        | 22.22        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion     | Items  | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement  |
|---------------|--|--------------------------|---|---|
| I. CURRICULUM | Steps followed in the designing of syllabus & curriculum | ஆம்                      | சென்னைப் பல்கலைக்கழகப் பாடத்திட்டம் வகுக்கும் நெறிமுறையின் அடிப்படையில் முறையாகப் பின்பற்றப்பட்டுள்ளது. | —   |
|               | Contents of the Curriculum                               | ஆம்                      | பல்வகை அறிவுப் புலங்கள் சார்ந்த பாடங்கள் வைக்கப்பட்டுள்ளன.  | திறன் மேம்பாட்டுப் பயிற்சி தொடர்பான பாடங்கள் ஒவ்வொரு பருவத்திலும் இடம்பெறல் நலம். |
|               | BOS  | ஆம்                      | முறையாக வைக்கப்பட்டுள்ளது.  | —   |
|               | Credits allotted / distribution – logic                  | ஆம்                      | முறையாக வைக்கப்பட்டுள்ளது.  | திறன் மேம்பாட்டுப் பயிற்சிப் பாடங்களுக்கு தேர்வைத் தவிர்த்தல் நலம்.               |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Veluhasav College  
 Arumbakkam, Chennai - 600106.

| Criterion                          | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement                                      |
|------------------------------------|---|--------------------------|---|---|
| <b>II. TEACHING &amp; LEARNING</b> | Teaching methods & teaching aids              | Yes                      | குறிப்புகள், வினாவங்கி, மென்பொருள் எனப் பல்வகைக் கற்பித்தல் முறைகளையும், துணைக்கருவிகளையும் பயன்படுத்துகின்றனர்.  | பெரும்பாலும் திறன்வகுப்புகள் (Smart Class) முறையில் நடத்துதல் நலம். |
|                                    | E-learning modules                            | Yes                      | தமிழ்க் கணினியியல் தொடர்பான பாடத்தில் நன்றாகத் திட்டமிடப்பட்டுள்ளது.  | மூன்றாண்டு மாணவர்களுக்கும் இதனை ஊக்கப்படுத்த வேண்டும்.              |
|                                    | Project work UG/PG                            | Yes                      | நன்கு திட்டமிடப்பட்டுள்ளது.   | —   |
|                                    | Internal assessment – components – Uniqueness | Yes                      | ஒவ்வொரு மாணவருக்கும் தனித்தனியான இடுபணி (Assignment) வழங்குதல், நிகழ்ச்சிகளில் பங்கேற்பதோடு அதனை நடத்துதல் போன்ற பல்வேறு அகமதிப்பீடுகள் வழங்கப்படுகின்றன. | நிறுவனங்களோடு இணைந்து பணியாற்றல் நலம்.                              |
|                                    | Student support – remedial coaching           | Yes                      | நன்றாகத் திட்டமிடப்பட்டு நடத்தப்படுகின்றன.  | மாணவர்களின் ஒத்துழைப்பு அவசியம்                                     |

**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

|  |   |                       |  |                                     |
|--|---|-----------------------|--|-------------------------------------|
|  | Parents meeting<br>– evaluation of<br>student's<br>progress | Yes                   | ஒவ்வொரு பருவத்திற்கும் ஒரு<br>பெற்றோர் - ஆசிரியர் கூட்டம்<br>நடத்தப்படுவது சிறப்பு.  | பெற்றோர்கள்<br>கண்காணிப்பு அவசியம். |
|  | Feedback from<br>students                                   | Yes, Online<br>Format |  |                                     |
|  | Steps taken on the<br>feedback                              | Yes                   | வகுப்புக்குழுக் கூட்டத்தில்<br>வைக்கப்பட்ட ஒரு பாடத்துக்கு ஓர்<br>ஆசிரியர் எனும் மாணவர்களின்<br>கோரிக்கை ஏற்கப்பட்டுள்ளது. | -----                               |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No |   | Comments   | Suggestions for<br>improvement                               |
|-------------------------|--|--------------------------|---|--|--|
| III. FACULTY<br>PROFILE | Projects<br>completed /<br>on going          | No                       | ---   | ---  | ஆய்வுத் திட்டங்களைப்<br>பெறல் நலம்.                          |
|                         | Seminars /<br>conferences<br>attended        | Yes                      | 15<br>(Seminar)   | தங்கள் கல்விப்புலம்<br>தொடர்பாக எந்த<br>இடத்தில்<br>கருத்தரங்கோ /<br>மாநாடுகளோ<br>நடந்தாலும் அதைத்<br>தெரிந்துகொண்டு<br>அதில் பங்கேற்கும்<br>முயற்சி<br>பாராட்டத்தக்கது. | அனைத்துக்<br>கருத்தரங்கிலும் நேரில்<br>கலந்துகொள்ளுதல் நலம். |
|                         | Papers /<br>articles /<br>books<br>published | Yes                      | 15<br>(Papers),<br>2 (Articles<br>In<br>Journals),<br>2 (Books) | சிறந்த உழைப்பின்<br>பயனாக இவை உருப்<br>பெற்றுள்ளன.   | அனைவரும் நூல்களை<br>உருவாக்கலாம்.                            |
|                         | FDP / RC /<br>OC /                           | Yes                      | 5<br>(Worksho   | நாட்டுப்புறவியல்<br>துறையில் கரை   | ஆண்டுதோறும்<br>இம்மாதிரியான                                  |

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|  |   |     |      |  |   |
|--|---|-----|------|--|---|
|  | Training Program / Workshop                   |     | p)   | கண்டவர்களை வைத்து "நாட்டுப்புறவியல் - புதிய போக்குகள்" எனும் பயிலரங்கினை நடத்தியமை வியப்பைத் தருகிறது. | பயிலரங்கினை நடத்தல் நலம்.                       |
|  | Preparation of E-learning materials / Content | No  | ---- | ஒரு சில பாடங்களில் மிகச்சிறந்த முறையில் இது நடைபெறுகிறது.  | அனைத்துப் பாடங்களுக்கும் இதனை ஊக்கப்படுத்தலாம். |
|  | Acted as resource persons                     | No  | ---  |  | பயிற்றுநராக / உரையாளராகச் செல்லல் நலம்.         |
|  | M.Phil. & Ph. D awarded                       | Yes | 1    | இத்துறையில் அனைவரும் முனைவர் பட்டமும் தகுதித் தேர்வில் வெற்றியும் பெற்றிருப்பது பாராட்டத்தக்கது.       | ---   |

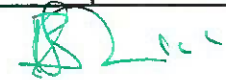
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items   |  | Verification<br>Yes / No | Comments  | Suggestions for improvement  |
|-------------------------|---|--|--------------------------|---|--|
| IV. PROFILE OF STUDENTS | Demand ratio (Applications received Vs Sanctioned Strength)         | 187/70   | Yes                      | சென்னை மாநகரின் மத்தியில் இவ்வளவு மாணவர்கள் தமிழ் படித்தல் பாராட்டத்தக்கது.                           | ஒரு வகுப்பிற்கு 50 மாணவர்கள் போதுமானது. அப்பொழுதுதான் திறன் வெளிப்படும். |
|                         | Students involvement in extra-curricular & Co-curricular activities | செந்தமிழ்க் கூடல், தமிழ்த்தேன் நிகழ்வுகள், பேச்சுப்போட்டி, கட்டுரைப் போட்டி, ஓவியப் போட்டி, புகைப்படப் போட்டி, பாட்டுப் போட்டி, பயிலரங்க, கருத்தரங்கப் பங்கேற்பு | Yes                      | கல்லூரி மேலாண்மையின் (College Management) உதவியும் இத்துறையில் திட்டமிடலும் வியக்கும் வகையில் உள்ளது. | இவற்றைத் தொடரவேண்டும்.   |

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |  |  |     |  |                        |
|--|--|--|-----|--|------------------------|
|  | Study tour / industrial visits / exhibitions / Internship / Training | அடுத்த இரண்டு வாரங்களில் கல்விச் சுற்றுலா செல்வதாகத் திட்டமிடப்பட்டுள்ளது. | Yes | 21/02/2020<br>சுற்றுச்சூழல் களச்செல்கை - மாமல்லபுரம்.<br><br>28/02/2020 & 29/02/2020<br>கல்விச் சுற்றுலா - கங்கைகொண்ட சோழபுரம், தஞ்சை, புதுக்கோட்டை, மதுரை போன்ற இடங்கள் | இவற்றைத் தொடரவேண்டும். |
|  | Achievements   |  |     |  |                        |


**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

| Criterion                                  | Items                              | No. | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement  |
|--|------------------------------------|-----|--------------------------|--|---|
| <b>V. INFRASTRUCTURE IN THE DEPARTMENT</b> | No. of class rooms                 | 3   | Yes                      | நன்று  | இரண்டாமாண்டு அறையின் வெக்கையைக் குறைத்தல் நலம்.   |
|  | No. of laboratories                | -   | Yes                      | தமிழ்க் கணினியியல் என்னும் பாடத்துக்குக் கணினி அறிவியல் துறையின் ஆய்வகம் பயன்படுத்தப்படுகிறது. | —   |
|  | No. of computers<br>– for teachers | 1   | Yes                      | நன்று.   | மடிக்கணினி ஒன்று வழங்கப்பட்டால் திறன் வகுப்பு (Smart Class) நடத்தப் பயனுள்ளதாக அமையும். |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|  |   |     |     |   |   |
|--|---|-----|-----|---|---|
|  | No. of computers<br>– for students      | Nil | Yes | — | — |
|  | No. of computers<br>– research scholars | NA  | Yes | — | — |
|  | No. of instruments                      | NA  | Yes | — | — |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                                       | Items  | Verification<br>Yes / No                 | Comments  | Suggestions for<br>improvement  |
|---|--|--|---|---|
| <b>VI. ACTIVITIES OF<br/>THE<br/>DEPARTMENT</b> | MoUs signed  | No                                       |   | ஊடகவியல் துறை,<br>போட்டித் தேர்வு<br>மையங்கள்<br>போன்றவற்றோடு<br>புரிந்துணர்வு ஒப்பந்தம்<br>செய்தல் நலம். |
|   | Consultancy  | No                                       |   | ஆலோசகர்களாக இருத்தல்<br>நலம்.   |
|   | Collaborations                                     | No                                       |   | இருத்தல் நலம்.  |
|   | Association<br>Meetings                            | No                                       |   |   |
|   | Guest lectures                                     | Yes<br>5 Senthamizh<br>Koodal            | பல்வேறு புலங்களில்<br>தேர்ந்த ஆளுமைகளை<br>அழைத்தமை<br>பாராட்டத்தக்கது.                    | இதனைத் தொடர்ந்து<br>நடத்தல் நலம்.   |
|   | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes<br>1 (Workshop)<br>1<br>(Conference) | நன்கு திட்டமிட்டுச்<br>செயல்படுத்தப்பட்டுள்ளது.<br>பயிலரங்கம் அத்துறையில்<br>புலமைத்துவம் | ஆண்டுதோறும்<br>இம்மாதிரியான<br>பயிலரங்கினை நடத்தல்<br>நலம்.   |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |     |   |                                     |
|--|---|-----|---|-------------------------------------|
|  |   |     | பெற்றவர்களாலேயே<br>நிகழ்த்தப்பெற்றது சிறப்பு. |                                     |
|  | Extension<br>Activity   | Yes |   |                                     |
|  | Interaction with<br>Industry /<br>Research Centres<br>/ Educational<br>Institutions | No  |   | இருத்தல் நலம்.                      |
|  | Newsletters /<br>Magazine   | No  |   | அடுத்த ஆண்டு முதல்<br>நடத்தல் நலம். |
|  | Placement   | Yes |   |                                     |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Valahnav College  
Arumbakkam, Chennai - 600106.

# **I. STUDENT RECORDS**

**Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Nagalakshmi S       | I / II / A / & 19E0006  | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 2       | Isha C              | I / II / A / & 19E0011  | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 3       | Lingeshwaran        | I / II / A / & 19E0030  | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Akshara S           | II / IV / A & 18E2902   | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 2       | Mary K              | II / IV / A & 18E2942   | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 3       | Rajan J             | II / IV / A & 18E2909   | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.



| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Thenmozhi K         | III / VI / A & 17E2901  | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 2       | Dhanalakshmi A      | III / VI / A & 17E2935  | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |
| 3       | Sridhar R           | III / VI / A & 17E2916  | ✓                   | ✓                   | ✓                       | ✓                                  | ✓                  |

## II. FACULTY RECORDS

. Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1       | SIVAKUMAR J         | ✓           | NA                                     | ✓                 | ✓   | ✓  |
| 2       | ELUMALAI M          | ✓           | NA                                     | ✓                 | ✓   | ✓  |
| 3       | PARAMASIVAM V       | ✓           | NA                                     | ✓                 | ✓   | ✓  |



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## III. HOD RECORDS


NOTE: PROGRAM WISE, YEAR WISE AND SECTION WISE MINIMUM OF 3 RECORDS TO BE AUDITED

| SL. NO. | LAB MANUALS / ASSESSMENT FOR PRACTICAL | INTERNAL MARK ANALYSIS AND ATR FOR POOR PERFORMANCE OF STUDENTS | CLASS COMMITTEE MEETINGS AND ATR | FACULTY MEETING MINUTES AND ATR | DEC MEETING MINUTES AND ATR | INDUSTRIAL VISITS / IN PLANT TRAINING / STUDENT DEVELOPMENT ACTIVITIES CARRIED OUT IN THE SEMESTER | YEAR / SEMESTER PLAN / CALENDAR | COURSE PREFERENCE HANDLING |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1       | NA                                     | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |
| 2       | NA                                     | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |
| 3       | NA                                     | ✓   | ✓                                | ✓                               | ✓                           | ✓  | ✓                               | ✓                          |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC ANALYSIS

|   |  |
|---|--|
| <p style="text-align: center;"><b>STRENGTHS</b></p> <ol style="list-style-type: none"> <li>1. மாணவர்களுடை திறன் மேம்பாட்டுச் செயல்பாடுகள்.</li> <li>2. தமிழ்ப் பாடத்திட்டத்திற்கேற்ற பல்வகை அறிவுப் புலங்களில் ஆழங்கால்பட்ட ஆசிரியர்கள்.</li> <li>3. போதிய உள்கட்டமைப்பு வசதி (துணைக்கருவிகள், கணினி, வகுப்பறை) முதலியன.</li> <li>4. மாணவர்களின் பன்முக வளர்ச்சியில் முழு ஈடுபாடு காட்டும் பேராசிரியர்கள்.</li> </ol> | <p style="text-align: center;"><b>WEAKNESS</b></p> <p>மாணவியர் எண்ணிக்கையைக் கருத்தில் கொண்டு கூடுதல் பெண் பேராசிரியரை நியமித்தல் நலம்.</p>  |
| <p style="text-align: center;"><b>OPPORTUNITIES</b></p> <p>மொழிபெயர்ப்பியல், ஊடகவியல், நாடகவியல், குடிமைப்பணித் தேர்வுகளுக்கான பாடங்கள் எனப் பணிவாய்ப்புள்ள பாடங்கள்.</p>   | <p style="text-align: center;"><b>CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. பின்தங்கிய சமூகப் பின்புலங்களிலிருந்து வருகிற முதல் தலைமுறை மாணவர்களுக்குத் தன்னம்பிக்கை ஊட்டிக் கற்றல் துழைல் உருவாக்குவது.</li> <li>2. தொடர்கல்வி, வேலைவாய்ப்பு போன்றவற்றைப் பெறுவதற்கான வழிகாட்டல் மற்றும் விழிப்புணர்வை மாணவர்களுக்கு வழங்குதல்.</li> </ol> <p style="text-align: right;"> <br/> <b>PRINCIPAL</b> </p> |

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

Nil

**Any specific recommendations on Faculty Development.**

தமிழ்ப் பாடத்திட்டத்திற்கேற்ற பல்வகை அறிவுப் புலங்களில் ஆழங்கால்பட்ட ஆசிரியர்கள் உள்ளனர். இவர்களின் பணி சிறப்பாக உள்ளது. அப்பணியை இவர்கள் தொடர்தல் வேண்டும்.




**Any specific instance of Excellence**

பயிலரங்கம் மிகச் சிறப்பாகத் திட்டமிடப்பட்டு அப்புலத்தில் ஆழங்கால்பட்ட பேராசிரியர்களால் பயிற்றுவிக்கப்பட்டு நேர்த்தியாக நடத்தப்பட்டுள்ளது.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| AUDIT PANEL MEMBER'S NAME & AFFILIATION   | SIGNATURE WITH DATE   |
|---|---|
| 1 Dr. P. DAVID PRABHAKAR<br>ASSOCIATE PROF & HOD OF TAMIL<br>MADRAS CHRISTIAN COLLEGE<br>CHENNAI - 600059 | <br>19/02/2020 |
| 2 Dr. G. SEKAR<br>Associate Professor, Department of Tamil,<br>Presidency College<br>Chennai - 600005     | <br>19/02/2020 |
| 3 Dr. S. AMAL RAJ<br>ASSOCIATE PROFESSOR, TAMIL DEPARTMENT,<br>LOYOLA COLLEGE, CHENNAI - 600034           | <br>19/02/2020 |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**  
 College With Potential Excellence  
 Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 6/02/2020

| Name of the Department    |                               | B.A English         |   |
|---------------------------|-------------------------------|---------------------|---|
| Year of Establishment     |                               | 2013                |   |
| Timing of the Department  |                               | 2.00 pm to 6.30 pm  |   |
| Audit Panel Member's Name |                               | Designation         | Contact Details   |
| 1                         | <b>Dr. V. DAVID JAYABALAN</b> | Associate Professor | Department of English,<br>Loyola College,<br>Chennai - 600034<br>9840220703<br><a href="mailto:davidibalan@yahoo.com">davidibalan@yahoo.com</a><br><a href="mailto:vdavidjeyabalan@gmail.com">vdavidjeyabalan@gmail.com</a> |
| 2                         | <b>Ms. S. LAKSHMI</b>         | Assistant Professor | Department of English,<br>Government Arts<br>College for Men<br>(Autonomous),<br>Nandhanam, Chennai –<br>600035<br>9941434435<br><a href="mailto:Lakshmishri67@gmail.com">Lakshmishri67@gmail.com</a>                       |
| 3                         | <b>Dr. P.PADMINI</b>          | Associate Professor | Department of English,<br>Ethiraj College of<br>Women,<br>Chennai – 600008<br>9841200025<br><a href="mailto:pvtennmini@gmail.com">pvtennmini@gmail.com</a>  |

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Follow-up of previous Audit: Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/Course | Duration | Entry Qualification | Medium of Instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | BA English                 | 3 Years  | Higher Secondary    | English               | 70                                    | 69                       |
| 2       | Post-Graduate  |                            |          |                     |                       |                                       |                          |
| 3       | M.Phil         |                            |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                            |          |                     |                       |                                       |                          |

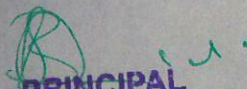
8214

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 57           | 58     | 55      | 55     | 59       |        | 65           | 63     | 64      |        |          |        | 64           |        |         |        |          |        |
| 02      | First Class with Distinction | D            | A      | T       | A      |          | N      | O            | T      |         | A      | V        | A      | I            | L      | A       | B      | L        | E      |
|         | First Class                  | D            | A      | T       | A      |          | N      | O            | T      |         | A      | V        | A      | I            | L      | A       | B      | L        | E      |
|         | Second Class                 | D            | A      | T       | A      |          | N      | O            | T      |         | A      | V        | A      | I            | L      | A       | B      | L        | E      |
|         | Pass Class                   | 24           | 31     | 48      | 29     | 49       |        | 31           | 26     | 31      |        |          |        | 32           |        |         |        |          |        |
| 03      | Failed                       | 33           | 27     | 15      | 26     | 10       |        | 34           | 37     | 33      |        |          |        | 32           |        |         |        |          |        |
| 04      | % Passing                    | 42.11        | 53.45  | 72.73   | 52.73  | 83.05    |        | 47.69        | 41.27  | 48.44   |        |          |        | 50           |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion     | Items  | Verification<br>Yes / No  | Comments  | Suggestions for<br>improvement |
|---------------|--|---------------------------|---|--------------------------------|
| 1. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                       | Highly Satisfactory                               |                                |
|               | Contents of the Curriculum                               | Yes                       | Good - Meets the Competence level of the students | Subs the                       |
|               | BOS  | Verified the record - Yes | Regular   |                                |
|               | Credits allotted / distribution - logic                  | Yes                       | Logical   |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement                  |
|-------------------------|--|--------------------------|--|---|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      | Satisfactory   | Content to be created                           |
|                         | E-learning modules                                 | Yes                      |  | Small classrooms to be provided                 |
|                         | Project work UG/PG                                 | No                       |  |   |
|                         | Internal assessment – components – Uniqueness      | Yes                      | Satisfactory   |   |
|                         | Student support – remedial coaching                | Yes                      | Due to shortage of rooms, Peer learning is done.             | Remedial coaching is done through Peer learning |
|                         | Parents meeting – evaluation of student's progress | Yes                      | Parents seem to be highly satisfied with student's progress. | Efforts can be sustained                        |
|                         | Feedback from students                             | Yes                      | Highly Satisfied   |   |
|                         | Steps taken on the feedback                        | Yes                      | Measures are taken on the basis of students' feedback        |   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaichittav College  
Arumbakkam, Chennai - 600106.

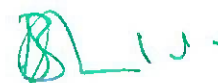


| Criterion            | Items   | Verification<br>Yes / No | Comments                                       | Suggestions for<br>improvement                               |
|----------------------|---|--------------------------|--|--|
| III. Faculty Profile | Projects completed / on going                 | —                        | Faculty to be encouraged to apply for projects | Encourage staff to attend the in-service training programmes |
|                      | Seminars / conferences attended               | Yes                      | Satisfactory                                   | Staff can be motivated                                       |
|                      | Papers / articles / books published           | —                        | Needs encouragement                            | "  |
|                      | FDP / RC / OC / Training Program / Workshop   | —                        | "  | "  |
|                      | Preparation of E-learning materials / Content | —                        | Can be motivated                               | Smart classrooms could make it feasible                      |
|                      | Acted as resource persons                     | —                        | —  | —  |
|                      | M.Phil. & Ph. D awarded                       | —                        | —  | —  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments         | Suggestions for<br>improvement                                 |
|-------------------------|--|--------------------------|------------------|--|
| IV. Profile of Students | Demand ratio (Applications received Vs Sanctioned Strength)          | Yes                      | Satisfactory     | —  |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      | highly satisfied | Every one can be motivated to participate in sports activities |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | —                        | —                | —  |
|                         | Achievements   | Yes                      | Satisfactory     | —  |



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Valibhavy College**  
 Arumbhazhuthi, Chikmagalur - 576105.




| Criterion                           | Items                                | Verification<br>Yes / No | Comments | Suggestions for improvement                  |
|-------------------------------------|--------------------------------------|--------------------------|----------|--|
| V. Infrastructure in the Department | No. of class rooms                   | Yes                      | —        | —  |
|                                     | No. of laboratories                  | —                        | —        | Language Lab can provide for shift students  |
|                                     | No. of computers – for teachers      | Yes                      | Good.    | Laptop can be provided for LCO presentation. |
|                                     | No. of computers – for students      | Nil                      | —        | —  |
|                                     | No. of computers – research scholars | —                        | —        | —  |
|                                     | No. of instruments                   | —                        | —        | —  |



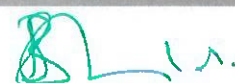
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                        | Items                                     | Verification<br>Yes / No | Comments               | Suggestions for<br>improvement                           |
|----------------------------------|---|--------------------------|------------------------|--|
| VI. Activities of the Department | MoUs signed                               | Yes                      | Good                   | Can keep increasing the MoUs                             |
|                                  | Consultancy                               | —                        | —                      | —  |
|                                  | Collaborations                            | Yes                      | Interdepartmental      |  |
|                                  | Association Meetings                      | Yes                      | Regular                | Can be maintained.                                       |
|                                  | Guest lectures                            | Yes                      | Very Satisfactory      | Subjects can be enhanced by guest lectures.              |
|                                  | Conference / Seminar / Workshop conducted | Yes                      | Workshops for Students | Intercollegiate workshop and seminars can be thought of. |
|                                  | Extension Activity                        | Yes                      | Very Satisfactory      | —  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



|  |   |   |   |   |
|--|---|---|---|---|
|  | Interaction with Industry / Research Centres / Educational Institutions | — | — | can be planned.   |
|  | Newsletters / Magazine  | — | — | Students can be motivated.  |
|  | Placement   | — | — | collecting records regarding their placements can be streamlined. |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## I. Student Records

Note: Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited


| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1.      |                     | Annexure I is enclosed  |                     |                     |                         |                                    |                    |
| 2.      |                     |                         |                     |                     |                         |                                    |                    |
| 3.      |                     |                         |                     |                     |                         |                                    |                    |

## II. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty   | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|-----------------------|-------------|--|-------------------|---|--|
| 1.      | Ms. Nandhini Praveen  |             |  |                   |   |  |
| 2.      | Ms. Deepa Balendran   |             |  |                   |   |  |
| 3.      | Mr. J. Praveen Prabhu |             |  |                   |   |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

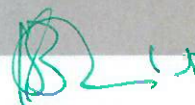
| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|         | —                                      | Yes   | Yes                              | Yes                             | —                           | working on it  | Yes                             | Yes                        |
|         |  |   |                                  |                                 |                             |  |                                 |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS   |
|---|--|
| <p>Strong Curriculum that is need-based</p> <p>Interactive classroom teaching methods</p> <p>Periodical Revision of Syllabus</p> <p>Conduct of BOS &amp; Academic Audit.</p> <p>Interprising Faculty with good profile</p> <p>Contented Student-Parent Community</p> <p>Academically vibrant providing holistic education for learners.</p> | <p>Non-availability of a language lab.</p> <p>Lack of encouragement to attend Seminars and FDP programmes</p> <p>Coupled with publication of Articles</p>    |
| OPPORTUNITIES   | CHALLENGES   |
| <p>Staff can aspire to register for Phd and improve personal profile.</p> <p>Seminars and Conferences to be conducted within the campus.</p> <p>Creation of e-content, Strengthening the department website.</p> <p>Staff can take advantage of the Academic ambience provided by management for their career growth</p>                    | <p>Convincing and motivating the diverse group of staff &amp; students to be academically oriented.</p> <p>Aspiring for quality output against all odds.</p> |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

**Any specific recommendations on Faculty Development.**

Faculty to be encouraged to attend FDP programmes without any hassles. Laptop and one more Computer should be granted to manage increasing load of documentation.


**Any specific instance of Excellence**

Gradual progress in the pass percentage of Students from entry to exit level. Committed and hard-working Faculty in improving the quality of education at the department level. Well organised department with Faculty aspiring for academic excellence. Now signed with SAMAS Media Academy.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Atumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation   | Signature with Date  |
|---|--|
| 1 Dr V. DAVID JETABALAN<br>Associate Professor<br>Department of English<br>Loyola College, Chennai - 34 | <br>Dr V DAVID JETABALAN Ph.D.<br>ASSOCIATE PROFESSOR<br>DEPARTMENT OF ENGLISH<br>LOYOLA COLLEGE CHENNAI-34 |
| 2 S. Lakshmi<br>Assistant Professor<br>Department of English<br>AHC Nandanam, Chennai - 35              | S. Lakshmi<br>6/2/2020   |
| 3 Dr P Padmini<br>Associate Professor of English<br>Ethiraj College.                                    | P. Padmini<br>6/2/2020<br>Dr. P. PADMINI<br>Associate Professor of English<br>PG & Research<br>Ethiraj College for Women<br>Chennai - 600 008.   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**


College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit:

|                           |                           |  |  |   |
|---------------------------|---------------------------|--|--|---|
| Name of the Department    |                           | DEPARTMENT OF CRIMINOLOGY & POLICE ADMINISTRATION                                    |  |   |
| Year of Establishment     |                           |  |  |   |
| Timing of the Department  |                           |  |  |   |
| Audit Panel Member's Name |                           | Designation  | Address  | Contact Details   |
| 1                         | Dr. ALLEN SELVA KUMAR M D | ASSISTANT<br>PROFESSOR<br>DEPARTMENT OF<br>CRIMINOLOGY                               | UNIVERSITY OF<br>MADRAS<br>CHEPAUK<br>CHENNAI 600005 | MOBILE 9442053659<br><a href="mailto:DRALLELSELVAKVMAR@GMAIL.COM">DRALLELSELVAKVMAR@GMAIL.COM</a> |
| 2                         | Dr. K PARAMASIVAN         | ASSISTANT<br>PROFESSOR<br>DEPARTMENT OF<br>CRIMINOLOGY &<br>POLICE<br>ADMINISTRATION | JHA AGARSEN<br>COLLEGE<br>MADHAVARAM<br>CHENNAI      | MOBILE 9994721719<br><a href="mailto:SIVA9.KAL@GMAIL.COM">SIVA9.KAL@GMAIL.COM</a>                 |


  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |  |  |  |  |
|---|--|--|--|--|
| 3 |  |  |  |  |
|---|--|--|--|--|

Follow-up of previous Audit: Last year suggestions are being carried out

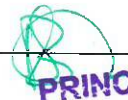
Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/Course                      | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|---|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | BA<br>CRIMINOLOGY &<br>POLICE<br>ADMINISTRATION | 3 years  | +2 PASS             | ENGLISH               | 231                                   | 231                      |
| 2       | Post-Graduate  |   |          |                     |                       |                                       |                          |
| 3       | M.Phil         |   |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |   |          |                     |                       |                                       |                          |


  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 64           |        | 53      |        |          |        | 70           | 71     | 64      |        | 53       |        |              |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       | 30           | 39     |         |        |          |        | 37           |        | 36      |        | 41       |        |              |        |         |        |          |        |
| 04      | % Passing                    | 53           |        | 26      |        |          |        | 47           |        | 44      |        | 23       |        |              |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

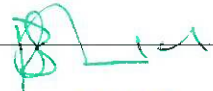
  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments     | Suggestions for<br>improvement |
|----------------------|---|--------------------------|--------------|--------------------------------|
| <b>I. Curriculum</b> | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | YES                      | SATISFACTORY |                                |
|                      | Contents of the<br>Curriculum                                     | YES                      | SATISFACTORY |                                |
|                      | BOS   | YES                      | SATISFACTORY |                                |
|                      | Credits allotted /<br>distribution<br>– logic                     | YES                      | SATISFACTORY |                                |


  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                          | Items  | Verification<br>Yes / No | Comments                 | Suggestions for<br>improvement |
|------------------------------------|--|--------------------------|--------------------------|--------------------------------|
| <b>II. Teaching &amp; Learning</b> | Teaching methods & teaching aids                   | YES                      | SATISFACTORY             |                                |
|                                    | E-learning modules                                 | YES                      | NEED TO IMPROVE          | GIVEN                          |
|                                    | Project work UG/PG                                 | YES                      | SATISFACTORY             |                                |
|                                    | Internal assessment – components – Uniqueness      | YES                      | SATISFACTORY             |                                |
|                                    | Student support – remedial coaching                | YES                      | SATISFACTORY             |                                |
|                                    | Parents meeting – evaluation of student's progress | YES                      | MORE MEETING RECOMMENDED | SEMESTER WISE                  |
|                                    | Feedback from students                             | YES                      | SATISFACTORY             |                                |
|                                    | Steps taken on the feedback                        | YES                      | SATISFACTORY             |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                   | Items   | Verification<br>Yes / No | Comments                 | Suggestions for<br>improvement |
|-----------------------------|---|--------------------------|--------------------------|--------------------------------|
| <b>III. Faculty Profile</b> | Projects completed / on going                 | NA                       |                          |                                |
|                             | Seminars / conferences attended               | YES                      | SATISFACTORY             |                                |
|                             | Papers / articles / books published           | YES                      | SATISFACTORY             |                                |
|                             | FDP / RC / OC / Training Program / Workshop   | YES                      | SATISFACTORY             |                                |
|                             | Preparation of E-learning materials / Content | YES                      | NO PROPER INFRASTRUCTURE | MAY BE IMPROVED                |
|                             | Acted as resource persons                     | YES                      | SATISFACTORY             |                                |
|                             | M.Phil. & Ph. D awarded                       | YES                      |                          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valshnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                      | Items  | Verification<br>Yes / No | Comments            | Suggestions for<br>improvement |
|--------------------------------|--|--------------------------|---------------------|--------------------------------|
| <b>IV. Profile of Students</b> | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | YES                      | 1:7 is a good ratio |                                |
|                                | Students involvement in extra-curricular & Co-curricular activities  | YES                      | SATISFACTORY        |                                |
|                                | Study tour / industrial visits / exhibitions / Internship / Training | YES                      | SATISFACTORY        |                                |
|                                | Achievements   | YES                      | SATISFACTORY        |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                                  | Items                                   | Verification<br>Yes / No | Comments      | Suggestions for<br>improvement |
|--|---|--------------------------|---------------|--------------------------------|
| <b>V. Infrastructure in the Department</b> | No. of class rooms                      | YES                      | NOT SATISFIED | Must be improved               |
|  | No. of laboratories                     |                          |               |                                |
|  | No. of computers –<br>for teachers      | YES                      | NOT SATISFIED | Must be provided               |
|  | No. of computers –<br>for students      | YES                      | NOT SATISFIED | Should be provided             |
|  | No. of computers –<br>research scholars | NA                       |               |                                |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



|  |                    |    |  |  |
|--|--------------------|----|--|--|
|  | No. of instruments | NA |  |  |
|--|--------------------|----|--|--|

| Criterion                                       | Items                   | Verification<br>Yes / No | Comments        | Suggestions for<br>improvement |
|---|-------------------------|--------------------------|-----------------|--------------------------------|
| <b>VI. Activities of<br/>the<br/>Department</b> | MoUs signed             | YES                      | Satisfactory    |                                |
|   | Consultancy             | YES                      | May be improved |                                |
|   | Collaborations          | YES                      | May be improved |                                |
|   | Association<br>Meetings | YES                      | May be improved |                                |
|   | Guest lectures          | YES                      | Satisfactory    |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Velupnav College  
 Arumbakkam, Chennai - 600106.

|  |   |     |                 |  |
|--|---|-----|-----------------|--|
|  | Conference / Seminar / Workshop conducted                               | YES | Satisfactory    |  |
|  | Extension Activity  | YES | Satisfactory    |  |
|  | Interaction with Industry / Research Centres / Educational Institutions | YES | Satisfactory    |  |
|  | Newsletters / Magazine  | YES | May be improved |  |
|  | Placement   | YES | May be Improved |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Veluprave College  
Arumbakkam, Chennai - 600106.

**I. Student Records**

**Note: Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Surya Abinash S     | 18E2627                 | YES                 | YES                 | YES                     | YES                                | YES                |
| 2       | Yogesh Mughil M     | 18E2662                 | YES                 | YES                 | YES                     | YES                                | YES                |
| 3       | Divakar             | 18E2678                 | YES                 | YES                 | YES                     | YES                                | YES                |

**II. Faculty Records**

.Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited.**



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaibhnav College**  
**Arumbakkam, Chennai - 600106.**

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1       | Ms. Amrutha Karayil | YES         |  |                   | YES   | VERIFIED   |
| 2       | Mr. Michael L Valan | YES         |  |                   | YES   | VERIFIED   |
|         |                     |             |  |                   |   |  |

### III. HOD records

**Note: Program wise, Year wise and Section wise minimum of 3 records to be audited**

| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|         |  | VERIFIED  | VERIFIED                         | VERIFIED                        |                             |  | VERIFIED                        |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |

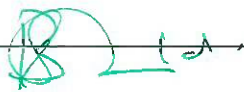


**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

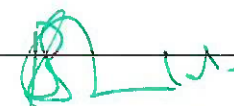


## SWOC Analysis

| STRENGTHS  | WEAKNESS   |
|--|--|
| <ul style="list-style-type: none"><li>➤ Student Supportive Management</li><li>➤ Good syllabus and teaching methods</li><li>➤ Very active students association</li><li>➤ Student supportive faculties</li></ul> | <ul style="list-style-type: none"><li>➤ Poor infrastructure</li><li>➤ Lack of faculty rooms</li><li>➤ High student faculty ratio</li><li>➤ Poor remuneration for faculties</li></ul> |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.

| OPPORTUNITIES   | CHALLENGES  |
|---|---|
| <ul style="list-style-type: none"> <li>➤ Collaborations with subject oriented associations</li> <li>➤ Students placement</li> <li>➤ International Collaborations</li> </ul> | <ul style="list-style-type: none"> <li>➤ Admission procedures</li> <li>➤ Obtaining and retaining qualified faculties</li> <li>➤ Obtaining resources person for technical subjects</li> <li>➤ Conduct of examinations</li> </ul> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaighnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**


NIL

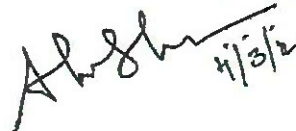

**Any specific recommendations on Faculty Development.**

Salaries for faculties should be improved

Better infrastructure and facilities for faculties should be given

**Any specific instance of Excellence**

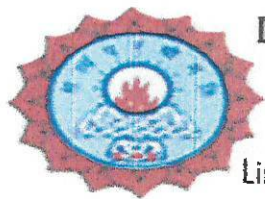
  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation |   | Signature with Date  |
|---|---|--|
| 1                                       | Dr. ALLEN SELVAKUMAR M.D.<br>ASSISTANT PROFESSOR<br>DEPARTMENT OF CRIMINOLOGY<br>UNIVERSITY OF MADRAS                       |  4/3/20 |
| 2                                       | Dr. K. PARAMASIVAN<br>ASSISTANT PROFESSOR<br>DEPARTMENT OF CRIMINOLOGY & POLICE ADMIN.<br>V. H. A. AGARSEN COLLEGE, CHENNAI |  4/3/20 |
| 3                                       |   |  |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 06/02/2020

|                           |                  |                              |  |                 |
|---------------------------|------------------|------------------------------|--|-----------------|
| Name of the Department    |                  | JOURNALISM AND COMMUNICATION |  |                 |
| Year of Establishment     |                  | 2015                         |  |                 |
| Timing of the Department  |                  | 9.00 to 1.30<br>a.m. p.m.    |  |                 |
| Audit Panel Member's Name |                  | Designation                  | Address  | Contact Details |
| 1                         | Dr. Suresh Paul  | Asso. Prof.                  | Dept. of Visual Communication<br>Loyola College              | 9840102961      |
| 2                         | Dr. S. Anuradha  | Asso. Prof. & Head           | Dept. of Communication<br>M.O.P. Vaishnav College for Women. | 9841368226      |
| 3                         | Mrs. Mahalakshmi | Asst. Prof. & Head           | Dept. of Communication<br>Ethiraj College for Women.         | 9962090321      |

Follow-up of previous Audit:

The members of the academic audit asked the dept. to focus on specialisation. We have incorporated it in the curriculum and the students do it within their coursework.

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/Course | Duration | Entry Qualification          | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------|----------|------------------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate |                            |          |                              |                       |                                       |                          |
| 2       | Post-Graduate  | Journalism & Communication | 2        | Graduate from any discipline | ENGLISH               | 15                                    | 11                       |
| 3       | M.Phil         |                            |          |                              |                       |                                       |                          |
| 4       | Ph.D.          |                            |          |                              |                       |                                       |                          |



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Overall Result of Department - As per COE records.

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         | 7      |          |        |              | 8      |         |        |          |        |              | 11     |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 04      | % Passing                    |              |        |         | 100%   |          |        |              | 71%    |         |        |          |        |              | 72.73% |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


| Criterion     | Items   | Verification<br>Yes / No | Comments                        | Suggestions for<br>improvement                  |
|---------------|---|--------------------------|---------------------------------|---|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | ✓                        |                                 | Include<br>research<br>projects.                |
|               | Contents of the<br>Curriculum                                     | ✓                        |                                 |   |
|               | BOS   | ✓                        | This year,<br>yet to<br>conduct | Focus more<br>practical &<br>industry exposure. |
|               | Credits allotted /<br>distribution<br>- logic                     | ✓                        |                                 |   |



**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




| Criterion               | Items   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement  |
|-------------------------|---|--------------------------|--|---|
| II. Teaching & Learning | Teaching methods & teaching aids                            | ✓                        |  |   |
|                         | E-learning modules  | ✓                        |  | Add e-resources   |
|                         | Project work <del>UG</del> /PG                              | ✓                        |  | To add. projects - UGC gra  |
|                         | Internal assessment<br>- components -<br>Uniqueness         | ✓                        | Good   |   |
|                         | Student support -<br>remedial coaching                      | ✓                        | Good   |   |
|                         | Parents meeting<br>- evaluation of<br>student's<br>progress | ✓                        | Good   |   |
|                         | Feedback from<br>students                                   | ✓                        | Good   |   |
|                         | Steps taken on the<br>feedback                              | ✓                        | Have taken<br>measures. Record<br>is maintained. |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


| Criterion            | Items   | Verification<br>Yes / No | Comments                            | Suggestions for<br>improvement                                   |
|----------------------|---|--------------------------|-------------------------------------|--|
| III. Faculty Profile | Projects completed / on going                 |                          |                                     | Apply for major/minor projects                                   |
|                      | Seminars / conferences attended               | ✓                        |                                     |  |
|                      | Papers / articles / books published           | ✓                        |                                     | More no. of faculty can be encouraged to do a paper presentation |
|                      | FDP / RC / OC / Training Program / Workshop   |                          |                                     |  |
|                      | Preparation of E-learning materials / Content | ✓                        | Lot of e-content is shared in class |  |
|                      | Acted as resource persons                     |                          |                                     |  |
|                      | M.Phil. & Ph. D awarded                       | ✓                        | One faculty                         |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valahnav College  
 Arumbakkam, Chennai - 600106.


| Criterion               | Items  | Verification<br>Yes / No | Comments                                     | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|--|--------------------------------|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | ✓                        | 22 : 15                                      |                                |
|                         | Students involvement in extra-curricular & Co- curricular activities | ✓                        | Good   |                                |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | ✓                        | Good exposure by giving on course internship |                                |
|                         | Achievements   | ✓                        |  |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments                    | Suggestions for<br>improvement |
|---|---|--------------------------|-----------------------------|--------------------------------|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | ✓                        | Excellent<br>Infrastructure |                                |
|   | No. of laboratories                     | ✓                        |                             |                                |
|   | No. of computers –<br>for teachers      | ✓                        |                             |                                |
|   | No. of computers –<br>for students      | ✓                        |                             |                                |
|   | No. of computers –<br>research scholars | ✓                        |                             |                                |
|   | No. of instruments                      | ✓                        |                             |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                        | Items                                     | Verification<br>Yes / No | Comments                     | Suggestions for<br>improvement   |
|----------------------------------|---|--------------------------|------------------------------|--|
| VI. Activities of the Department | MoUs signed                               | ✓                        | Good                         |  |
|                                  | Consultancy                               | ✓                        | Can increase                 |  |
|                                  | Collaborations                            | ✓                        | Good                         |  |
|                                  | Association Meetings                      | ✓                        | Being conducted              |  |
|                                  | Guest lectures                            | ✓                        | Industry experts are invited |  |
|                                  | Conference / Seminar / Workshop conducted | ✓                        | Workshops are conducted      | Need to conduct seminars   |
|                                  | Extension Activity                        | ✓                        | Good                         | <br>PRINCIPAL |

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |   |            |  |
|--|---|---|------------|--|
|  | Interaction with<br>Industry / Research<br>Centres /<br>Educational<br>Institutions | ✓ | Good       |  |
|  | Newsletters /<br>Magazine   | ✓ | Good       |  |
|  | Placement   | ✓ | off campus |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## I. Student Records

Note: Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited


| Sl. No. | Name of the Student              | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|----------------------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         | Reviewed the gallery sent by COE |                         |                     |                     |                         |                                    |                    |
|         |                                  |                         |                     |                     |                         |                                    |                    |
|         |                                  |                         |                     |                     |                         |                                    |                    |

## II. Faculty Records

.Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | Handinis            | ✓           | ✓                                      | ✓                 | -   | -  |
| 2.      | Dr. Sivarani        | ✓           | ✓                                      | ✓                 | Yes   | -  |
| 3.      | Revathy             | ✓           | ✓                                      | ✓                 | -   | -  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | ✓                                      | ✓   | ✓                                |                                 |                             | ✓  | ✓                               | ✓                          |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## SWOC Analysis

| STRENGTHS  | WEAKNESS  |
|--|---|
| <ul style="list-style-type: none"> <li>- very good Infrastructure &amp; resources.</li> <li>- being a co-educational.</li> </ul>         | <ul style="list-style-type: none"> <li>- Can doing in more research projects.</li> <li>minor / major.</li> </ul>                                  |
| OPPORTUNITIES  | CHALLENGES  |
| <ul style="list-style-type: none"> <li>- can be converted in to Research Dept.</li> <li>- more opportunities for consultancy.</li> </ul> | <ul style="list-style-type: none"> <li>- staff &amp; students updation</li> <li>- To select appropriate students &amp; fill the seats.</li> </ul> |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

List of Non-conformities with University Policy and unacceptable Deficiency in Standards.

NIL

Any specific recommendations on Faculty Development.

They can attend more media specific FDPs. Industry orientation / Internship can be planned for staff.


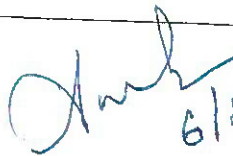

Any specific instance of Excellence.

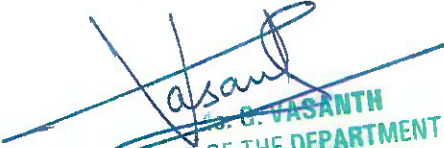
— Excellent Infrastructure.




**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation |                    | Signature with Date   |
|---|--------------------|---|
| 1                                       | Dr. Suresh Paul    |              |
| 2                                       | Dr. S. Annalakshmi | <br>6/2/2020 |
| 3                                       | Ms. Mahalakshmi    | <br>6/2/2020 |

  
**D.G. VASANTH**  
 HEAD OF THE DEPARTMENT  
 Dept. of Visual Communication  
 PG Dept. of Journalism & Mass Communication  
**D.G. VAISHNAV COLLEGE**  
 Arumbakkam, Chennai - 600 106.

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT - 2019-20**

Date of Audit:

11/2/2020

|                           |                          |                              |   |                 |
|---------------------------|--------------------------|------------------------------|---|-----------------|
| Name of the Department    |                          | B.com (Finance and Taxation) |   |                 |
| Year of Establishment     |                          | June 2019                    |   |                 |
| Timing of the Department  |                          | 9 a.m to 1.30 p.m.           |   |                 |
| Audit Panel Member's Name |                          | Designation                  | Address   | Contact Details |
| 1                         | Dr. G. Varalakshmi       | Assistant Professor          | Anna Adarsh College for Women, Chennai - 600 070. | 9444734492      |
| 2                         | CMA. S. A. Senthil Kumar | Assistant Professor          | Agarwal Mahavidyalaya Jain College, Ch-114.       | 9940427097      |
| 3                         | Dr. K. Sindhu            | Associate Professor & Head   | M. O. P. Vaishnav College for Women               | 9080477232      |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



Follow-up of previous Audit:

*Not Applicable.*

## Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program/Course      | Duration | Entry Qualification | Medium of Instruction | Sanctioned/ Approved Student strength | No. of students admitted |
|---------|----------------|---------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B. Com<br>FINANCE &<br>TAXATION | 3 years  | 10 + 2              | English               | 50                                    | 42                       |
| 2       | Post-Graduate  | —                               | —        | —                   | —                     | —                                     | —                        |
| 3       | M.Phil         | —                               | —        | —                   | —                     | —                                     | —                        |
| 4       | Ph.D.          | —                               | —        | —                   | —                     | —                                     | —                        |


*(Signature)*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

Page 3 of 10

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        | 42           |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        | 31           |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        | 10           |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        | -            |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        | -            |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        |              |        |         |        |          |        | 1            |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        | 97.6         |        |         |        |          |        |
|         |                              |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement   |
|---------------|---|--------------------------|---|--|
| 1. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | YES                      | Designed in<br>collaboration with ALCA<br>as per minority Norms | Certain Subjects<br>can be divided<br>into two Major papers                                    |
|               | Contents of the<br>Curriculum                                     | YES                      | As at par with<br>ALCA  | Business Maths<br>can be replaced<br>with a Core paper<br>Financial Accounting can be reformed |
|               | BOS   | YES                      | -   | -  |
|               | Credits allotted /<br>distribution<br>- logic                     | Total 140 Credits<br>YES | -   | -  |


**PRINCIPAL**

Dwaraka Doss Govardhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items   | Verification<br>Yes / No   | Comments                                       | Suggestions for<br>improvement                               |
|-------------------------|---|----------------------------|--|--|
| II. Teaching & Learning | Teaching methods & teaching aids                            | YES                        | -  | More teaching Methods<br>adoption can be<br>adopted.         |
|                         | E-learning modules  | YES - Provided by<br>ACC A | -  | Dept. can develop<br>more modules.                           |
|                         | Project work UG/PG  | -                          | -  | -  |
|                         | Internal assessment<br>- components -<br>Uniqueness         | YES                        | -  | -  |
|                         | Student support -<br>remedial coaching                      | YES                        | Well Maintained<br>Records.                    | -  |
|                         | Parents meeting<br>- evaluation of<br>student's<br>progress | YES                        | Evaluation report<br>Not Maintained.           | Report Card can<br>be Maintained<br>for individual students. |
|                         | Feedback from<br>students                                   | No.                        | Feed back taken by<br>College.                 | -  |
|                         | Steps taken on the<br>feedback                              | -                          | Analysis of feed back<br>results from college. | -  |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement                                    |
|-------------------------|--|--------------------------|--|---|
| III. Faculty<br>Profile | Projects<br>completed / on<br>going                  | No                       | —  | Advised to<br>take up a minor<br>research project<br>in commerce. |
|                         | Seminars /<br>conferences<br>attended                | Yes                      | Workshop - 2 days  | —   |
|                         | Papers / articles /<br>books published               | Yes                      | ONE  | —   |
|                         | FDP / RC / OC /<br>Training Program<br>/ Workshop    | Yes                      | ONE WORKSHOP   | —   |
|                         | Preparation of E-<br>learning materials<br>/ Content | No.                      | PPT materials<br>are prepared. But link in dept.<br>Banner kept through profile of the<br>man. college website | To create<br>link in dept.<br>profile of the<br>college website   |
|                         | Acted as resource<br>persons                         | No                       | —  | —   |
|                         | M.Phil. & Ph. D<br>awarded                           | No                       | —  | —   |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                  | Items   | Verification<br>Yes / No      | Comments  | Suggestions for<br>improvement |
|----------------------------|---|-------------------------------|---|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)            | YES<br>768 : 42<br>18 : 1     | According to<br>cut-off Marks +<br>Academic performance<br>Students were selected | -                              |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co-curricular<br>activities | YES                           | -   | -                              |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training      | No                            | Yet to fix the<br>Schedule.   | -                              |
|                            | Achievements  | No<br>No Academic Achievement | -   | -                              |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.

| Criterion                        | Items   | Verification<br>Yes / No | Comments                      | Suggestions for<br>improvement                                   |
|----------------------------------|---|--------------------------|-------------------------------|--|
| VI. Activities of the Department | MoUs signed   | YES                      | With ACCA, ISDC & Ezy GSS     | -  |
|                                  | Consultancy   | No                       | -                             | -  |
|                                  | Collaborations  | YES                      | With ACCA                     | -  |
|                                  | Association Meetings  | No                       | -                             | Can have more meetings with other partners.                      |
|                                  | Guest lectures  | YES                      | -                             | -  |
|                                  | Conference / Seminar / Workshop conducted                               | YES                      | One Workshop, One Seminar     | -  |
|                                  | Extension Activity  | No                       | Students should be encouraged | -  |
|                                  | Interaction with Industry / Research Centres / Educational Institutions | YES                      | Only with Industry.           | Interaction with similar educational institutions - Recommended. |
|                                  | Newsletters / Magazine  | No.                      | -                             | -  |
|                                  | Placement   | No                       | -                             | -  |

**PRINCIPAL**  
Dwaraka Doss Goyerdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# I. Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No.    | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|----------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1.      | S. RASIGA           | 19E4008<br>2 YEAR<br>1 SEM | VERIFIED<br>98%     | VERIFIED            | Verified                | Verified                           | No                 |
| 2.      | C.K. DEEBAN         | 2 YEAR/1 SEM<br>19E4013    | Verified<br>92%     | Verified            | Verified                | Verified                           | No                 |
| 3.      | J. YOGESH           | 2 YEAR/1 SEM<br>19E4029    | Verified<br>94%     | Verified            | Verified                | Verified                           | No                 |

# II. Faculty Records




Note: Minimum of 50% faculty members' files in a department to be audited.


| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | Dr. M. AKHILA       | Verified    | No                                     | No                | Not during this year  | Not during this year                             |
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |

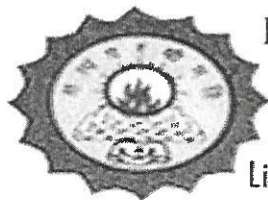
*(Signature)*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| <p>1 Dr. G. Varalakshmi<br/>Assistant Professor, Dept. of Corporate Secretariship<br/>Anna Aalamb College for Women, Chennai - 600 016</p> | <br>11.2.2020 |
| <p>2 CMA. S.A. MADHURAN,<br/>Assistant Professor, Dept of Commerce,<br/>Agarwal and Marneel Jain College,<br/>Meenambakkam, Ch-114</p>     | <br>11.2.2020 |
| <p>3 Dr. K. Sindhu<br/>Associate Professor &amp; Head<br/>Department of Commerce (Honours)<br/>M.O.P. Vaishnav College for women</p>       | <br>11/2/2020 |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**

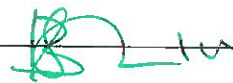
College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit:14-02-2020

|                           |                    |   |   |                 |
|---------------------------|--------------------|---|---|-----------------|
| Name of the Department    |                    | B.COM MARKETING MANAGEMENT                        |   |                 |
| Year of Establishment     |                    | 2019  |   |                 |
| Timing of the Department  |                    | 9:00am-1:30pm                                     |   |                 |
| Audit Panel Member's Name |                    | Designation                                       | Address   | Contact Details |
| 1                         | DR.K.R.PADMA PRIYA | HEAD, DEPT OF<br>COMMERCE<br>ACCOUNTING&FINANCE   | ANNA ADARSH COLLEGE<br>FOR WOMEN<br>A-1, 2 <sup>ND</sup> STREET, 9 <sup>TH</sup><br>MAIN ROAD ANNA<br>NAGAR, CHENNAI-<br>600040 | 9094015505      |
| 2                         | DR.NISHA.U         | HEAD, DEPT OF<br>COMMERCE-MARKETING<br>MANAGEMENT | M.O.P. VAISHNAV<br>COLLEGE FOR WOMEN<br>20, IV LANE CHENNAI-34  | 9840096372      |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Follow-up of previous Audit:

Details of programs offered by the department


| Sl. No. | Program Level  | Name of the Program / Course     | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B.COM<br>MARKETING<br>MANAGEMENT | 3 YEARS  | HSC(+2)             | ENGLISH               | 70                                    | 64                       |
| 2       | Post-Graduate  |                                  |          |                     |                       |                                       |                          |
| 3       | M.Phil         |                                  |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                                  |          |                     |                       |                                       |                          |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

# Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        |              |        |         |        |          |        | 53           |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        | 25           |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        |              |        |         |        |          |        | 52.83        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion     | Items   | Verification<br>Yes / No | Comments                      | Suggestions for<br>improvement  |
|---------------|---|--------------------------|-------------------------------|---|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | YES                      | UNIVERSITY PATTEN<br>FOLLOWED | <ul style="list-style-type: none"> <li>➤ ADVERTISING TO<br/>BE MADE A<br/>SEPERATE PAPER.</li> <li>➤ BRAND<br/>MANAGEMENT TO<br/>BE MADE A<br/>SEPERATE PAPER.</li> <li>➤ (SYLLABUS TO BE<br/>ENHANCED)</li> <li>➤ NOMEN CLATURE<br/>OF RETAIL<br/>MANAGEMENT TO<br/>BE MADE "RETAIL<br/>MARKETING"</li> <li>➤ INTEGRATED<br/>MARKETING<br/>COMMUNICATION<br/>TO BE<br/>INTRODUCED</li> <li>➤ CLASSES SHOULD<br/>BE MADE MORE<br/>PRACTICAL<br/>-AV AIDS &amp; LAB<br/>INPUTS<br/>INTERNSHIP FOR<br/>EVERY SEMESTER<br/>SHOULD BE<br/>INTRODUCED</li> </ul> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |  |     |   |  |
|--|--|-----|---|--|
|  | Contents of the Curriculum                 | YES | CORE MARKETING PAPERS CAN BE INTRODUCED. LAB HOURS TO BE INTRODUCED FOR DIGITAL MARKETING |  |
|  | BOS  | YES |   |  |
|  | Credits allotted / distribution<br>– logic | YES |   |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|--|--------------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | YES                      | MORE AV AIDS CAN BE USED.<br>ONLINE VIDEOS & CASES CAN BE SHARED |                                |
|                         | E-learning modules                                 | NO                       | WORK SHOP ON MODEL TO BE DONE                                    |                                |
|                         | Project work UG/PG                                 | NA                       | PROJECTS FOR MARKETING RESEARCH CAN BE DONE                      |                                |
|                         | Internal assessment – components – Uniqueness      | YES                      | SATISFACTORY   |                                |
|                         | Student support – remedial coaching                | YES                      | SATISFACTORY   |                                |
|                         | Parents meeting – evaluation of student's progress | YES                      | SATISFACTORY   |                                |
|                         | Feedback from students                             | YES                      | SATISFACTORY   |                                |
|                         | Steps taken on the feedback                        | YES                      | SATISFACTORY   |                                |
|                         |  |                          |  |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|----------------------|---|--------------------------|----------|--------------------------------|
| III. Faculty Profile | Projects completed / on going                 | -                        |          |                                |
|                      | Seminars / conferences attended               | -                        |          |                                |
|                      | Papers / articles / books published           | -                        |          |                                |
|                      | FDP / RC / OC / Training Program / Workshop   | -                        |          |                                |
|                      | Preparation of E-learning materials / Content | YES                      |          |                                |
|                      | Acted as resource persons                     | -                        |          |                                |
|                      | M.Phil. & Ph. D awarded                       | YES                      |          |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments     | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|--------------|--------------------------------|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | 64/625                   |              |                                |
|                         | Students involvement in extra-curricular & Co- curricular activities | YES                      | SATISFACTORY |                                |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | YES                      |              |                                |
|                         | Achievements   | YES                      |              |                                |




**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion                           | Items                                 | Verification | Comments | Suggestions for improvement |
|-------------------------------------|---------------------------------------|--------------|----------|-----------------------------|
|                                     |                                       | Yes / No     |          |                             |
| V. Infrastructure in the Department | No. of class rooms                    | YES          |          |                             |
|                                     | No. of laboratories                   | NA           |          |                             |
|                                     | No. of computers -- for teachers      | 1            |          |                             |
|                                     | No. of computers -- for students      | -            |          |                             |
|                                     | No. of computers -- research scholars | NA           |          |                             |
|                                     | No. of instruments                    | NA           |          |                             |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                              | Items  | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|--|--|--------------------------|----------|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed  | NO                       |          |                                |
|  | Consultancy  | NO                       |          |                                |
|  | Collaborations                                     | NO                       |          |                                |
|  | Association<br>Meetings                            | NO                       |          |                                |
|  | Guest lectures                                     | YES                      |          |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | NO                       |          |                                |
|  | Extension<br>Activity                              | NA                       |          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

|  |   |     |  |  |
|--|---|-----|--|--|
|  | Interaction with<br>Industry /<br>Research Centres<br>/ Educational<br>Institutions | YES |  |  |
|  | Newsletters /<br>Magazine   | NA  |  |  |
|  | Placement   | NA  |  |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



I. Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student         | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|-----------------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Prithvi Natensan Paulraj.GS | 19E4104                 | Verified            | Verified            | Verified                | Verified                           | Verified           |
| 2       | Pratham Kumar .R            | 19E4110                 | Verified            | Verified            | Verified                | Verified                           | Verified           |
| 3       | Dishant.K.Jain              | 19E4108                 | Verified            | Verified            | Verified                | Verified                           | Verified           |

II. Faculty Records

. Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | V.GAYATHRI          | YES         | -                                      | -                 | -   | -  |
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

### III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1.     | NA                                     | YES   | YES                              | -                               | -                           | NA   | -                               | -                          |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**SWOC Analysis**

|                             |                          |
|-----------------------------|--------------------------|
| <p><b>STRENGTHS</b></p>     | <p><b>WEAKNESS</b></p>   |
| <p><b>OPPORTUNITIES</b></p> | <p><b>CHALLENGES</b></p> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable  
Deficiency in Standards.**

NO

**Any specific recommendations on Faculty Development.**

-



**Any specific instance of Excellence**

-



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

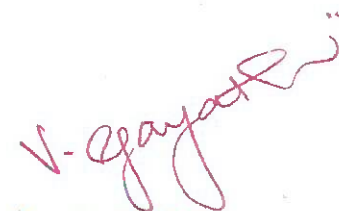


| Audit Panel Member's Name & Affiliation  | Signature with Date   |
|--|---|
| 1 Dr. K.R. Padma Priya<br>HEAD, DEPT. OF COMMERCE-ACCOUNTING & FINANCE<br>ANNA ADARSH COLLEGE FOR WOMEN,<br>ANNA NAGAR. CHENNAI - 600040 | <br>14/02/2020 |
| 2 R. Nishan U<br>HEAD - DPT OF COMMERCE<br>MARKETING MANAGEMENT<br>HOP VAISHNAV COLLEGE - CB-34  | <br>14/2/2020. |
| 3 —  | —   |



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



Ms. V. GAYATHRI, M.Com., SET.,  
Head, Dept. of Marketing Management  
D.G. Vaishnav College,  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-2020**

Date of Audit: 05-02-2020

| Name of the Department    |                   | STATISTICS                 |  |                 |
|---------------------------|-------------------|----------------------------|--|-----------------|
| Year of Establishment     |                   | 2019                       |  |                 |
| Timing of the Department  |                   | 9.00AM – 1.30PM            |  |                 |
| Audit Panel Member's Name |                   | Designation                | Address  | Contact Details |
| 1                         | Mrs. K.GOKILA     | Assistant professor & Head | Dr. Ambethkar Govt. Arts College(autonomous), Vyasarpadi, Chennai-39 | 9884488569      |
| 2                         | Dr. L. PARI DAYAL | Assistant professor        | Madras Christian College (autonomous), Tambaram, Chennai-59          | 9841543718      |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |                  |                       |  |             |
|---|------------------|-----------------------|--|-------------|
| 3 | Mrs.S.VISALAKSHI | Associate prof & head | Justice Basheer Ahmed<br>college for<br>women(autonomous),<br>Teynampet,<br>Chennai-18 | 80561100735 |
|---|------------------|-----------------------|--|-------------|

## Follow-up of previous Audit:

The Department of Statistics was established in the Academic year 2019-20 . This is the 1<sup>st</sup> External Audi of the Department held on 05-02-2020.

## Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|----------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | Bachelor of Science        | 3 Years  | HSc (+2)            | English               | 50                                    | 31                       |
| 2       | Post-Graduate  | -                          |          |                     |                       |                                       |                          |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |        |   |  |  |  |  |  |
|---|--------|---|--|--|--|--|--|
| 3 | M.Phil | - |  |  |  |  |  |
| 4 | Ph.D.  | - |  |  |  |  |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        |              |        |         |        |          |        | 27           |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        | 17           |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        | 06           |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        | 02           |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        | 02           |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        |              |        |         |        |          |        | 92.59        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        | 12.9 (4/31)_ |        |         |        |          |        |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion     | Items  | Verification<br>Yes / No | Comments                             | Suggestions for<br>improvement |
|---------------|--|--------------------------|--------------------------------------|--------------------------------|
| I. Curriculum | Steps followed in the designing of syllabus & curriculum | Yes                      | As per University of Madras Syllabus |                                |
|               | Contents of the Curriculum                               | Yes                      | As per University of Madras Syllabus |                                |
|               | BOS  | Yes                      | On 25-03-2019 BOS Meeting Conducted  |                                |
|               | Credits allotted / distribution – logic                  | Yes                      | As Per University of Madras          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No  | Comments   | Suggestions for improvement  |
|-------------------------|--|---------------------------|--|--|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes Chalk and Talk Method | -  |  |
|                         | E-learning modules                                 | No                        |  |  |
|                         | Project work UG/PG                                 | No                        |  | Project can be introduced in 3 <sup>rd</sup> year  |
|                         | Internal assessment – components – Uniqueness      | Yes                       |  | Individual assignment can be introduced using real time applications and statistical tools |
|                         | Student support – remedial coaching                | Yes                       | Pass percentage is higher  | Remedial classes can be introduced for weaker students if necessary                        |
|                         | Parents meeting – evaluation of student's progress | Yes                       | Parents teacher meeting was conducted in the month of September 2019 | -  |
|                         | Feedback from students                             | Yes                       | -  | Practical paper, computer based statistical papers   |
|                         | Steps taken on the feedback                        | Yes                       | To be introduced in the upcoming years                               | -  |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|----------------------|---|--------------------------|----------|--------------------------------|
| III. Faculty Profile | Projects completed / on going                 | No                       | -        | Projects can be applied        |
|                      | Seminars / conferences attended               | Yes                      | -        | -                              |
|                      | Papers / articles / books published           | Yes                      | -        | -                              |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes                      | OC       | -                              |
|                      | Preparation of E-learning materials / Content | Yes                      | -        | Can be done for all subjects   |
|                      | Acted as resource persons                     | No                       | -        | -                              |
|                      | M.Phil. & Ph. D awarded                       | Yes                      | -        | -                              |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion               | Items  | Verification<br>Yes / No | Comments  | Suggestions for improvement   |
|-------------------------|--|--------------------------|---|---|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | 50/309                   | Good response   | -   |
|                         | Students involvement in extra-curricular & Co- curricular activities | No                       | Intra college participations  | Advised to participate in inter college events  |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | No                       | Has to be initiated   |   |
|                         | Achievements   | Yes                      | More number of students can be encouraged to participate in extra curricular activities |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600109.

| Criterion  | Items                                   | Verification<br>Yes / No | Comments                                       | Suggestions for<br>improvement   |
|--|---|--------------------------|--|--|
| <b>V. Infrastructure<br/>in the<br/>Department</b> | No. of class rooms                      | Yes                      | 1  | Two more classrooms<br>will be needed for 2 <sup>nd</sup><br>and 3 <sup>rd</sup> years |
|  | No. of laboratories                     | No                       | One statistical based lab<br>can be introduced |  |
|  | No. of computers –<br>for teachers      | 1                        | -  | -  |
|  | No. of computers –<br>for students      | No                       | One statistical based lab<br>can be introduced |  |
|  | No. of computers –<br>research scholars | -                        |  |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |                    |   |  |  |
|--|--------------------|---|--|--|
|  | No. of instruments | - |  |  |
|--|--------------------|---|--|--|

| Criterion                        | Items                | Verification<br>Yes / No | Comments            | Suggestions for<br>improvement |
|----------------------------------|----------------------|--------------------------|---------------------|--------------------------------|
| VI. Activities of the Department | MoUs signed          | No                       | -                   |                                |
|                                  | Consultancy          | No                       | -                   |                                |
|                                  | Collaborations       | No                       | -                   |                                |
|                                  | Association Meetings | No                       | Planning to conduct |                                |
|                                  | Guest lectures       | No                       | Planning to conduct |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaichhav College  
 Arumbakkam, Chennai - 600106.

|  |   |    |                                     |   |
|--|---|----|-------------------------------------|---|
|  | Conference / Seminar / Workshop conducted                               | No | Can be conducted in upcoming years  |   |
|  | Extension Activity  | No | Can be introduced in upcoming years |   |
|  | Interaction with Industry / Research Centres / Educational Institutions | -  | -                                   | - |
|  | Newsletters / Magazine  | -  | -                                   | - |
|  | Placement   | -  | -                                   | - |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## I. Student Records

**Note:** Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

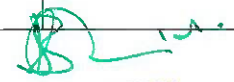
| Sl. No. | Name of the Student                     | Year/Sem/Sec & Roll No.                                  | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---|--|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Abinaya.P<br>Sriram.C<br>Akash.s        | 1 <sup>st</sup> / I / A<br>19E4312<br>19E4303<br>19E4315 | Yes                 | <u>Yes</u>          | <u>Yes</u>              | -                                  | -                  |
| 2       | Harrish.S<br>S.Rahul kumar<br>Goutham.S | 19E4314<br>19E4326<br>19E4301                            | Yes                 | Yes                 | Yes                     | -                                  | -                  |
| 3       | Akash.S<br>R.Yogesh<br>Tharun Raj.S     | 19E4323<br>19E4327<br>19E4318                            | Yes                 | Yes                 | Yes                     | -                                  | -                  |

## II. Faculty Records

. Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1.      | Dr.S.Sundarabalan   | Yes         | -                                      | -                 | Yes   | Yes  |


  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |


### III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar            | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|--|----------------------------|
| 1      | No                                     | Yes   | Yes                              | -                               | -                           | No   | Planned to conduct seminar, guest lecture, |                            |
|        |  |   |                                  |                                 |                             |  |  |                            |
|        |  |   |                                  |                                 |                             |  |  |                            |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS   | WEAKNESS  |
|---|---|
| <p>1.Infrastructure</p>   | <p>1.Classrooms maybe attached with department staffroom</p> <p>2.More statistical books can be purchased for UG syllabus</p>               |
| OPPORTUNITIES   | CHALLENGES  |
| <p>1.Data management, in software industries</p> <p>2.Business analytics in software industries</p> | <p>1.Preparing students for today's employability</p>  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**


No

**Any specific recommendations on Faculty Development.**

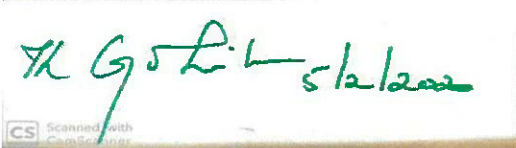
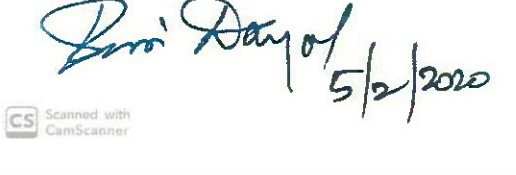
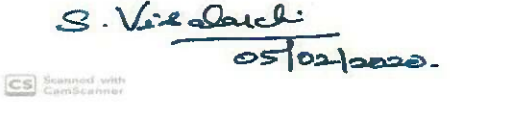
- 1 Minor projects can be applied
- 2 Workshops, conference, paper presentation can be done


**Any specific instance of Excellence**

- 1 Pass percentage of students

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| 1 Mrs.K.Gokila<br>Associate prof&Head,<br>Dr. Ambethkar Govt. Arts College(autonomous),<br>Vyasarpadi,<br>Chennai-39           |   |
| 2 Dr. L. Pari Dayal<br>Assistant professor,<br>Madras Christian College (autonomous),<br>Tambaram,<br>Chennai-59               |   |
| 3 Mrs.S.Visalakshi<br>Associate prof&head,<br>Justice Basheer Ahmed college for women(autonomous),<br>Teynampet,<br>Chennai-18 |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 06 February 2020

|                           |                             |   |   |  |
|---------------------------|-----------------------------|---|---|--|
| Name of the Department    |                             | MA English                              |   |  |
| Year of Establishment     |                             | 2019                                    |   |  |
| Timing of the Department  |                             | 9.00 AM to 1.30 PM                      |   |  |
| Audit Panel Member's Name |                             | Designation                             | Address   | Contact Details  |
| 1                         | Dr. V. Ganesan              | Associate Professor                     | Department of English<br>A.M. Jain College<br>Meenambakkam<br>Chennai               | <a href="mailto:ganesanjoyforever@yahoo.co.in">ganesanjoyforever@yahoo.co.in</a><br><br>9840253404 |
| 2                         | Dr. V. Naresh               | Associate Professor                     | Department of English<br>New College<br>Peters Road<br>Royapettah<br>Chennai        | <a href="mailto:nareshgv@gmail.com">nareshgv@gmail.com</a><br><br>9444977825                       |
| 3                         | Dr. Kanthimathi Krishnasamy | Associate Professor<br><i>Assistant</i> | Department of English<br>SDNB Vaishnav College<br>for Women<br>Chromepet<br>Chennai | <a href="mailto:kanthi.english@gmail.com">kanthi.english@gmail.com</a><br><br>9841112752           |

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Anumbakkam, Chennai - 600106.

Follow-up of previous Audit: NA

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate |                              |          |                     |                       |                                       |                          |
| 2       | Post-Graduate  | MA English                   | 2 years  | BA English          | English               | 20                                    | 18                       |
| 3       | M.Phil         |                              |          |                     |                       |                                       |                          |
| 4       | Ph.D.          |                              |          |                     |                       |                                       |                          |



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     |              |        |         |        |          |        |              |        |         |        |          |        | 16           |        |         |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        | 1            |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        | 13           |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        | 1            |        |         |        |          |        |
|         | Pass Class                   |              |        |         |        |          |        |              |        |         |        |          |        | -            |        |         |        |          |        |
| 03      | Failed                       |              |        |         |        |          |        |              |        |         |        |          |        | 1            |        |         |        |          |        |
| 04      | % Passing                    |              |        |         |        |          |        |              |        |         |        |          |        | 93.75        |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        | 1            |        |         |        |          |        |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
 Vaibhnav College  
 Arumbakkam, Chennai - 600106.



| Criterion     | Items   | Verification<br>Yes / No                   | Comments | Suggestions for<br>improvement |
|---------------|---|--|----------|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | NA   |          |                                |
|               | Contents of the<br>Curriculum                                     | Following University of<br>Madras Syllabus |          |                                |
|               | BOS   | YES  |          |                                |
|               | Credits allotted /<br>distribution<br>- logic                     |  |          |                                |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No   | Comments  | Suggestions for<br>improvement |
|-------------------------|--|----------------------------|---|--------------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | YES                        |   |                                |
|                         | E-learning modules                                 |                            | work in Progress                                  |                                |
|                         | Project work UG/PG                                 | - NA -                     |   |                                |
|                         | Internal assessment – components – Uniqueness      | YES                        | Practical drawing to shed inhibition/stress given |                                |
|                         | Student support – remedial coaching                | Remedial coaching offered. |   |                                |
|                         | Parents meeting – evaluation of student's progress | YES                        |   |                                |
|                         | Feedback from students                             | YES                        |   |                                |
|                         | Steps taken on the feedback                        | YES                        |   |                                |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments                               | Suggestions for<br>improvement |
|----------------------|---|--------------------------|--|--------------------------------|
| III. Faculty Profile | Projects completed / on going                 | -NA-                     | In future slight can take up projects. |                                |
|                      | Seminars / conferences attended               | YES attended             |  |                                |
|                      | Papers / articles / books published           | YES                      |  |                                |
|                      | FDP / RC / OC / Training Program / Workshop   | To be planned            |  |                                |
|                      | Preparation of E-learning materials / Content |                          | Work in progress                       |                                |
|                      | Acted as resource persons                     |                          | Can take up in future                  |                                |
|                      | M.Phil. & Ph. D awarded                       | YES                      | 1 Ph.D                                 |                                |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments                    | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|-----------------------------|--------------------------------|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | YES                      | Good demand ratio.          |                                |
|                         | Students involvement in extra-curricular & Co-curricular activities  | YES                      | Participated in conferences |                                |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | YES                      | USIS visit                  |                                |
|                         | Achievements   | YES                      | 2 Student/ Players          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments                    | Suggestions for<br>improvement |
|---|---|--------------------------|-----------------------------|--------------------------------|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | 1, YES                   |                             |                                |
|   | No. of laboratories                     | - NA -                   |                             |                                |
|   | No. of computers –<br>for teachers      | 1, YES                   |                             |                                |
|   | No. of computers –<br>for students      |                          | Available in<br>the library |                                |
|   | No. of computers –<br>research scholars | - NA -                   |                             |                                |
|   | No. of instruments                      | - NA -                   |                             |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion                              | Items  | Verification<br>Yes / No | Comments                               | Suggestions for<br>improvement |
|--|--|--------------------------|--|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed  |                          | Nil, Can<br>plan collaborations        |                                |
|  | Consultancy  | N.I                      |  |                                |
|  | Collaborations                                     | No                       |  |                                |
|  | Association<br>Meetings                            | YES                      |  |                                |
|  | Guest lectures                                     | YES                      | Arranged expert<br>lectures frequently |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted |                          | Can plan, to<br>conduct in<br>future   |                                |
|  | Extension<br>Activity                              |                          |  |                                |
|  |  |                          |  |                                |

PRINCIPAL  
 Dwaraka Doss Goverdhan Doss  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

|  |   |        |                   |  |
|--|---|--------|-------------------|--|
|  | Interaction with Industry / Research Centres / Educational Institutions | YES    | UNHCR Interaction |  |
|  | Newsletters / Magazine  | -      | -                 |  |
|  | Placement   | - NA - |                   |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## I. Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
|         | RESHMI S            | IYr I Sem<br>19E4401    | 90%                 | 77 avg              | ✓                       | - NA -                             | Available          |
|         | BADRU NISHA         | 19E4404                 | 84 %                | 65 Avg              | ✓                       | - NA -                             | - " -              |
|         | PRAKASH J           | 19E4406                 | 97%                 | 63 Avg              | ✓                       | - NA -                             | - " -              |

## II. Faculty Records

Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
|         | Dr. M. MURALIGANAM  | Verified    | - NA -                                 | Records Available | -   | -  |
|         | Dr. NAGA RADHIKA    | - " -       | - NA -                                 | - " -             | 1   | 1  |
|         |                     |             |  |                   |   |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | -NA-                                   | YES Records Available   | Available in the UG dept.        | YES                             | YES                         | Records Available Visited  | YES Available                   | YES                        |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS  | WEAKNESS   |
|--|--|
| <p>Experienced and qualified staff.</p> <p>Good Profile of department</p> <p>Infrastructure is good</p>  | <p>Faculty appointment to be done at the earliest.</p> <p>Department library with good resources to be provided.</p> |
| OPPORTUNITIES  | CHALLENGES   |
| <p>Good infrastructure, can plan workshops / conferences</p> <p>Can grow into a research department.</p> | <p>First generation learners and heterogeneous class</p> <p>Staff workload</p> <p>Space constraint for meeting</p>   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



List of Non-conformities with University Policy and unacceptable Deficiency in Standards.


NIL

Any specific recommendations on Faculty Development.


NIL

Any specific instance of Excellence

Experienced faculty

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation   | Signature with Date  |
|---|--|
| <p>1 Dr. V. Ganesan<br/>A.M. JAIN COLLEGE<br/>MEENAMBakkam, CHENNAI - 114</p>                   | <p>Dr. V. GANESAN, M.A., M.Phil., Ph.D.<br/>ASSOCIATE PROFESSOR<br/>DEPARTMENT OF ENGLISH<br/>A.M. JAIN COLLEGE<br/>Meenambakkam, Chennai - 600 114.</p> |
| <p>2 Dr. GUNARISH<br/>THE NEW College<br/>Chennai - 14</p>                                      | <p>Gunarish<br/>6/2/2020</p>   |
| <p>3 Dr. K. KANTHIMATHI<br/>SDNB VAISHNAV COLLEGE FOR WOMEN<br/>CHROMEPET, CHENNAI - 600044</p> | <p>K. Kanthimathi<br/>6/2/2020</p>   |

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-20**

Date of Audit: 06.02.2020

Time : 2.30

|                           |                      |  |   |  |
|---------------------------|----------------------|--|---|--|
| Name of the Department    |                      | ENGLISH (SHIFT – II)   |   |  |
| Year of Establishment     |                      | 1965   |   |  |
| Timing of the Department  |                      | SLOT I : 8.45 A.M – 1.30 P.M<br>SLOT II : 11.45 A.M – 4.30 P.M<br>SLOT III: 1.45 P.M – 6.30 P.M. |   |  |
| Audit Panel Member's Name |                      | Designation  | Address   | Contact Details  |
| 1                         | Dr. SUNITHAANILKUMAR | ASSISTANT PROFESSOR  | PG AND RESEARCH,<br>DEPARTMENT OF<br>ENGLISH<br>Pachaiyappas college<br>Chennai – 600030. | 9841600539<br>Sunitha@nilkumar 01@gmail.com<br><i>Sunitha Nilkumar</i>   |
| 2                         | Dr. BALA AGARWAL     | ASSISTANT PROFESSOR  | QUAID – E – MILLATH<br>GOVT COLLEGE FOR<br>WOMEN, MOUNT<br>ROAD, Chennai –<br>600002      | 9841118993<br>balaagarwal07@gmail.com<br><i>Bala Agarwal</i><br>6/2/2020 |
| 3                         | Dr. A.KAVITHA        | ASSISTANT PROFESSOR  | Ethiraj College for<br>Women<br>Ethiraj Salai, Egmore,<br>Chennai - 600008                | 9176427237<br>cavi_anan@rediffmail.com<br><i>A/K</i><br>6/2/2020         |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Follow-up of previous Audit:

Details of programs offered by the department


| Sl. No. | Program Level  | Name of the Program / Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |
| 2       | Post-Graduate  | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |
| 3       | M.Phil         | NA                           | NA       | NA                  | NA                    | NA                                    | NA                       |
| 4       | Ph.D.          | NA                           | NA       | NA                  | NA                    | NA                                    | NA .                     |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 1810         | 1765   | 916     | 923    | NA       | NA     | 1950         | 1948   | 1628    | 923    | NA       | NA     | 1787         |        | 1628    |        |          |        |
| 02      | First Class with Distinction |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   | 1258         | 1316   | 671     | 762    | NA       | NA     | 1603         | 1609   | 791     | 762    | NA       | NA     | 1706         |        | 791     |        |          |        |
| 03      | Failed                       | 189          | 129    | 90      | 40     | NA       | NA     | 141          | 110    | 61      | 40     | NA       | NA     | 81           |        | 61      |        |          |        |
| 04      | % Passing                    | 87.2         | 91.1   | 88.2    | 95     | NA       | NA     | 91.9         | 93.6   | 92.8    | 95     | NA       | NA     | 95.5         |        | 92.8    |        |          |        |
| 05      | Drop-out rate (if any)       | —            |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

2021-01



| Criterion     | Items   | Verification<br>Yes / No                | Comments | Suggestions for<br>improvement |
|---------------|---|---|----------|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | YES                                     |          |                                |
|               | Contents of the<br>Curriculum                                     | YES                                     |          |                                |
|               | BOS   | YES                                     |          |                                |
|               | Credits allotted /<br>distribution<br>- logic                     | Foundation English: 3<br>Soft skills: 3 |          |                                |

Encl-2

Encl-3



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No   | Comments | Suggestions for improvement |
|-------------------------|--|--|----------|-----------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Lecture<br>Activity<br>Presentation Role Play                                |          |                             |
|                         | E-learning modules                                 | Video Clippings  |          |                             |
|                         | Project work UG/PG                                 | NA   |          |                             |
|                         | Internal assessment – components – Uniqueness      | CIA I oratorical<br>CIA-II essay<br>CIA-III writing<br>Poster making<br>Quiz |          |                             |
|                         | Student support – remedial coaching                | Not Required as the result percentage is 95.36%.                             |          |                             |
|                         | Parents meeting – evaluation of student's progress | NA   |          |                             |
|                         | Feedback from students                             | Registered online  |          |                             |
|                         | Steps taken on the feedback                        | under Progress   |          |                             |


PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Valuhnav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|----------------------|---|--------------------------|----------|--------------------------------|
| III. Faculty Profile | Projects completed / on going                 | NIL                      |          |                                |
|                      | Seminars / conferences attended               | YES - Enclosure          |          |                                |
|                      | Papers / articles / books published           | YES - Enclosure          |          |                                |
|                      | FDP / RC / OC / Training Program / Workshop   | YES - Enclosure          |          |                                |
|                      | Preparation of E-learning materials / Content | NIL                      |          |                                |
|                      | Acted as resource persons                     | NIL                      |          |                                |
|                      | M.Phil. & Ph. D awarded                       | 1                        |          |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|-------------------------|---|--------------------------|----------|--------------------------------|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs<br>Sanctioned Strength)             | NA                       |          |                                |
|                         | Students involvement in<br>extra-curricular<br>& Co- curricular<br>activities | NA                       |          |                                |
|                         | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training    | NA                       |          |                                |
|                         | Achievements  | NA                       |          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                                 | Items                                   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|---|---|--------------------------|----------|--------------------------------|
| V. Infrastructure<br>in the<br>Department | No. of class rooms                      | NA                       |          |                                |
|   | No. of laboratories                     | NA                       |          |                                |
|   | No. of computers –<br>for teachers      | 01                       |          |                                |
|   | No. of computers –<br>for students      | NA                       |          |                                |
|   | No. of computers –<br>research scholars | NA                       |          |                                |
|   | No. of instruments                      | NA                       |          |                                |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| Criterion                              | Items  | Verification<br>Yes / No   | Comments | Suggestions for<br>improvement |
|--|--|--|----------|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed  | NIL  |          |                                |
|  | Consultancy  | NIL  |          |                                |
|  | Collaborations                                     | NIL  |          |                                |
|  | Association<br>Meetings                            | NIL  |          |                                |
|  | Guest lectures                                     | NA   |          |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | YES<br>1, workshop on<br>e Resources and<br>workshop on<br>Theatre           |          |                                |
|  | Extension<br>Activity                              | YES Literary and<br>Debate Society<br>1, Oral Historical<br>2, Essay writing |          |                                |

Encl ⑤

Encl - ⑦

B 11-1

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |     |  |  |
|--|---|-----|--|--|
|  | Interaction with<br>Industry /<br>Research Centres<br>/ Educational<br>Institutions | NA  |  |  |
|  | Newsletters /<br>Magazine   | NA  |  |  |
|  | Placement   | NA. |  |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## I. Student Records

Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student              | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|----------------------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1,      | RAZEYA FATHIMA, N<br>I B Com A&F | 1/1/19 2162             | 95%.                | 39/50               | YES                     |                                    |                    |
| 2,      | MAHESH N. R.<br>I B Com Honours  | 1/1/19 21513            | 89%.                | 36/50               | YES.                    |                                    |                    |
| 3,      | RAJA PANDI. K.<br>BSC MATHS      | 1/1/19 23006            | 90%.                | 28/50               | YES.                    |                                    |                    |

## II. Faculty Records

. Files of the following faculty members were audited

Note: Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |
|         |                     |             |  |                   |   |  |

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106,

## III. HOD records


Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|        | NA                                     | NA  | NA                               | ✓                               | NA                          | NA   | ✓                               | NA                         |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Velupnav College  
Arumbakkam, Chennai - 600106.

**SWOC Analysis**

|                      |  |
|----------------------|--|
| <b>STRENGTHS</b>     | <b>WEAKNESS</b>  |
| <b>OPPORTUNITIES</b> | <b>CHALLENGES</b><br><br> |

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

**Any specific recommendations on Faculty Development.**

- 1, Staff to Participate in the Refresher Course and short term course.
- 2, Staff develop E-Content.

**Any specific instance of Excellence**

- 1, Audio-Visual room for better student involvement.
- 2, Ict enabled class rooms.
- 3, Smart class rooms.
- 4, Syllabus is good and well framed.

Suntharankumar.


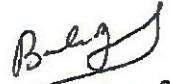
*[Signature]*  
6/2/2020

*[Signature]*  
6/2/2020

Dr. (Mrs.) Bala Agarwal,  
M.A., M.Ed., M.Phil., Ph.D.,  
Assistant Professor in English  
Quaid-E-Millat Govt. College for Women  
Chennai-600 002.

*[Signature]*

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaichnav College**  
**Arumbakkam, Chennai - 600106.**

| Audit Panel Member's Name & Affiliation  | Signature with Date  |
|--|--|
| 1<br>Dr. SUNISHA ANILKUMAR.<br>DEPARTMENT OF ENGLISH<br>PACHAIYAPPALS COLLEGE<br>CHENNAI           | Sunitha A. / Kumar.<br>6/02/2020.  |
| 2<br>Dr. A. Kavitha.<br>Department of English<br>Ethiraj College for Women<br>Chennai              | <br>6/2/2020. |
| 3<br>Dr. BALA AGARWAL<br>Department of English.<br>Quaid-e-Millat Govt College<br>Chennai - 600002 | <br>6/2/2020  |

Dr. (Mrs.) Bala Agarwal  
M.A., M.Ed., M.Phil., Ph.D.,  
Assistant Professor in English  
Quaid-E-Millat Govt. College for Women  
Chennai-600 002.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaichnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT : 2019 - 2020**

Date of Audit: 17.02.2020

| Name of the Department    |                        | TAMIL  |  |                 |
|---------------------------|------------------------|--|--|-----------------|
| Year of Establishment     |                        | 1964   |  |                 |
| Timing of the Department  |                        | Shift 1 & Shift 2 (Full Timing)                  |  |                 |
| Audit Panel Member's Name |                        | Designation                                      | Address  | Contact Details |
| 1                         | Dr. K. M. BAPUJI       | Associate Professor & Head , Department of Tamil | R.K.M. Vivekananda College (Autonomous) Mylopure, Chennai - 600 004. | 9442280763      |
| 2                         | Dr. D. MARY SWORNAMBAL | Assistant Professor & Head , Department of Tamil | Loyolo College (Autonomous) Nungambakkam, Chennai - 600 034.         | 9840581543      |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |                     |  |  |            |
|---|---------------------|--|--|------------|
| 3 | Dr. Siva. MURUGASEN | Assistant Professor<br>Department of Tamil | Loganatha<br>Narayanasamy<br>Government College,<br>Ponneri - 601 204. | 9444688369 |
|---|---------------------|--|--|------------|

Follow-up of previous Audit:

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration         | Entry Qualification | Medium of instruction | Sanctioned / approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|------------------|---------------------|-----------------------|--|--------------------------|
| 1       | Under-Graduate | B.A., B.Sc., B.Com etc.,     | Tamil - Two Year | HSC                 | Tamil                 |  |                          |
| 2       | Post-Graduate  |                              |                  |                     |                       |  |                          |
| 3       | M.Phil         |                              |                  |                     |                       |  |                          |
| 4       | Ph.D.          |                              |                  |                     |                       |  |                          |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.


## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017 - 18    |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|-------------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year            |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem             | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | Annexure enclosed |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 02      | First Class with Distinction |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | First Class                  |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Second Class                 |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
|         | Pass Class                   |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 03      | Failed                       |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 04      | % Passing                    |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |
| 05      | Drop-out rate (if any)       |                   |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |


**PRINCIPAL**


Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.




| Criterion     | Items   | Verification<br>Yes / No | Comments  | Suggestions for<br>improvement  |
|---------------|---|--------------------------|---|---|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | Yes                      |   |   |
|               | Contents of the<br>Curriculum                                     | Yes                      |   |   |
|               | BOS   |                          |   |   |
|               | Credits allotted /<br>distribution<br>– logic                     | Three credits (3)        | Three credit offered for<br>each paper is justified |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments | Suggestions for improvement |
|-------------------------|--|--------------------------|----------|-----------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      |          |                             |
|                         | E-learning modules                                 | - NA -                   |          |                             |
|                         | Project work UG/PG                                 | - NA -                   |          |                             |
|                         | Internal assessment – components – Uniqueness      | Yes                      |          |                             |
|                         | Student support – remedial coaching                | Yes                      |          |                             |
|                         | Parents meeting – evaluation of student's progress | - NA -                   |          |                             |
|                         | Feedback from students                             | Yes                      |          |                             |
|                         | Steps taken on the feedback                        | Yes                      |          |                             |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification                | Comments                                | Suggestions for improvement |
|----------------------|---|-----------------------------|---|-----------------------------|
|                      |   | Yes / No                    |   |                             |
| III. Faculty Profile | Projects completed / on going                 | - NA -                      |   |                             |
|                      | Seminars / conferences attended               | Yes                         |   |                             |
|                      | Papers / articles / books published           | Yes                         |   |                             |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes<br>(Speech, Oratorical) |   |                             |
|                      | Preparation of E-learning materials / Content | - NA -                      |   |                             |
|                      | Acted as resource persons                     | Yes                         | Invited as chairperson, Resource person |                             |
|                      | M.Phil. & Ph. D awarded                       | -                           | -                                       | -                           |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion                  | Items  | Verification<br>Yes / No                 | Comments | Suggestions for<br>improvement |
|----------------------------|--|--|----------|--------------------------------|
| IV. Profile of<br>Students | Demand ratio<br>(Applications<br>received Vs<br>Sanctioned Strength)             | - NA -                                   |          |                                |
|                            | Students<br>involvement in<br>extra-curricular<br>& Co- curricular<br>activities | Yes                                      |          |                                |
|                            | Study tour / industrial<br>visits / exhibitions /<br>Internship / Training       | Yes<br>(Tamil exhibitions &<br>Cultural) |          |                                |
|                            | Achievements   | Yes<br>(Xerox enclosed)                  |          |                                |


**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaijnnav College  
Anumbakkam, Chennai - 600106.

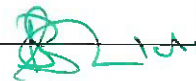
| Criterion                                      | Items                                   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|--|---|--------------------------|----------|--------------------------------|
| <b>V. Infrastructure in<br/>the Department</b> | No. of class rooms                      | Yes                      |          |                                |
|  | No. of laboratories                     | - NA -                   |          |                                |
|  | No. of computers –<br>for teachers      | Yes                      |          |                                |
|  | No. of computers –<br>for students      | No                       |          |                                |
|  | No. of computers –<br>research scholars | No                       |          |                                |
|  | No. of instruments                      | No                       |          |                                |

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaijnay College  
Arumbakkam, Chennai - 600106.



| Criterion                              | Items  | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|--|--|--------------------------|--|--------------------------------|
| VI. Activities of<br>the<br>Department | MoUs signed  | No                       |  |                                |
|  | Consultancy  | No                       |  |                                |
|  | Collaborations                                     | No                       |  |                                |
|  | Association Meetings                               | Yes                      | 1) Ilakkiya Inbam<br>2) Thiruppavai Vizha                                      |                                |
|  | Guest lectures                                     | Yes                      | 1) Bharathiyar Vizha<br>2) Mutthamizh Vizha<br>3) Thiruvembavai<br>Thiruvizha  |                                |
|  | Conference /<br>Seminar /<br>Workshop<br>conducted | Yes                      | 1) National seminar<br>2) International Seminar<br>3) International Conference |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vei. heev College  
 Anumbakkam, Chennai - 600106.

|  |   |     |   |  |
|--|---|-----|---|--|
|  | Extension Activity  | Yes | Department has conducted intention activity through Dinamani, Hindu Tamil Thisai, Religious in sangam |  |
|  | Interaction with Industry / Research Centres / Educational Institutions | Yes |   |  |
|  | Newsletters / Magazine  | No  |   |  |
|  | Placement   | Yes |   |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**I. Student Records**


**Note:** Year wise, Section wise and categorywise (above average, average and below average) minimum of 3 student's records to be audited

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |
|         |                     |                         |                     |                     |                         |                                    |                    |

**II. Faculty Records**

Files of the following faculty members were audited

**Note:** Minimum of 50% faculty members' files in a department to be audited.

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals                                      |
|---------|---------------------|-------------|--|-------------------|---|---|
|         |                     |             |  |                   |   |  |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No. | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|---------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
|         | - NA -                                 | -   | - NA -                           | Verified                        | NA                          | -  | Yes                             | Yes                        |
|         |  |   |                                  |                                 |                             |  |                                 |                            |
|         |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## SWOC Analysis

| STRENGTHS  | WEAKNESS  |
|--|---|
| <ol style="list-style-type: none"> <li>1. ghlôâfl« e&lt;whf cŸsJ. nkY« khzt@fĒ&lt; ntiythCEŸò k%W« RaK&lt;nd%wôâ%F cjtj Toajhf cŸsJ.</li> <li>2. nj@î ÉG;fhL Äfi« áwŸghfŸ ghuhfL«goahf cŸsJ.</li> <li>3. fšÉçjFâ (Educational Qualification) thCEªj JiwŸ nguháÇa@fŸ cŸsd@. njáa; fUçjušFfŸ (National Seminar), g&lt;dhfL; fUçjušFfĒš (International Seminar), gšnf%W MCEî; fĒLiu tHš» fšŸÇ;Fç áwŸòç nr@çJŸsd@.</li> <li>4. x&gt;nth@ MCL« rKjhaôâ%FŸ ga&lt;gL« tifÆš gšntW bghUçikfĒš njáa, g&lt;dhfL; fUçjušf« (National Seminar, International Seminar), k%W« khehLfis (International Conference) elôâ tU&gt;wik ghuhfL;FÇaJ.</li> <li>5. khzt@fĒ&lt; jÂôâwid btĒ;bfhzU« tifÆš i;fšŸÇÆY« áw fšŸÇfĒY« tifÆš ngçR, fĒLiu, fĒij (Oratorical, Essay writing, Poem) KjyhdŸ gšntW nghfôfĒš gšnf%ôç brCEJ gy gÇRfisŸ bg%W fšŸÇ;Fç áwŸòç nr@çjik Äfi« ghuhfL;FÇaJ.</li> <li>6. jÄceçJiwÆš khjªnhW« elçjŸgL&gt;w iŸj&gt;a i&lt;g&gt; vD&gt; iŸj&gt;a Äfççá khzt@fŸ iŸj&gt;a mçitŸ bgW&gt;w tifÆY« btĒŸgLçJ&gt;w tifÆY« Äç áwŸghf cŸsJ.</li> </ol> | <ol style="list-style-type: none"> <li>1. muá&lt; Jiz bfh©L (Government Aided) RH%á 1 š (Shift 1) iŸšfiy (B.A., Tamil) KJfiy (M.A., Tamil) k%W« MuhCEçá goŸòfis; (M.Phil.,Tamil, Ph.D., Tamil) bfh©L tªjhš jÄceçJiw;F« fšŸÇ;F« bgUik nr@;F« tifÆš mikí«.</li> </ol> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



| OPPORTUNITIES   | CHALLENGES   |
|---|--|
| <p>1. jÄiH bkhÊ¥ghlkhf¥ gÆY« khzt®fÿ jÄœJiw thÆyhf eloj¥bgW« gšntW ÄfœçáfË&lt;_y« bkhÊ mjit Äfçáw¥ghf¥ bg%W¥ gšntW ClfšfËš (Media - TV, News Papers) gÄah%W« thCE¥ig¥ bg%Wÿsd®.</p> <p>2. F¿¥ghf¥ ngçR; fiyÆš ts« bg%Wi f«g&lt; fHfšfËY« g£ok&lt;wšfËY« (Kamban Kazhagam, Pattimanram) Äfçáw¥ghf¥ ngá tU«&lt;wd®.</p> | <p>1. RH%á 1š Kj&lt;ik jÄœ¥ ghl« isšfiy (B.A., Tamil) KJfiy (M.A., Tamil) k%W« MuhÇçá go¥òfÿ (M.Phil.,Tamil, Ph.D., Tamil) išyhkš njáa; fUøjufFfÿ, g&lt;dh£L; fUøjufFfÿ k%W« midøjyfç irt áøjhªj khehL, midøjyfç jÄœç á%oyi»a khehL elôaaJ jÄœJiwjF ÄFªj rthYjFÇa x&lt;whF«.</p> |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**


No



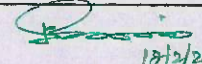
**Any specific recommendations on Faculty Development.**

Yes

**Any specific instance of Excellence**

Yes

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Audit Panel Member's Name & Affiliation   | Signature with Date   |
|---|---|
| <p>1 Dr. K. M. BAPUJI<br/>Associate Professor &amp; Head<br/>Department of Tamil<br/>R.K.M. Vivekananda College (Autonomous)<br/>Mylopure, Chennai - 600 004.<br/>Cell : 9442280763</p> | <p><br/>2020<br/>முனைவர். கா.மு. பாபுஜி<br/>இணைப் பேராசிரியர்<br/>தமிழ்த்துறைத் தலைவர்<br/>விவேகானந்தா கல்லூரி<br/>(தன்னாட்சி)<br/>சென்னை - 600 004.</p>         |
| <p>2 Dr. D. MARY SWORNAMBAL<br/>Assistant Professor &amp; Head<br/>Department of Tamil<br/>Loyolo College (Autonomous)<br/>Nungambakkam, Chennai - 600 034.<br/>Cell : 9840581543</p>   | <p><br/>முனைவர் டி. மேரி சொர்ணாம்பால்<br/>தலைவர் &amp; பேராசிரியர்<br/>தமிழ்த்துறை<br/>இலயோலா கல்லூரி (தன்னாட்சி)<br/>சென்னை-600 034.</p>                        |
| <p>3 Dr. Siva. MURUGASEN<br/>Assistant Professor<br/>Department of Tamil<br/>Loganatha Narayanasamy Government College,<br/>Ponneri - 601204.<br/>Cell : 9444688369</p>                 | <p><br/>18/2/2020<br/>முனைவர் சிவ. முருகேசன், எம்.எ. பி.எ.சி., பி.எ.டி.<br/>உதவிப் பேராசிரியர்<br/>தமிழ்த்துறை<br/>உ.நா. அரசு கல்லூரி<br/>பொன்னேரி - 601 204</p> |



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)

College With Potential Excellence

Linguistic Minority Institution, Affiliated to University of Madras

**ACADEMIC AUDIT REPORT – 2019-2020**

Date of Audit: 04/02/2020

|                           |                     |  |                                    |  |
|---------------------------|---------------------|--|------------------------------------|--|
| Name of the Department    |                     | Sanskrit   |                                    |  |
| Year of Establishment     |                     | 1964   |                                    |  |
| Timing of the Department  |                     | Shift – I (8.15 – 01.35), Shift – II Day slot (09.30 – 01.30), Shift – II Evening slot (02.00 – 06.30) |                                    |  |
| Audit Panel Member's Name |                     | Designation  | Address                            | Contact Details  |
| 1                         | Dr. O R. Devanathan | Associate Professor & Head, P G & Research Department of Sanskrit.                                     | Presidency College, Chennai - 05   | 9884364620<br><a href="mailto:Bhaumadevan_68@yahoo.co.in">Bhaumadevan_68@yahoo.co.in</a> |
| 2                         | Dr. R. Subasri      | Assistant Professor Department of Sanskrit   | Stella Maris College Chennai – 86. | 9380332828<br><a href="mailto:ramansubasri@gmail.com">ramansubasri@gmail.com</a>         |

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|   |                |   |                                 |  |
|---|----------------|---|---------------------------------|--|
| 3 | Dr. K.S. Suman | Assistant Professor<br>Department of Sanskrit | Loyola College<br>Chennai – 34. | 9986015960<br><a href="mailto:vidwansuman@gmail.com">vidwansuman@gmail.com</a> |
|---|----------------|---|---------------------------------|--|

Details of programs offered by the department

| Sl. No. | Program Level  | Name of the Program / Course | Duration  | Entry Qualification | Medium of instruction | Sanctioned /approved Student strength | No. of students admitted |
|---------|----------------|------------------------------|-----------|---------------------|-----------------------|---------------------------------------|--------------------------|
| 1       | Under-Graduate | B A , B.Sc, B Com            | Two Years | H S C               | English & Sanskrit    | NA                                    | NA                       |
| 2       | Post-Graduate  | NA                           | NA        | NA                  | NA                    | NA                                    | NA                       |
| 3       | M.Phil         | NA                           | NA        | NA                  | NA                    | NA                                    | NA                       |
| 4       | Ph.D.          | NA                           | NA        | NA                  | NA                    | NA                                    | NA                       |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Valuknav College  
Arumbakkam, Chennai - 600106.



## Overall Result of Department

| Sl. No. | Particulars                  | Year 2017-18 |        |         |        |          |        | Year 2018-19 |        |         |        |          |        | Year 2019-20 |        |         |        |          |        |
|---------|------------------------------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|--------------|--------|---------|--------|----------|--------|
|         |                              | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        | I Year       |        | II Year |        | III Year |        |
|         |                              | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem | I Sem        | II Sem | III Sem | IV Sem | V Sem    | VI Sem |
| 01      | Appeared for Examination     | 140          | 129    | 105     | 34     | -        | -      | 108          | 100    | 65      | 62     | -        | -      | 221          | -      | 51      | -      | -        | -      |
| 02      | First Class with Distinction | -            | -      | -       | -      | -        | -      | -            | -      | -       | -      | -        | -      | -            | -      | -       | -      | -        | -      |
|         | First Class                  | -            | -      | -       | -      | -        | -      | -            | -      | -       | -      | -        | -      | -            | -      | -       | -      | -        | -      |
|         | Second Class                 | -            | -      | -       | -      | -        | -      | -            | -      | -       | -      | -        | -      | -            | -      | -       | -      | -        | -      |
|         | Pass Class                   | 107          | 87     | 40      | 33     | -        | -      | 79           | 54     | 52      | 49     | -        | -      | 125          | -      | 29      | -      | -        | -      |
| 03      | Failed                       | 33           | 42     | 65      | 01     | -        | -      | 29           | 46     | 13      | 13     | -        | -      | 96           | -      | 22      | -      | -        | -      |
| 04      | % Passing                    | 76%          | 67.4%  | 38%     | 97%    | -        | -      | 73%          | 54%    | 80%     | 79%    | -        | -      | 56%          | -      | 56%     | -      | -        | -      |
| 05      | Drop-out rate (if any)       |              |        |         |        |          |        |              |        |         |        |          |        |              |        |         |        |          |        |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Valluvar College  
 Ambakkam, Chennai - 600106.

| Criterion     | Items   | Verification<br>Yes / No | Comments   | Suggestions for<br>improvement |
|---------------|---|--------------------------|--|--------------------------------|
| I. Curriculum | Steps followed<br>in the designing<br>of syllabus &<br>curriculum | Yes                      |  |                                |
|               | Contents of the<br>Curriculum                                     | Yes                      |  |                                |
|               | BOS   | Yes                      |  |                                |
|               | Credits allotted /<br>distribution<br>– logic                     | 3 Credits<br><br>Yes     | 3 Credits offered for each<br>paper is justified |                                |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments                       | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|--------------------------------|--------------------------------|
| II. Teaching & Learning | Teaching methods & teaching aids                   | Yes                      |                                |                                |
|                         | E-learning modules                                 | NA                       |                                |                                |
|                         | Project work UG/PG                                 | NA                       |                                |                                |
|                         | Internal assessment – components – Uniqueness      | Yes                      |                                |                                |
|                         | Student support – remedial coaching                | Yes                      |                                |                                |
|                         | Parents meeting – evaluation of student's progress | NA                       |                                |                                |
|                         | Feedback from students                             | Yes                      |                                |                                |
|                         | Steps taken on the feedback                        | Yes                      | Grammar portion has been eased |                                |




**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaikunav College  
Arumbakkam, Chennai - 600106.

| Criterion            | Items   | Verification | Comments                                      | Suggestions for improvement |
|----------------------|---|--------------|---|-----------------------------|
|                      |   | Yes / No     |   |                             |
| III. Faculty Profile | Projects completed / on going                 | NA           |   |                             |
|                      | Seminars / conferences attended               | Yes          |   |                             |
|                      | Papers / articles / books published           | Yes          |   |                             |
|                      | FDP / RC / OC / Training Program / Workshop   | Yes          |   |                             |
|                      | Preparation of E-learning materials / Content | NA           |   |                             |
|                      | Acted as resource persons                     | No           | Faculty have been invited as resource persons |                             |
|                      | M.Phil. & Ph. D awarded                       | Yes          | one   |                             |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

| Criterion               | Items  | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|-------------------------|--|--------------------------|----------|--------------------------------|
| IV. Profile of Students | Demand ratio<br>(Applications received Vs Sanctioned Strength)       | NA                       |          |                                |
|                         | Students involvement in extra-curricular & Co- curricular activities | Yes                      |          |                                |
|                         | Study tour / industrial visits / exhibitions / Internship / Training | No                       |          |                                |
|                         | Achievements   | No                       |          |                                |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



| Criterion  | Items                                   | Verification<br>Yes / No | Comments | Suggestions for<br>improvement |
|--|---|--------------------------|----------|--------------------------------|
| <b>V. Infrastructure<br/>in the<br/>Department</b> | No. of class rooms                      | Yes                      |          |                                |
|  | No. of laboratories                     | No                       |          |                                |
|  | No. of computers –<br>for teachers      | Yes                      |          |                                |
|  | No. of computers –<br>for students      | No                       |          |                                |
|  | No. of computers –<br>research scholars | No                       |          |                                |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaighnav College  
Arumbakkam, Chennai - 600106.


|  |                    |    |  |  |
|--|--------------------|----|--|--|
|  | No. of instruments | No |  |  |
|--|--------------------|----|--|--|

| Criterion                        | Items                | Verification<br>Yes / No | Comments                             | Suggestions for<br>improvement                      |
|----------------------------------|----------------------|--------------------------|--------------------------------------|---|
| VI. Activities of the Department | MoUs signed          | No                       |                                      |   |
|                                  | Consultancy          | No                       |                                      |   |
|                                  | Collaborations       | No                       |                                      |   |
|                                  | Association Meetings | No                       |                                      | We recommend the department to have an association. |
|                                  | Guest lectures       | No                       | Department have planned to organize. |   |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

|  |   |    |   |  |
|--|---|----|---|--|
|  | Conference / Seminar / Workshop conducted                               | No | Department have planned to organize.                    |  |
|  | Extension Activity  | No | Department wishes to collaborate with samskrita Bharati |  |
|  | Interaction with Industry / Research Centres / Educational Institutions | No |   |  |
|  | Newsletters / Magazine  | No |   |  |
|  | Placement   | No |   |  |

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

## I. Student Records

**Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited**

| Sl. No. | Name of the Student | Year/Sem/Sec & Roll No. | Attendance Register | Internal Test Marks | Assignments / Tutorials | Students Practical / Project Files | Counseling Records |
|---------|---------------------|-------------------------|---------------------|---------------------|-------------------------|------------------------------------|--------------------|
| 1       | Birundhaa           | I Year, 19E0407         | Verified            | Verified            | Verified                | NA                                 | NA                 |
| 2       | V. Dhanalakshmi     | II Year, 18D3830        | Verified            | Verified            | Verified                | NA                                 | NA                 |
| 3       | Soundarya           | I Year, 19E1733         | Verified            | Verified            | Verified                | NA                                 | NA                 |

## II. Faculty Records

. Files of the following faculty members were audited

**Note: Minimum of 50% faculty members' files in a department to be audited.**

| Sl. No. | Name of the Faculty | Course File | Lab records / Observation note books - | Counseling record | Conferences / Seminars / FDP attended (other than in-house) | Papers Published in Scopus/UGC approved journals |
|---------|---------------------|-------------|--|-------------------|---|--|
| 1       | Dr.V.Balaji         | NA          | NA                                     | NA                | No  | Yes  |
| 2       | Dr.S.Narasimhan     | NA          | NA                                     | NA                | No  | Yes  |
|         |                     |             |  |                   |   |  |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Chembakkam, Chennai - 600106

## III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited

| Sl. No | Lab Manuals / Assessment for practical | Internal mark analysis and ATR for poor performance of students | Class Committee meetings and ATR | Faculty meeting minutes and ATR | DEC meeting minutes and ATR | Industrial Visits / In plant Training / Student Development Activities carried out in the semester | Year / Semester Plan / Calendar | Course preference handling |
|--------|--|---|----------------------------------|---------------------------------|-----------------------------|--|---------------------------------|----------------------------|
| 1      | -                                      | Yes   | -                                | Yes                             | -                           | -  | -                               | -                          |
|        |  |   |                                  |                                 |                             |  |                                 |                            |
|        |  |   |                                  |                                 |                             |  |                                 |                            |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**SWOC Analysis**

| STRENGTHS                        | WEAKNESS  |
|----------------------------------|---|
| Highly Qualified Faculty Members | Not a major subject<br>No course or programme designed with Sanskrit as specific subject. |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

| OPPORTUNITIES   | CHALLENGES   |
|---|--|
| Overwhelming response from Govt & Management to promote Sanskrit. | To teach Sanskrit – The non-communicative language to linguistic minority. |

**List of Non-conformities with University Policy and unacceptable Deficiency in Standards.**

-NO-

**Any specific recommendations on Faculty Development.**

- To organize workshops and seminars pertaining to the growth of Sanskrit language & Literature.
- To have department library in order to encourage reading Sanskrit related articles by students.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.

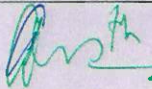

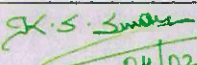
**Any specific instance of Excellence**


- Growth of students year by year is highly appreciable.
- Students are encouraged and motivated year after year to participate in inter-collegiate Sanskrit programme.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Page 15 of 15

| Audit Panel Member's Name & Affiliation   | Signature with Date   |
|---|---|
| 1. BYORDEVNATHAN<br>Asso. Prof & HOD of Sanskrit<br>Presidency College Chennai-5                              | <br>4/02/2020  |
| 2. DV. P. SUBASRI<br>Assistant Professor of Sanskrit<br>STELLA MARIS COLLEGE,<br>CHENNAI - 600 086            | <br>4/02/2020  |
| 3. Dr. K. S. Suman,<br>Assistant Professor of Sanskrit,<br>Loyola College, Nungambakkam,<br>CHENNAI - 600 034 | <br>04/02/2020 |



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

## Library Audit Report - 2019

The purpose of this audit is to study the present collections, services and fiscal needs of the library.

### Summary:

Date: 21.11.2019

| S. No | Content  | Status                                  |
|-------|--|---|
| 1     | <b>Library Budget &amp; Acquisition</b>                                |   |
|       | Five Years Books Purchase Records                                      | Available                               |
|       | Five Years Books Accession Records                                     | Available                               |
|       | Five Years Journals Purchase records                                   | Available                               |
|       | Books Recommendation Records if any?                                   | NIL                                     |
|       | Books & Journals Purchase Statistics                                   | Available.                              |
| 2     | <b>Maintenance</b>   |   |
|       | Rack & Shelf Arrangements of Books & Journals                          | yes.                                    |
|       | Classification Scheme followed   | Deny Decimal                            |
|       | Preservation of Books  | —                                       |
|       | Proper Guide Boards  | Yes                                     |
|       | Rare Book Collections if any? (Title, Author, Publisher, Copies, year) | Available (Separate card to identified) |
|       | Total No. of Title, volume (Overall & Dept. Wise)                      | Available                               |
|       | Total No. of Reference Books   | To be strengthened                      |
|       | Total No. of CD /DVD Collection  | NIL                                     |
| 3     | <b>Library Transaction</b>   |   |
|       | Five Years Book Transaction Statistics                                 | Available                               |
|       | Books Usage Statistics   | Available.                              |



|   |   |                          |
|---|---|--------------------------|
| 4 | Library Automation                                      |                          |
|   | Name of Library Automation Software                     | Autolib.                 |
|   | Nature of Automation: Fully / Partially                 | Fully                    |
|   | Version   | 4.2                      |
|   | Year of Automation                                      | 2005 updated 2017        |
|   | OPAC with guide boards                                  | Available.               |
|   | Barcode / RFID Technology                               | Barcode Tech.            |
| 5 | Digital Library   |                          |
|   | Institutional Repository Software                       | NIL                      |
|   | Five Years Online Journals subscription Details (NLIST) | Available.               |
|   | Online Journals Usage Statistics                        | To get it from INFLIBNET |
|   | Guide Boards to search online journals                  | Available                |
|   | CD Collections for Communication Development            | NIL                      |
|   | e-Books if any?   | 29 Books for Mgt.        |
|   | Database:   | Scopus to be subscribed  |
|   | E-resource :      Contact Person:      Bandwidth:       | NLIST, Librarian 50mbps  |
| 6 | Gate Entry  |                          |
|   | Five years records for students & staff entry           | Available.               |
| 7 | Library Extension Activities                            |                          |
|   | Records for User Orientation Program                    | Available                |
|   | Records for seminar/workshop conducted                  | Training session.        |
| 8 | Any other?  |                          |
|   | Question Bank   | Available in the web.    |
|   | Book Bank   | NIL                      |

|    |  |                                 |
|----|--|---------------------------------|
|    | New Arrival Stand                                | Available                       |
|    | Staff Publication (Books & JI. Articles) Display | Not Available                   |
|    | Reprographic Section (Xerox)                     | Available                       |
|    | Video Section                                    | Media library to be established |
|    | Swayam / Eklavya if any?                         | Available in the dept.          |
|    | Braille Section                                  | NIL                             |
| 9  | Library Membership                               |                                 |
|    | BCL / American Library, etc.,                    | DBCL & BT                       |
| 10 | Library Committee                                | Available.                      |
| 11 | Library Working Hours                            | 8.30 am - 6.30 pm               |
| 12 | Library Staff Details                            | Available.                      |
| 13 | Reading Hall & Seating capacity                  | Available & 150 seats           |
| 14 | Fire Extinguishers if any?                       | Yes. available                  |
| 15 | Internet & Browsing Facility                     | Available.                      |
| 16 | Suggestion / Feedback                            | NIL                             |
| 17 | Drinking Water facility                          | NIL                             |
| 18 | Toilet facility                                  | NIL                             |
| 19 | No. of Library Staff                             | 6                               |
|    | Library Website                                  | link with college website       |

# Recommendations

| Area                                      | Recommendations   |
|---|---|
| Budget & Acquisition                      | 1. A separate budget for library may be allotted.   |
| Library Automation                        | Already available, No recommendation needed.  |
| Collection of e-resources & remote access | Scopus Institutional ID May be subscribed for NAAC purpose.   |
| Library user Statistics                   | Available.  |
| Any other                                 | <ol style="list-style-type: none"> <li>Media Collections (CD, video etc) may be established.</li> <li>Reference collections (incl. Exam. materials) has to be strengthened.</li> <li>Drinking water &amp; Toilet facility to be provided for students.</li> <li>Suggestion / feedback facility to be provided for students &amp; staff.</li> <li>Disable students access to the first &amp; second floor has to be provided.</li> </ol> |

*Dr. K. Sivasamy*  
21/11/19

Dr.K.Sivasamy

College Librarian

TAG Govt. Arts College

Tindivanam.

- After every viva, ph.D & m.phil Theses has to be submitted at library.
- For ph.D & m.phil Theses verification, plagiarism software to be installed.

*R. Govindarajan*

PRINCIPAL  
D.G. VAISHNAV COLLEGE  
ARUMBAKKAM  
CHENNAI - 600 106

*D. Govardhan Doss*

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.