



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 26/03/2021 – 2.30p.m

Name of the Department		Post Graduate & Research Department of Economics- Shift -I		
Year of Establishment		1964		
Timing of the Department		8.15am to 1.30pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1	DR.N.SURESH BABU	ASSOCIATE PROFESSOR PG AND RESEARCH DEPARTMENT OF ECONOMICS	PRESIDENCY COLLEGE	9499946115
2	DR.K.RAJA	ASSOCIATE PROFESSOR PG AND RESEARCH DEPARTMENT OF ECONOMICS	PACHAIYAPPA'S COLLEGE	9442352296

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
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3.	DR.M.PADMAVATHY	ASSISTANT PROFESSOR PG AND RESEARCH DEPARTMENT OF ECONOMICS	QUAID-E-MILLATH COLLEGE	9962871386
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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. Economics	3 years	Plus Two	English	77	77
2	Post-Graduate	M.A. Economics	2 years	Any Degree	English	30	30
3	M.Phil.	M.Phil Economics	1 year	M.A. Economics	English	12	Nil
4	Ph.D.	Ph.D Economics	Full Time - 3years Part Time- 6 years	M.A. Economics	English	6	

  
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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination		47		13
02	First class		20		13
	Second class		24		Nil
	Third class		03		Nil
03	No. of students failed		Nil		Nil
04	Pass percentage		100%		100%

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	75	75	62	20	10
02.	No. of students passed	74	72	58	20	10
03.	Pass percentage	99.53%	96.37%	97.486%	100%	100%

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	yes	Students can be training for competitive Examination
	Contents of the Curriculum	Yes	yes	Sufficient.
	BOS	Yes	yes	Adequate
	Credits allotted / distribution - logic	Yes - Logically Distributed	yes	Adequate.
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)			yes

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NA	NA	NA	-	-	Certificate Course to be commenced from 2021-2022 onwards
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	yes	Smart class. Zoom have provided for every also.
	E-learning modules	Yes	yes	excellent.
	Project work UG/PG	UG – Field Project - Yes	yes	excellent.
	Internal assessment – components – Uniqueness	Generic Skills - Yes	yes	excellent

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Student support - remedial coaching	Yes	yes	sufficient.
Parents meeting - evaluation of student's progress	Face to Face Meeting with Parents not held due to Pandemic	yes	excellent.
Feedback from students	Yes	yes	adequate.
Steps taken on the feedback	Yes	yes	excellent.

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I BA	77	1:25	Yes	Excellent
II BA	77	1:25	Yes in private	Very good
III BA	77	1:25	Yes	Excellent
I MA	30	1:25	Yes	Excellent
II MA	15	1:15	Yes	Excellent

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NA	NA	To motivate the staff to be engaged in projects
	Seminars / conferences attended	Yes	Yes	Motivate the staff attend the conferences

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	Papers / articles / books published	Yes	yes	Adnamaye.
	FDP / RC / OC / Training Program / Workshop	Yes	yes	adeaware
	Preparation of E-learning materials / Content	Yes	yes	sufficiency
	Acted as resource persons	Yes	yes	adeaware
	M.Phil. & Ph. D awarded	Yes	yes	Teacher has apply for R. guidance.

R. Id.

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
				NIL			
				NIL			

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programm Admitted

*verified list enclosed*

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Studen Placed
	<i>verified list enclosed</i>		
	<i>enclosed</i>		
	<i>R.D.</i>		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	yes	adequate.
	Students involvement in extra-curricular & Co- curricular activities	Yes	yes	excellent.
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	yes	adequate.

*R. D. Doss*

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE		
GMAT		Nil
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
Nil				

*I have not conducted the sports and cultural events.*

*[Signature]*  
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V. Infrastructure in the Department	No. of class rooms	Yes	yes	adequate
	No. of laboratories	NA	yes	NA <del>adequate</del>
	No. of computers - for teachers	2	yes	more NO computer allocated
	No. of computers - for students	Common Computer Laboratory	yes	Separate computer in dept.
	No. of computers - research scholars	Nil	nil	Should be provided
	No. of instruments	NA	nil	NA.

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Criterion	Items	Verification Yes / No	Comments	Suggestions improvement for
VI. Activities of the Department	MoUs signed	Nil	Nil	can be improved.
	Consultancy	Nil		
	Collaborations	Nil		
	Association Meetings	Yes	yes	Adequate.
	Guest lectures	Yes	yes	Adequate.

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Conference / Seminar / Workshop conducted	Yes	yes.	excellent
Extension Activity	Yes	yes	<del>Sufficient</del> excellent.
Interaction with Industry / Research Centres / Educational Institutions	Yes	yes.	can be improved.
Newsletters Magazine	Yes	yes	good.

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## 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.	<u>Ranjith Kumar</u>	<u>II MA- III Sem/19D3057</u>	<u>95%</u>	<u>35</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
2.	<u>Ravikumar.S</u>	<u>II MA- III Sem/19D3062</u>	<u>75%</u>	<u>28</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
3.	<u>Sowmya.J</u>	<u>II MA- III Sem/19D3055</u>	<u>70%</u>	<u>27</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
4.	<u>Catherine.A</u>	<u>I MA - I Sem/20D3002</u>	<u>80%</u>	<u>33</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
5.	<u>Yuvaraj</u>	<u>I MA - I Sem/20D3010</u>	<u>70%</u>	<u>30</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
6.	<u>Monika J</u>	<u>I MA - I Sem/20D3005</u>	<u>65%</u>	<u>26</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
7.	<u>Janvi.S</u>	<u>III BA- V Sem/18D027</u>	<u>95%</u>	<u>36</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
8.	<u>Pradeep.S</u>	<u>III BA- V Sem/18D081</u>	<u>75%</u>	<u>29</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
9.	<u>Ganesh.K</u>	<u>III BA- V Sem/18D035</u>	<u>60%</u>	<u>20</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>

  
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10.	<u>Aishwarya.S</u>	II BA-III Sem,19D112	95%	36	Yes	Yes	Yes
11.	<u>Vishal kumar Jain</u>	II BA-III Sem,19D130	75%	28	Yes	Yes	Yes
12.	<u>Muralitharan.P.</u>	II BA-III Sem,19D184	62%	24	Yes	Yes	Yes
13.	<u>Preethi.S</u>	I BA,I Sem/20D0245	94%	35	Yes	Yes	Yes
14.	<u>Raman Indoria</u>	I BA,I Sem/20D0284	72%	30	Yes	Yes	Yes
15.	<u>Kousalya.D</u>	I BA,I Sem/20D0243	63%	17	Yes	Yes	Yes

## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity <i>college committees and student council in 2019-20. but in 2020-21 not held due to pandemic.</i>
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<b>Average percentage of Student complaints/grievances during the year</b>			
	<b>Number of complaints or grievances</b>	<b>Total number of students</b>	<b>Percentage</b>

  
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Practical difficulties of the students addressed during the academic year	12	285	
Abuse / Harassment related issues	Nil	NA	
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	NA	
Evaluation in End semester examination	6	285	

Nature of the practical difficulties

- Non-availability of Net connection, Smart phone. This was addressed and represented and <sup>from</sup> Sim was provided to the students.

## II. Faculty Records

Files of the following faculty members were audited

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

  
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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.J.P.Jaideep	Yes	Yes	Yes	Yes	Yes
2.	Dr.T.Umapathy	Yes	Yes	Yes	Yes	Yes
3.	Dr.S.Subhashini	Yes	Yes	Yes	Yes	Yes
4.	Dr.S.Latha	Yes	Yes	Yes	Yes	Yes

  
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III. HOD records



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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	Yes	Yes	Yes	Yes	Yes

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## SWOC Analysis

STRENGTHS	WEAKNESS
<p>1. All the faculty in the department are fully qualified according to UGC norms.</p> <p>2. 80% of the faculty are Doctorates.</p> <p>3. All the faculty hold positions of responsibility in academic, administrative and extra curricular activities of the college.</p> <p>4. The faculty have quickly adapted themselves to ICT tools of teaching on account of the pandemic.</p> <p>5. The students are actively involved in sports, extension and cultural activities of the college.</p>	<p>1. The department does not have enough research projects to their credit.</p> <p>2. The number of research guides available in the department is less.</p> <p>3. Communication skill of the students is weak.</p> <p>4. Placement record has to be improved.</p>

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## OPPORTUNITIES

1. Collaborative activities with other institutions and research organisations.
2. Involvement of Alumni for skill improvement programmes.
3. Networking with Alumni association to improve placement.

## CHALLENGES

1. Branding the department amongst Economics departments of other city colleges.
2. Competing with B.com Programme in attracting quality students.
3. Providing placements from core organisations and institutions exclusively for the students of our department.
4. Improving the class average as students from diverse economic and social background are admitted.

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

- Nil -

Any specific recommendations on Faculty Development.

- ① To encourage to apply for Ph.D. guidance
- ② To motivate and encourage to take up more research projects.

Any specific instance of Excellence

1. Curriculum and well qualified staff teaching by himself to reach all the students in the class.

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
		- Nil -			
Meetings/Activities Organized By Alumni Association :					
Alumni association is active but not conducted activities in <del>2020</del> <sup>2020-21</sup> due to the pandemic.					

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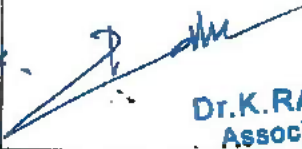
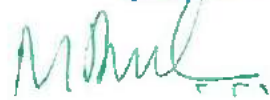
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Audit Panel Member's Name & Affiliation	Signature with Date
1 Dr. N. Suresh Babu Associate Professor of Economics Presidency College (Autonomous) Chennai - 05 Mobile: 9499946115	 Dr. N. Suresh Babu, M.A., M.Phil., B.Ed., M.B.A., Ph.D. Associate Professor, PG & Research, Department of Economics, Presidency College, Chennai - 600 005.
2 Dr. K. RAJA. Associate Professor P.G. & Research Dept. of Economics Pachaiyappa's College, Chennai - 600030. mobil: 9442352296	 Dr. K. RAJA, M.A., Ph.D., Associate Professor, PG Dept. of Economics, Pachaiyappa's College, Chennai-600030.
3 Dr. M. PADMAVATHY Asst Prof Dept of Economics Quaid-e-Millath Govt college for women xx 9962871386	 Dr. M. PADMAVATHY, M.A., M.Phil., Ph.D., ASSISTANT PROFESSOR DEPARTMENT OF ECONOMICS QUAID-E-MILLATH GOVT. COLLEGE FOR WOMEN (A) ANNA SALAI, CHENNAI - 600 002

Forwarded

  
 Dr. T.S. PREMA, M.A., M.Phil., Ph.D.,  
 Associate Professor & Head  
 Post Graduate and Research Department of Economics  
 D.G. Vaishnav College, Arumbakkam,  
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Name of the Department		DEPARTMENT OF ECONOMICS (SHIFT – II)		
Year of Establishment		1997		
Timing of the Department		2.00PM – 6.30 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	DR. D. SANGAMI THIRAI	ASSISTANT PROFESSOR PG & RESEARCH DEPT. OF ECONOMICS	QUAD-EMILATH GOVT. COLLEGE, ANNA SALAI, CHENNAI-600002	9841475079
2	DR. S. RAVIKUMAR	Assistant Professor Department of Economics,	Government Arts College, Nandanam, Chennai-35	9840736609
3	R. SUNDARAMURTHY	Assistant Professor Dept. of Economics	Dr. Ambedkar Govt. Arts College, Chennai-39	9840501270

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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 ECONOMICS	3 YEARS	+2	ENGLISH	70	69
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

*D. D. D.*

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## Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination	52		NA
02	First class	11		NA
	Second class	39		NA
	Third class	2		NA
03	No. of students failed	0		NA
04	Pass percentage	100		NA

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	68	59	50		
02.	No. of students passed	68	54	47		
03.	Pass percentage	100	92.2	97.6		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	YES	Yes	Students can be trained for competitive exams.
	Contents of the Curriculum	YES	Yes	Satisfied
	BOS	YES	Yes	Sufficient
	Credits allotted / distribution - logic	YES-LOGICALLY DISTRIBUTED	Yes	Adequate
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)		Yes	All faculty to be provided training

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
ONLINE MEDIA PRACTICAL TRAINING(OMPT)	19.08.2020	130	YES	Excellent	—
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	YES	Yes	Atleast two class rooms can be made smart class rooms.
	E-learning modules	YES	Yes	Adequate
	Project work UG/PG	UG-FIELD PROJECT YES	Yes	Satisfactory
	Internal assessment – components – Uniqueness	GENERIC SKILLS- YES	Yes	Excellent

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Student support – remedial coaching	YES	Yes	Satisfactory
Parents meeting – evaluation of student's progress	FACE TO FACE MEETING NOT CONDUCTED DUE TO PANDEMIC	Yes	Due to COVID-19 Direct meeting not held.
Feedback from students	YES	Yes	Sufficient
Steps taken on the feedback	YES	Yes	Satisfactory

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I BA ECONOMICS	69	1:25	Yes	Satisfactory
II BA ECONOMICS	68	1:25	Yes	Satisfactory
III BA ECONOMICS	69	1:25	Yes	Satisfactory

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NA	-	Need to be improved
	Seminars conferences attended	YES	Yes (Satisfactory)	-

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Papers / articles / books published	YES	Satisfactory	Keep it up	
FDP / RC / OC / Training Program / Workshop	YES	Satisfactory	Keep continuing	
Preparation of E-learning materials / Content	YES	Adequate	"	
Acted as resource persons	YES	Adequate	"	
M.Phil. & Ph. D awarded	YES	Satisfactory	other can concentrate on research	

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
				NIL			
				NIL			

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5.	NEEL SOLANKI	II BA ECONOMICS / IV SEM 19E0267	84%	27	YES	YES	YES
6.	CHIRAG SHARMA P	II BA ECONOMICS / IV SEM 19E0261	79%	18	YES	YES	YES
7.	SHARLIGA R	III BA ECONOMICS / VI SEM/ 18E0079	93%	32	YES	YES	YES
8.	AMEENBASHA M	III BA ECONOMICS / VI SEM 18E0070	86%	29	YES	YES	YES
9.	PRIYADHARSHINI S	III BA ECONOMICS / VI SEM 18E0057	75%	17	YES	YES	YES

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	No. of computers – for teachers	5	Sufficient	–
	No. of computers – for students	COMMON COMPUTER LABORATORY	Yes	Separate Computer Lab can be provided to the students.
	No. of computers – research scholars	NIL	NA	–
	No. of instruments	NA	NA	–

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	YES	Satisfactory	

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
KANDHAPRAKASH P	17E0058	BA ECONOMICS	MADRAS UNIVERSITY	MA ECONOMETRICS
NAGARAJ.S	17E0033	BA ECONOMICS	SATHYABAMA UNIVERSITY	MBA
CHAKKRAVARTHY K	17E0012	BA ECONOMICS	DG VAISHNAV COLLEGE	MA ECONOMICS
THARUN KUMAR D	17E0017	BA ECONOMICS	DG VAISHNAV COLLEGE	MA ECONOMICS
KAVIN.S.A	17E0052	BA ECONOMICS	LOYOLA COLLEGE	MA ECONOMICS
THIU POI GONMEI	17E0027	BA ECONOMICS	MCC	MA ECONOMICS
MAANASI S	17E0011	BA ECONOMICS	SA ENGINEERING COLLEGE	MBA FINANCE
NAVEEN KUMAR. V	17E0008	BA ECONOMICS	GURUNANAK COLLEGE	MBA

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Satisfactory	—
	Students involvement in extra-curricular & Co-curricular activities	YES	Sufficient	—
	Study tour / industrial visits / exhibitions / Internship / Training	YES	Adequate	—

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	NIL		

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NIL	
SET		
SLET		
GATE	NIL	
GMAT		
CAT		
GRE		
TOFEL	NIL	
Civil Services		
State Government Services		

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Any Other (Please specify details)		
	NIL	

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
		NIL			

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	YES	Excellent	—
	No. of laboratories	NA	NA	—

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Consultancy	NIL	NIL	
Collaborations	NIL	NIL	
Association Meetings	YES	Adequate	
Guest lectures	YES	Adequate	
Conference / Seminar / Workshop conducted	YES	Excellent	
Extension Activity	YES	Sufficient	



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	Interaction with Industry / Research Centres / Educational Institutions	YES	Satisfactory	—
	Newsletters / Magazine	YES	Adequate	—

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## 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.	PAVITHRA K	I BA ECONOMICS/ II SEM/ 20E0202	95%	36	YES	YES	YES
2.	JONES D	I BA ECONOMICS/ II SEM/ 20E0251	85%	29	YES	YES	YES
3.	RAKESH R	I BA ECONOMICS/ II SEM/ 20E0245	78%	19	YES	YES	YES
4.	DEEPAK K J	II BA ECONOMICS / IV SEM 19E0208	96%	37	YES	YES	YES

  
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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
	Due to COVID-19, the department is not able to <sup>debate</sup> <del>conduct</del> the students for activities of the college.

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	10	206	4.85%
Abuse / Harassment related issues	NIL	NA	
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	NA	
Evaluation in End semester examination	5	206	2.42%

*Grievances are addressed properly.*

## I. Faculty Records

Files of the following faculty members were audited

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

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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.A.SUGANTHA		YES	YES	YES	YES
2.	DR.N.ABIRAMI		YES	YES	YES	YES
3.	DR.V.MBENAKSHI		YES	YES	YES	YES

## II. HOD records

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

*[Handwritten Signature]*

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

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. All the faculty in the department are fully qualified according to UGC norms.</li><li>2. All the faculty hold positions of responsibility in academic, administrative and extracurricular activities of the college.</li><li>3. The faculty have quickly adapted themselves to ICT tools of teaching on account of the pandemic.</li><li>4. The students are actively involved in sports, extension and cultural activities of the college.</li></ol>	<ol style="list-style-type: none"><li>1. The department does not have enough research projects to their credit.</li><li>2. Communication skill of the students is weak.</li><li>3. Placement record has to be improved.</li></ol>

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OPPORTUNITIES	CHALLENGES
<ol style="list-style-type: none"><li>1. Collaborative activities with other institutions and research organisations.</li><li>2. Involvement of Alumni for skill improvement programmes.</li><li>3. Networking with Alumni association to improve placement.</li></ol>	<ol style="list-style-type: none"><li>1. Branding the department amongst Economics departments of other city colleges.</li><li>2. Competing with B.com Programme in attracting quality students.</li><li>3. Providing placements from core organisations and institutions exclusively for the students of our department.</li><li>4. Improving the class average as students from diverse economic and social background are admitted.</li></ol>

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

\_\_\_\_\_ NIL \_\_\_\_\_

### Any specific recommendations on Faculty Development.

- ① Faculties are willing to get Ph.D. Guidancehip provided the university relaxes the policy regarding the sanction of guidancehip for un-aided staff.
- ② To motivate and encourage the staff to take more research projects.

### Any specific instance of Excellence

Value added course on media studies for the students - a very good initiative.



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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
		NIL			
Meetings/Activities Organized By Alumni Association :					
Association not active in 2020-21 due to Covid-19 Pandemic.					

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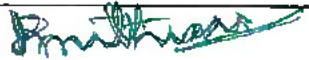


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Audit Panel Member's Name & Affiliation	Signature with Date
1 Dr. D. SANGAMITHIRAI Assistant Professor, ECONOMICS, Quaid-E-Millath Government College, Anna Salai, Chennai - 600002	  Dr. D. SANGAMITHIRAI, M.A., M.Phil., M.B.A., Ph.D. Assistant Professor PG & Research Department of Economics Quaid-E-Millath Govt. College for Women (Autonomous) Anna Salai, Chennai - 600 002
2 Dr. S. RAVIKUMAR Assistant Professor, Department of Economics, Government Arts College for Men, Nandanam, Chennai - 600 035.	  Dr. S. RAVIKUMAR, M.A., M.Phil., B.L., Ph.D., Assistant Professor Department of Economics Govt. Arts College for Men (Autonomous) Nandanam, Chennai - 600 035.
3 R. SUNDARAMURTHY Assistant Professor, PG and Research Dept of Economics, Dr. Ambedkar Govt. Arts College, Vyasaripadi, Chennai - 39.	  R. SUNDARAMURTHY, M.A., M.Phil., Asst. Professor, PG & Research Department of Economics, Dr. Ambedkar Government Arts College, Vyasaripadi, Chennai - 600 039.

*forwarded*  
*[Signature]*

**Dr. T.S. PREMA, M.A., M.Phil., Ph.D.,**  
Head  
Department of Economics (Shift II)  
Dwaraka Doss Goverdhan Doss Vaishnav College  
Arumbakkam, Chennai - 600106.

**Dr. T.S. PREMA, M.A., M.Phil., Ph.D.,**  
Associate Professor & Head  
Post Graduate &  
Research Department of Economics (Shift I)  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit:26/04/21

Name of the Department		Department of Business Administration (B.B.A)		
Year of Establishment		1991		
Timing of the Department		2:00 pm to 6 :30 pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr.S. Firdouse Jahan	Head BBA,	JBAS College for Women, Chennai.	9445247847
2	Dr. R.Vijayakumar	HOD, BBA	The New College, Royapettah, Chennai.	9962290734
3	Dr. B. Ravikumar	Head, Department of Management Sciences	Thiruthangal Nadar College, Selvayal, Chennai 600 051.	9841375320

Head  
Department of Business Administration  
Dwaraka Doss Goverdhan Doss  
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## Follow-up of previous Audit:

Based on the recommendations, the publications the faculty has published research papers in Indexed and UGC approved journals.

## 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.B.A	3 years	XII standard	English	210 (70 per section)	232
2	Post-Graduate	NA					
3	M.Phil.						
4	Ph.D.						

  
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## Overall Result of Department (Only for Final year students – VI sem passed out in 2019-20)

Sl. No	Particulars	2019 – 2020		2019 – 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination	167 (A sec 55+ B Sec 51+ C Sec 61)		NA
02	First class	105 (37+27+41)		
	Second class	62 (18+24+20)		
	Third class	NIL		
03	No. of students failed	NIL		
04	Pass percentage	100%		

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	223	211	202	NA	
02.	No. of students passed	212	198	201		
03.	Pass percentage	95.06%	93.83%	99.50%		

*B. L. L.*

*Verify - d*

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum  (Refer Annexure I)	Steps followed in the designing of syllabus & curriculum	Yes	The curriculum is well designed by the Board of Studies members.	
	Contents of the Curriculum	Yes	updated to match Present requirements	
	BOS	Yes	Conducted at regular pace.	
	Credits allotted / distribution – logic	Yes	Logically distributed and required credits maintained	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department.	Yes	The evaluation report meets the requirement of Outcome based Education.	

  
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Certificate courses imparting transferable and life skills offered during the year (2020-2021) (Refer Annexure I)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
E-Entrepreneurship	26/12/20	232	Yes	} Syllabus was structured according to needs of the student and its fulfill the demand of the market.	
Logistics & Supply Chain Management	26/12/20	227	Yes		
GST Filing	26/12/20	231	Yes		Helpful for the students
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.				who has plan to carryout / doing business NIL	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>II. Teaching &amp; Learning</b>  (Refer Annexure I)	Teaching methods & teaching aids	Yes	ICT tools are used effectively.	
	E-learning modules	Yes	E-Learning resources available in YouTube of department website.	
	Project work UG/PG	Yes	Internship carried out by the students both online & offline.	
	Internal assessment – components – Uniqueness	Yes	III CIA provide faculty to choose their own choice of assessment.	
	Student support – remedial coaching	Yes	Conducted for quantitative papers (Financial Accounting, Accounting for Managers etc.)	

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(Refer Annexure I)	Parents meeting – evaluation of student's progress	Yes	PTA has been organized on campus to provide a forum for parents in understanding their wards progress, psychological support.
	Feedback from students	Yes	Excellent
	Steps taken on the feedback	Yes	Despite good feedback, continuous improvisation for sustainability is being done.

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## Students Mentoring System of the Department: (Refer Annexure I)

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I BBA	232	1:25	Regular	
II BBA	231	1:25	mentoring is done	
III BBA	232	1:25	both online/offline	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile  (Refer Annexure II)	Projects completed / on going	NA	NA	
	Seminars / conferences attended	Yes	V. Good.	

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(Refer Annexure II)	Papers / articles / books published	Yes	V. Good. Published in VGC Care list Journals.	
	FDP / RC / OC / Training Program / Workshop	Yes	Good.	Faculty can try to attend at International Level.
	Preparation of E-learning materials / Content	Yes	V. Good.	
	Acted as resource persons	Yes	Good	
	M.Phil. & Ph. D awarded	NA	NA.	

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper/Research Proposal	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
New Economic Forum -- Research Gate	S.Gunalan	NA	NA	Dec 2020	1	2	D.G. Vaishnav College, Chennai.

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students  (Refer Annexure I)	Demand ratio (Applications received Vs Sanctioned Strength)	6480 vs 210	V. Good.	
	Students involvement in extra-curricular & Co- curricular activities	Yes	During Pandemic period also Students have participated in online events.	
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Despite pandemic Industrial visit and field project has been organized by the Department	

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Refer Annexure I				

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	45	8	6

Majority of the students join their family business and/or set up their own business. Approximately fifteen percent of students opt for placement.

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Students qualifying in State/ National/ International Level Examinations		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	Refer Annexure I	
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
National	1	63	(Refer Annexure I)	
International	NA	4 (International Conference attended)		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	9 BBA Classrooms +1 Language classrooms	Meet the Requirements.	
	No. of laboratories	1 (Computer Lab)		
	No. of computers – for teachers	5		
	No. of computers – for students	85		
	No. of computers – research scholars	NA		
	No. of instruments	NA		

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Criterion	Items	Verification	Comments	Suggestions for improvement
		Yes / No		
VI. Activities of the Department  (Refer Annexure III)	MoUs signed	Yes	The MoUs are active by providing certificate course for the Students.	Try to sign MoU at International Level.
	Consultancy	NIL	-	
	Collaborations	NIL	-	
	Association Meetings	Yes	} The Department regularly conducts Association meetings and Guest Lectures	
	Guest lectures	Yes		

  
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(Refer Annexure III)	Conference / Seminar / Workshop conducted	Yes	V. Good.	
	Extension Activity	Yes	Excellent.	
	Interaction with Industry / Research Centres / Educational Institutions	Yes	During pandemic Interactions happened through online meets.	
	Newsletters / Magazine	Yes	Magazine Epitome 2020 is unveiled	

*[Signature]*  
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## 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
Refer Annexure I							

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## Student Quality Council records during the year (2020-21)

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department

Nature of the Activity

Refer Annexure I

  
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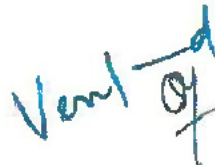
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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	27	695	3.8%
Abuse / Harassment related issues	NIL	695	0%
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	695	0%
Evaluation in End semester examination	35	695	5.03%

  
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## 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 (Refer Annexure IV)	Lab records / Observation note books -	Counseling record	Conferences / Seminars / FDP attended (other than in-house)	Papers Published in Scopus/UGC approved journals
1.	Prof. J.P. Jaideep	✓	Shifted to next semester due to pandemic condition.	✓	✓	✓
2.	Ms. M. Renuka	✓		✓	✓	✓
3.	Dr. K. Rao Prashanth Jyothy	✓		✓	✓	✓
4.	Mr. S.Gunalan	✓		✓	✓	✓
5.	Mr. S.Balamurali	✓		✓	✓	✓
6.	M. Mahalakshmi Priyadarshini	✓		✓	✓	✓
7.	Mr.K.S. Felix Aaron	✓		✓	✓	✓
8.	Dr. S.P. Deepeka	✓		✓	✓	✓
9.	Dr. N. Sarulatha	✓		✓	✓	✓

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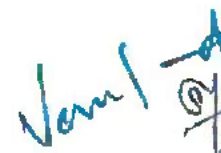
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## III. HOD records

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
Refer Annexure I								

  
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## SWOC Analysis

STRENGTHS	WEAKNESS
<p>→ V. Good demand Ratio</p> <p>→ Continuous growth in the department</p> <p>→ 3 specializations offered catering to the students requirements.</p>	<p>Unable to organize on campus Programs because of pandemic</p>

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## OPPORTUNITIES

Try to set up Business Incubation Centre with the help of MSME.

## CHALLENGES

With disruptive technology and digital transformations syllabus revision to be in par with industry requirements is a challenge for the department.

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

*NIL*

**Any specific recommendations on Faculty Development.**

*The Faculty members may attend programmes at Inter National Level.*

**Any specific instance of Excellence**

*→ Department Curriculam in par with Industrial needs and Students interest.*

*→ Very active Student Social Responsibility.*

*R. M. L.*  
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*V. M. L.*  
*[Signature]*



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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
NA					
Meetings/Activities Organized By Alumni Association :					
<ul style="list-style-type: none"><li>• Active participation in Board of Studies</li><li>• Offering Internships to the students</li></ul>					

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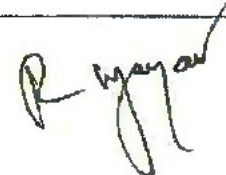

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Audit Panel Member's Name & Affiliation	Signature with Date
1 Dr.S. Firdouse Jahan Head BBA, JBAS College for Women, Chennai.	 26/4/21
2 Dr. R. Vijayakumar HOD, BBA The New College, Royapettah, Chennai.	 26/4/21
3 Dr. B. Ravikumar Head, Department of Management Sciences Thiruthangal Nadar College, Selvayal, Chennai 600 051.	 26/4/21

  
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Head  
Department of Business Administration  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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## ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 31/3/2021

Name of the Department		B.Com Bank management		
Year of Establishment		1997		
Timing of the Department		2 P.M TO 6.30 P.M		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. D. Vimala	Associate Professor & Head	Department of B.com Bank Management, Anna Adarsh College for Women Anna nagar, Chennai-40	9444212854
2	Dr. T.UshaPriya	Associate Professor & Head	Department of B.com Bank Management Ethiraj college for women	9841810577
3	Dr.M. Ramesh	Assistant Professor & Head	Department of B.Com (computer application) RKM Vivekananda college, Chennai-04	9994125657

Follow-up of previous Audit:

*B. Visayakumar*  
Head

Department of Bank Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Ch-P II)  
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*R. V.*

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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( BM)	3 YRS	12 <sup>TH</sup> commerce	English	70x5=350	377
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination	67		
02	First class	41		
	Second class	26		
	Third class	-		
03	No. of students failed	-		
04	Pass percentage	100		

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	153	142	76		
02.	No. of students passed	151	131	76		
03.	Pass percentage	99	92	100		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Great initiative Blissoms Terenomy followed is highly appreciated	
	Contents of the Curriculum	Yes	Very Good.	
	BOS	Yes	Once in 2 years	
	Credits allotted / distribution - logic	In alignment with the proper rules	Very Good	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Excellent	

  
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for Improvement
Infact Pro(Programme in Banking and Finance)	1-12-2020	156	Yes	Intake of additional strength approved	
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Digital aids are used- PPT,	Very good feedback from students.	-
	E-learning modules	Google classroom, ICT tools	Excellent	-
	Project work UG/PG	No	-	-
	Internal assessment - components - Uniqueness	Yes CIA-40 Marks	Satisfactory	-

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Student support - remedial coaching	Yes	Good initiative by the staff of the department	-
Parents meeting - evaluation of student's progress	Yes	Good Review by the parents	-
Feedback students from	Yes	Good response	-
Steps taken on the feedback	Necessary steps are taken where it is required	Regarding remedial suggestions have been incorporated	-

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I/II/III	377	1:25	Good	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	Yes	-	-
	Seminars / conferences attended	Yes	-	-
	Papers / articles / books published	Yes		-

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FDP / RC / OC / Training Program / Workshop	Yes	-	-
Preparation of E- learning materials / Content	Yes	-	-
Acted as resource persons	Yes	-	-
M.Phil. & Ph. D awarded	-	-	-

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Validity of investors attitudes towards capital market investment-A study with reference to Chennai city	Dr. R.Sangeetha	PARISHODH	6.3	2020			UGC CARE LIST-Group I
A study on stress management among employees in BPO, Chennai	M.Kalyanasundari	Sambodhi	5.8	2020			UGC approved CARE

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city							
A study on consumer perception of mobile payment application-with reference to chennai	S.Vidhya	KALA	6.1	2021			UGC CARE Group I Journal

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	3:1	Very good	

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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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College with Potential for Excellence, Linguistic Minority Institution

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Arumbakkam, Chennai – 600 106

	Students involvement in extra-curricular & Co- curricular activities	Yes	Good.	
	Study tour / industrial visits / exhibitions / Internship / Training	No	-	

**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
ArulMozhi I	20E3816		BBM	DGVC	M.Com
Swarna pooja S	20E3832		BBM	DGVC	M.Com
Roshan kumar S	20E3829		BBM	DGVC	M.Com

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
AGS Health Care, Societe Generale, Sutherland	20	4	-

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-	
SET	-	
SLET	-	
GATE	-	
GMAT	-	
CAT	-	
GRE	-	
TOFEL	-	

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Civil Services	-	
State Government Services	-	
Any Other (Please specify details)	-	

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
-	-	-	-	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	5	Satisfactory	-
	No. of laboratories	BBM Lab	Satisfactory	-

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	No. of computers – for teachers	1	Good	-
	No. of computers – for students	70	Good	-
	No. of computers – research scholars	NA	-	-
	No. of instruments	No	-	-

Criterion	Items	Verification Yes / No	Comments	Suggestions improvement for
VI. Activities of the Department	MoUs signed	Yes	Excellent	-

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Consultancy	-	-	-
Collaborations	-	-	-
Association Meetings	-	-	-
Guest lectures	-	-	-
Conference / Seminar / Workshop conducted	WEBINAR on Job opportunities in BFSI SECTOR  Career options in Bank &SSC  WEBINAR on Career Options in Current Economic Scenario & Post COVID Scenario  WEBINAR on "Issues & Trends in Placement"	Excellent	-

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I. Student Records				
	Extension Activity	-	-	-
	Interaction with Industry / Research Centres / Educational Institutions	-	-	-
	Newsletters / Magazine	Yes (Banker's Voice)	Excellent	

I. Student Records

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. 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	Sujeeth.V.A	III year A- V <sup>th</sup> sem-18E0970	Good	39/40			
2	KAILASH G	III year A- V <sup>th</sup> sem-18E0947	Good	30/40			
3	AKASH V	III year A- V <sup>th</sup> sem-18E0925	Good	20/40			
4	Abirami S	II year A- III <sup>RD</sup> sem-19E0938	Good	38/40			
5	R Mani rathinam	II year B- III <sup>RD</sup> sem-19E1045	Good	30/40			
6	M Reeshank Varma	II year B- III <sup>RD</sup> sem-19E1016	Good	21/40			

  
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7	ABHILASH O	1 year A- 1 <sup>ST</sup> sem- 20E0914	Good	39/40				
8	MAMANIKANDAN C	1 year B- 1 <sup>ST</sup> sem- 20E1004	Good	29/40				
9	SUNILKUMAR V	1 year A- 1 <sup>ST</sup> sem- 20E0987	Good	25/40				

## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department

Nature of the Activity

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<b>Average percentage of Student complaints/grievances during the year</b>			
	<b>Number of complaints or grievances</b>	<b>Total number of students</b>	<b>Percentage</b>
Practical difficulties of the students addressed during the academic year	No	-	-

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Abuse / Harassment related issues	No		
Internal Question paper/ transparency of Internal Marks/ evaluation	Yes		
Evaluation in End semester examination	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	Mr. B.SIVAKUMAR		-	-	8	-

  
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2	Dr. R.SANGEETHA		-	-	4	2
3	Ms. M. KALYANA SUNDARI		-	-	11	3
4	Ms. S. VIDHYA		-	-	3	1
5	Ms. S.SARATHA BHAVANI		-	-	10	-
6	Ms. C.UMA MAHESWARI		-	-	9	-

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## 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	Maintained & checked	Done checked	Held checked	Held checked			Yes checked	Yes checked

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## SWOC Analysis

STRENGTHS	WEAKNESS
* 1. Faculty Profile - All Qualified. 2. Demand for the course. 3. Remedial classes properly conducted. 4. Encouraging students towards Extension Activities. 5. Documentation - Very Very Good. 6. Online Teaching and E learning well appreciated. 7. Use of ICT enabled tools. 8. <sup>overall</sup> Performance of the students has increased to a lesser extent.	Research culture can be enhanced.

\* Staff member participation in Trainings Workshops also very good.

Publication is well appreciated.

  
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## OPPORTUNITIES

- Industry institution interaction can be enhanced.

## CHALLENGES

- Challenges updating syllabus as the banking industry changes very fast

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

Policies and Procedures properly followed in all the activities & endeavours of the department -

**Any specific recommendations on Faculty Development.**

Enhanced Excellence in Academics, Publications, Participation in extra curricular activities and the staff knowledge in diverse fields ~~is~~ is the asset of the department. Hence I strongly recommend for the introduction of PFI course in Banking which would be the first step in upgrading the department to a Research Department.

**Any specific instance of Excellence**

Overall Performance is Excellent and it keeps increasing & escalating year after year.

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**IV Alumni Records**

**Alumni Contribution during the Year (In Rupees) : -**

S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id

**Meetings/Activities Organized By Alumni Association : -**

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
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Signature with Date

**Audit Panel Member's Name & Affiliation**



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1	Dr. D. Vimala Associate Professor & Head Department of B.com Bank Management Anna Adarsh College for Women Anna nagar, Chennai-40	
2	Dr. T. UshaPriya Vice Principal(SS) Associate Professor & Head Department of B.com Bank Management Ethiraj college for women	
3	Dr.M. Ramesh Head & Assistant Professor Department of commerce computer application RKM Vivekananda college, Chennai-04	

Head

Department of Bank Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

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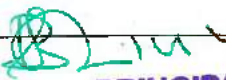
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 31<sup>st</sup> March 2021

Name of the Department		B.Com- GENERAL (SHIFT I)		
Year of Establishment		1968		
Timing of the Department		SHIFT I (8.15AM TO 1.35PM)		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr.JayaKumar	Associate Professor & Head of the Department	Department of Commerce Dr Ambedkar Government Arts College (Autonomous) Chennai – 600039	Mobile: +91 9443644192 Mobile: +91 7904250370 Email: jaya26474@yahoo.com
2	Dr.Surekha	Associate Professor & Head of Department Commerce	Department of Commerce Valliammal College for Women Chennai - 600040	Mobile:+91 9840249261
3	Dr. B. Sudha	Associate Professor & Research Supervisor	Post Graduate & Research Department of Commerce, Anna Adarsh College for Women, Chennai – 600 040	Mobile: +91 9884064750 Email: sudha62@hotmail.com

  
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**Dr.J.Jayasankar, M.Com., M.Phil., Ph.D**  
Associate Professor & Head  
Research Supervisor & Guide  
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Dwaraka Doss Vaishnav college

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## Follow-up of previous Audit:

1. **Observation No.1** : Board of Studies meeting may be conducted once in a year.  
**Action taken** : The department is conducting Board of Studies meeting annually with a Professional member from Industry
2. **Observation No. 2** : Research Advisory Committee.  
**Action taken** : Departmental research ethics committee is constituted to promote ethical research work.
3. **Observation No. 3** : Smart Classroom to enable technology based education.  
**Action taken** : The infrastructure is being refurbished to provide smart class rooms.
4. **Observation No. 4** : Participation in Faculty Development Programmes.  
**Action taken** : Faculty members are motivated by the management by sponsoring the delegate fees for attending Seminars, Conferences, symposiums, workshops, orientation and refresher programmes.
5. **Observation No. 5** : Student to be motivated to undertake field visits.  
**Action taken** : The undergraduate students are inspired to undertake field visits in environmental science and the Post Graduate students are motivated to undertake internship and survey based projects.

  
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## 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)	3years	+2 commerce	English	Shift I – 210	242
2	Post-Graduate	M.Com(General)	2years	Any Branch of B.Com	English	Shift I – 40	42
3	M.Phil.	Commerce	1 year	Any Branch of M.Com	English	12	8
4	Ph.D.	Commerce	As per University Norms	As per University Norms	As per University Norms	As per University Norms	As per University Norms

*J. Jayasankar*

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## Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	222		31	
02	First class	177		31	
	Second class	44		-	
	Third class	01		-	
03	No. of students failed	-		-	
04	Pass percentage	100%		100%	

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	242	224	227	42	34
02.	No. of students passed	242	224	227	42	34
03.	Pass percentage	100%	100%	100%	100%	100%

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus framed and updated to meet current Industry Needs	OBE syllabus is being followed in the department as per NAAC requirements 2.6.1, 2.6.2, 2.6.3
	Contents of the Curriculum	Yes	Up-to-date	At par with industry requirements
	BOS	Yes	BOS is conducted annually	Yes.
	Credits allotted / distribution – logic	Yes	As per University & TANSICHE Norms	As per Madras University norms.



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At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	OBE attainment computed	Mapping of CO and PO done
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## Certificate courses imparting transferable and life skills offered during the year (2020-2021)

Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
GST	17 <sup>th</sup> Sep 2020	54	Yes	Due to pandemics classes are conducted through online mode	Satisfied and can be continued.
Tally	19 <sup>th</sup> Mar 2021	47	Yes	Offline Classes are organized during February and March 2021, to help the students to get hands on experience	Highly Satisfied.

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List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.

The first year students are motivated to pursue valued added certificate courses. 108 Students enrolled for various courses through SWAYAM and MOOC – List Enclosed

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Due to pandemics, Online Teaching through Google meet is conducted	Records available in Google Classroom.
	E-learning modules	Yes	The department has a YouTube channel, the link for which is given in the college website, the videos links of webinars and online technical sessions organized by the sessions are also uploaded in the same for anytime anywhere reference	Available.
	Project work UG/PG	Yes	The UG Students of the department are inspired to go for field visit and prepare projects and the PG Students have to a summer internship project and final project as a part of the curriculum	Optional Mini Projects can be given for UG.
	Internal Assessment Components Uniqueness	Yes	The List of Internal Assessment Components used for continuous assessment and the List of Generic skill assessment methods are for internal assessment are Passed in the BOS	The bifurcation of Internal and External exams is adequate

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Student support – remedial coaching	Yes	Need based Remedial Classes are organized.	Slow learners identified as remedial classes conducted.
Parents meeting – evaluation of student's progress	Yes	Periodically need based parent teachers meetings are organized. The Faculty members	PTA is conducted periodically via online and their outputs are incorporated.
Feedback from students	Course Exit Survey	Feedback from students are obtained periodically	Exit Survey is conducted and considered for future
Steps taken on the feedback	ATR	Feedback received from the stakeholders are used appropriately	Found Satisfactory

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Com	242	1:25	Group Mentoring is conducted through Online and Career and Higher Educational counseling is organized periodically. Faculty member's facilitated need based Individual Mentoring. Faculty Members from Language Departments are also Mentor the students of the Department	Revised Mentoring system as per UGC Guidelines is implemented.
II B.Com	224			
III B.Com	227			

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	yes		Faculty members are to be encouraged to take funded Minor/Major Projects.
	Seminars / conferences attended	yes	Faculty members actively participate in seminars and conferences held at various levels.	Exemplary Participation.
	Papers / articles /	yes	Periodically Published in	

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10/06/28



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	books published		Scopus, UGC- CARE List and in Web of Science	<i>Faculty may be granted financial support</i>
	FDP / RC / OC / Training Program / Workshop	yes	As per Career Advancement Scheme, all the faculty members attend orientation, refresher and Development Programs to enrich their academic credentials.	<i>Satisfied.</i>
	Preparation of E-learning materials / Content	yes	Faculty members are in the process of preparing E-Learning Materials. Question Banks( with Objective and Descriptive Questions) are prepared for all the UG & PG Subjects by the Department	<i>Blended learning can be progressed.</i>
	Acted as resource persons	yes	Faculty members act as Key Note Speakers, Panel Members in discussion forums, Judges to Evaluate and assess progress of projects, Webinar resource persons at Regional, State, National and International Level.	<i>Exemplary Performance.</i>
	M.Phil. & Ph. D awarded	-	Out of the 18 Full time Faculty Members, 16 of them are Doctorates and 2 of them are in the verge of completion	<i>Staff Members without guidance are advised to apply after confirmation of service.</i>

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*J. Jayasankar*

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Total Applications received for B.Com(Shift-I)= 6557 Admission : Application Ratio 1: 27 M.Com (Shift I)= 393 1: 9.825	Very high demand ratio. B.Com (Gen) has high brand value.
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students are given ample opportunities to organize curricular and co-curricular activities. Student Leaders act as Webinar Anchors, Newsletter Student Editors, and Club Office Bearers.	Exemplary Performance
	Study tour / industrial visits / exhibitions / Internship / Training		Due to Pandemics, Virtual Field Visits are organized for UG & PG Students and the reports of the same are enclosed.	Satisfactory.

  
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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Details available in the Department File					

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Details available in the Department File			

Students qualifying in State/ National/ International Level Examinations during the Year

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		

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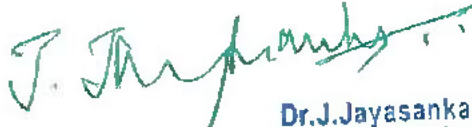
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SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	yes	Adequate Number of Classrooms are available	Renovation of Commerce Block is being undertaken. Provision made for ICT class room.
	No. of laboratories	NA		NA
	No. of computers – for teachers	yes	The Management Offered Laptops at subsidized price for all the Faculty Members to facilitate online teaching	Laptops are offered to teaching staff at concessional rate.
	No. of computers – for students	yes		Available & Satisfactory – so Comp available
	No. of computers – research scholars	yes		Two computers – Adequate
	No. of instruments	NA		—

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	yes	The Department has signed MOU with ICWAI institute and Vetri Academy to offer Certificate Courses	Good.
	Consultancy			—
	Collaborations			—
	Association Meetings	yes	The Department periodically conducts association meetings	Conducted & Good.
	Guest lectures	yes	Guest Lectures are organized periodically based on the needs of the students	Good.

*2/11/11*  
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	Conference / Seminar / Workshop conducted	yes		Adequate steps to be taken to organise Conference/Seminars
	Extension Activity	yes	All the students of the Department are actively participating in the Extension Activities.	Excellent
	Interaction with Industry / Research Centres / Educational Institutions	yes	Invited Talks and student orientation sessions are organized	Good.
	Newsletters / Magazine	yes	Newsletter is prepared biannually.	It is a good initiative

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*[Handwritten Signature]*

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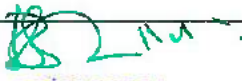
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## I. Student Records

. 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 Verified						

  
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## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department

Nature of the Activity

- Sudharshan
- Pramod
- Gokul
- Bala kanna
- Lokeshwari
- Bharath
- Akshaya
- Sangeetha
- Pragatheesh
- Sriram Kailash
- Saloni
- Arvind
- Anchal

- Class representative
- Department club office bearers
- NSS,NCC, Rotaract Club, Citizen Consumer Club and other extension activity coordinators
- Newsletter student editor
- Webinar Event management
- Inter collegiate events coordinators
- Value education coordinators
- EVS Project office bearers
- Webinar anchors
- Enviro club members
- Covid Club coordinators
- Student Quality Council Members

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	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year			
Abuse / Harassment related issues			
Internal Question paper/ transparency of Internal Marks/ evaluation			
Evaluation in End semester examination.			

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## 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
1	Dr.Vijayanarayan					
2	Dr.Jayaram					
3	Dr.Rajesh					
4	Dr.Akila					
5	Dr.Yamuna					
6	Dr.Hemamalini					
7	Dr.Moneesh Kumar					

Verified with staff Profile

  
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## II. 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	Verified and Found Good records are Maintained in the Department						
2	NA							
3	NA							

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>• Dynamic and versatile leadership</li><li>• Well Trained Dedicated professionally groomed faculty members</li><li>• Enriched curriculum</li><li>• Board of studies is periodically conducted and is periodically updated and found to be industry relevant.</li><li>• Good infrastructure and learning ambience</li><li>• Student friendly and supportive administration</li></ul>	<ul style="list-style-type: none"><li>• Separate conference and seminar halls can be provided for commerce streams</li></ul>

  
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OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"><li>• Department has potential to collaborate with External agencies to share their academic and professional skills</li><li>• Major and minor projects to be undertaken</li></ul>	

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

No deviations are observed.

Any specific recommendations on Faculty Development.

Any specific instance of Excellence

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					

  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. JayaKumar Associate Professor & Head of the Department Dr Ambedkar Government Arts College (Autonomous) Chennai – 600039	 Dr. J. JAYAKUMAR, M.Com., M.Phil., Ph.D. Associate Professor & Head, PG & Research Dept. Of Commerce Dr. Ambedkar Govt. Arts College Wesampatt, Chennai - 600 039.
2	Dr. Surekha Associate Professor & Head of the Department Department of Commerce Valliammal College for Women Chennai - 600040	 Dr. V. Surekha Head and Associate Professor PG Department of Commerce Valliammal College for Women Chennai - 600102.
3	Dr. B. Sudha Associate Professor & Research Supervisor Post Graduate & Research Department of Commerce, Anna Adarsh College for Women, Chennai – 600040	 Dr. B. SUDHA Associate Professor & Research Supervisor Department of Commerce Anna Adarsh College for Women Anna Nagar, Chennai - 600 040.

  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 30<sup>th</sup> March 2021

Name of the Department		B.COM –GENERAL (SHIFT II)		
Year of Establishment		1978		
Timing of the Department		SHIFT(II) [2.00PM TO 6.30PM]		
Audit Panel Member's Name		Designation	Address	Contact Details
1	DR C JAYAMALA	Assistant Professor	Department of Commerce (General), VISTA'S, Velan Nagar, Pallavaram Chennai 117.	7904361039
2	DR. G. VARALAKSHMI	Assistant Professor	Department of Commerce, Anna Adarsh college for Women, Chennai 600 040	9444734042
3	MS. THIRUPURA SUNDARY P A.	Assistant Professor	Department of Commerce (Hons), Sri Kanyaka Parameswari Arts and Science College for Women	98840 38738

  
PRINCIPAL

  
Head

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Department of Commerce  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)



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## Follow-up of previous Audit:

### Observation No. 1: Participation in Faculty Development Programmes

**Action taken** : Faculty members are motivated by the management by sponsoring the delegate fees for attending seminars, conferences, symposiums, workshops, orientation and refresher programmes.

### Observation No. 2: Student may be motivated to undertake field visits


**Action taken** : The undergraduate students are inspired to undertake field visits in environmental science and The Post Graduate students are motivated to undertake internship and survey based projects


### Observation No. 3: Student participation in college activities.

**Action taken** : Students are motivated to be part of student council, department club and other extension activities like NSS, NCC, Rotaract Club, and Citizen Consumer Club

### Observation No: 4: Student orientation on Higher Education and employment opportunities to be organised

**Action taken** : Webinar series on Career and Higher educational opportunities are organized to help the students

  
Head  
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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)	3years	+2 Commerce	English	Shift II – 320	311
2	Post-Graduate	M.Com(General)	2years	Any Branch of B.Com	English	Shift II – 40	39
3	M.Phil.	NA	NA	NA	NA	NA	NA
4	Ph.D.	NA	NA	NA	NA	NA	NA

Head  
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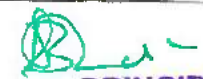
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## Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination		249		37
02	First class		239		37
	Second class		9		-
	Third class		1		-
03	No. of students failed		-		-
04	Pass percentage		100%		100%

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	311	273	288	39	39
02.	No. of students passed	308	270	288	39	39
03.	Pass percentage	99%	99%	100%	100%	100%

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus framed and updated to meet current industry needs	Professional subjects such as Auditing Standards, Artificial intelligence can be included.
	Contents of the Curriculum	Yes	Up-to-date	Combination of objective, descriptive and analytical reasoning to be introduced
	BOS	Yes	BOS is conducted annually	Requirements satisfied
	Credits allotted / distribution – logic	Yes	As per university and TANSICHE norms	Requirements satisfied
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	OBE attainment computed	Requirements satisfied

  
Head  
Department of Commerce  
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
LOGISTICS AND SHIPPING MANAGEMENT	22 March 2021	76	Yes	Due to pandemics classes are conducted through online mode	Practical exposure shall be implemented in the form of mini project or practical training
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			The first year students are motivated to pursue valued added certificate courses.		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Due to pandemics, Online Teaching through Google meet is conducted	Much appreciated
	E-learning modules	Yes		E-Resources to be developed for the students to facilitate blended classroom.
	Project work UG/PG	Yes	The UG Students of the department are inspired to go for field visit and prepare projects and the PG Students have to a summer internship project and final project as a part of the curriculum	Much appreciated
	Internal assessment – components – Uniqueness	Yes	The List of Internal Assessment Components used for continuous assessment and the List of Generic skill assessment methods are for internal assessment are Passed in the BOS	Much appreciated

*[Signature]*  
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*[Signature]*  
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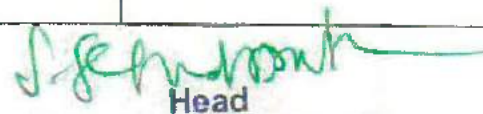
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	Student support – remedial coaching	Yes	Need based Remedial Classes are organized.	-
	Parents meeting – evaluation of student's progress	Yes	Periodically need based parent teachers meetings are organized. The Faculty members	Much appreciated
	Feedback from students	Yes	Feedback from students are obtained periodically	Much appreciated
	Steps taken on the feedback	Yes	Feedback received from the stakeholders are used appropriately	Much appreciated

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.COM	311	1:25	Group Mentoring is conducted through Online and Career and Higher Educational counseling is organized periodically. Faculty member's facilitated need based Individual Mentoring. Faculty Members from Language Departments are also Mentor the students of the Department	Requirements satisfied
II B.COM	273	1:25		
III B.COM	288	1:25		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III Faculty Profile	Projects completed / on going	NO	Not applicable	-

*S. Jeyaraman*  
Head  
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*R. V.*  
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Seminars / conferences attended	Yes	Staff members are motivated by the management by sponsoring the delegate fees for attending Seminars, conferences, workshops, orientations and refresher Programs	Much appreciated
Papers /articles / books published	Yes	Periodically Published in UGC- CARE List.	Much appreciated
FDP / RC / OC / Training Program / Workshop	Yes	All the faculty members attend orientation, refresher and Development Programs to enrich their academic credentials.	Much appreciated
Preparation of E-learning materials / Content	Yes		E-resources shall be compiled for blended learning
Acted as resource persons	Yes	Faculty members act as Key Note Speakers, Panel Members in discussion forums, Judges to Evaluate and assess progress of projects, Webinar resource persons at Regional, State, National and International Level.	Much appreciated
M.Phil. & Ph. D awarded	No	Not applicable	-

  
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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Admission: Application ratio B.com(Shift II) - 1:13 M.com(Shift II) - 1:20	Exemplary response
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students are given ample opportunities to organize curricular and co-curricular activities. Student Leaders act as Webinar Anchors, Newsletter Student Editors, and Club Office Bearers.	Exemplary participation
	Study tour / industrial visits / exhibitions / Internship / Training	-	Due to Pandemic Virtual visits has been organized and reports submitted.	May continue to give virtual internships

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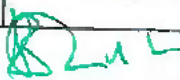
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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format					
Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Details available in Department file					

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Details available in Department file			

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE		
GMAT		

  
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CAT	2	
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

  
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Criterion	Items	Verification on Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	Adequate Number of Classrooms are available	Satisfactory
	No. of laboratories	NA		
	No. of computers – for teachers	Yes	To facilitate smooth conduct of Online teaching, learning and evaluation process management supported the faculty by providing laptops at subsidized price	
	No. of computers – for students	Yes		
	No. of computers – research scholars	NA		
	No. of instruments	NA		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	The Department has signed MOU with TATTI to offer Certificate Courses	Such MOU's should be renewed on a periodical basis
	Consultancy	-	Not applicable	
	Collaborations	Yes		
	Association Meetings	Yes	Through Online student Association Activities, Career guidance webinars, Motivational sessions and guest lectures by professionals were organised	
	Guest lectures	Yes	Guest Lectures are organized periodically based on the needs of the students	

*S. K. Manoj*

*[Signature]*

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Conference / Seminar / Workshop conducted	Yes		
Extension Activity	Yes	All the students of the Department are actively participating in the Extension Activities.	
Interaction with Industry / Research Centres / Educational Institutions	Yes	Webinars were organized with professionals and experts from Educational institutions to interact with students and update the current trends in the industry	
Newsletters / Magazine	Yes	Newsletter is prepared biannually.	

  
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## 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
Available in the department file							

Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
<ul style="list-style-type: none"><li>• Rahul</li><li>• Charu</li><li>• Srija</li><li>• Karthik</li><li>• Ashok</li><li>• Sourav kumar</li><li>• Krithika</li></ul>	<ul style="list-style-type: none"><li>• Class coordination,</li><li>• Department club office bearers,</li><li>• NSS, NCC and other extension activity coordinators</li><li>• EVS Field visit coordinators</li><li>• Newsletter student editors,</li><li>• Webinar Event Management,</li><li>• Placement coordination,</li></ul>

  
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<ul style="list-style-type: none"><li>• Bharathwaj. S</li><li>• Kanagaraj</li><li>• Vignesh</li><li>• Gowtham</li><li>• Tharageshwar</li></ul>	<ul style="list-style-type: none"><li>• Inter collegiate Events coordinators</li><li>• Value Education coordinators,</li><li>• Online class coordinators</li></ul>		
<b>Average percentage of Student complaints/grievances during the year</b>			
	<b>Number of complaints or grievances</b>	<b>Total number of students</b>	<b>Percentage</b>
Practical difficulties of the students addressed during the academic year	No		
Abuse / Harassment related issues	No		
Internal Question paper/ transparency of Internal Marks/ evaluation	No		
Evaluation in End semester examination	No		

  
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## 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	G.Ramkumar	Yes	Not Applicable	Yes	Yes	Yes
2	C. Bhuvaneswari	Yes	Not Applicable	Yes	Yes	Yes
3	A.Venkatesh	Yes	Not Applicable	Yes	Yes	Yes
4	Dr.P.Sathyanarayanan	Yes	Not Applicable	Yes	Yes	Yes
5	Dr.T.Kamala	Yes	Not Applicable	Yes	Yes	Yes
6	K.Sasirekha	Yes	Not Applicable	Yes	Yes	Yes
7	M.Devaki	Yes	Not Applicable	Yes	Yes	Yes
8	N.Vikram	Yes	Not Applicable	Yes	Yes	Yes
9	G.Gnanasekaran	Yes	Not Applicable	Yes	Yes	Yes
10	N.Subhashree	Yes	Not Applicable	Yes	Yes	Yes

*S. Senthil Kumar*  
Department of Commerce  
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*B. Senthil Kumar*

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### 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	Verified and Found Good records are Maintained in the Department						
2	NA							
3	NA							

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>• Well trained dedicated quality staffs</li><li>• Updated Industry relevant syllabus</li><li>• The course has very high demand (1:12, Application: Admission ration)</li><li>• Dynamic leadership</li><li>• Student friendly and supportive administration</li></ul>	<ul style="list-style-type: none"><li>• Lack of infrastructure to accommodate ICT</li><li>• Separate conference and seminar halls can be provided for Commerce Streams</li></ul>
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"><li>• Staffs can be inspired for preparing E-learning material.</li><li>• Curriculum and course timings are in favour of the students to pursue professional courses in Commerce field.</li></ul>	<ul style="list-style-type: none"><li>• Online teaching</li></ul>

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


No deviations observed


## Any specific recommendations on Faculty Development.

May encourage faculties to publish articles and undergo FDP's for skill development and enhancement

## Any specific instance of Excellence

Industry relevant and student need-based skill training is provided to students

  
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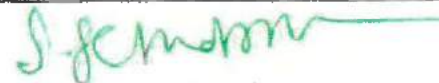
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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					

  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. C. JAYAMALA. Asst. Professor Dept. of commerce (Gen) NISTAS, Chennai. 117	 C. JAYAMALA, M.Com., M.F.A., NET(JRF), Ph.D. Assistant Professor & Research Supervisor and Guide, Department of Commerce, Web Institute & Science, Technology & Advanced Studies (NISTAS) Pallavaram, Chennai - 600 117.
2	Dr. G. VARADAKSHMI Asst. Prof. Dept. of Corporate Secretaryship Anna Aalamb College for Women, Chennai-40.	
3	MS. THIRUPURA SUNDARY. Asst. Professor. Department of Commerce [Hons] Sri Kanyaka Parameswari Arts & Science College	

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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 16<sup>th</sup> April 2021

Name of the Department		CORPORATE SECRETARYSHIP		
Year of Establishment		1982		
Timing of the Department		8.15 am - 1.35 pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. M. Kolangiappan	Associate Professor Department of Corporate Secretaryship	Pachaiyappa's College, Chennai-600 030	9444310343 Email - <a href="mailto:kolangimk@gmail.com">kolangimk@gmail.com</a>
2	Prof.Md.Akmal	Associate Professor and Head, Department of Corporate Secretaryship	The New College Royapettah Chennai -600 014	9884229786 Email- <a href="mailto:mdakmal123@gmail.com">mdakmal123@gmail.com</a>
3	Prof P. Manivannan	Associate Professor and Head Department of Corporate Secretaryship [Shift-II]	R.K.M.Vivekananda College Mylapore Chennai – 600 004	9445207495 Email – <a href="mailto:hod_bcs@rkmv.ac.in">hod_bcs@rkmv.ac.in</a>

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## Follow-up of previous Audit:

**Remark 1:** Participation in Faculty Development Programs/ Workshops...

**Action taken:** Faculty have been motivated to participate in Faculty Development Programs/ Workshops/ Orientation/ Refresher courses and are being sponsored by the management.

**Remark 2:** OD for attending seminars

**Action taken:** OD shall be considered for faculty participants once normalcy is restored post covid.

**Remark 3:** Certificate courses for students

**Action taken:** Proposed Certificate courses for the students from the academic year 2021-22 for all batches

**Remark 4:** Student Orientation towards higher education and employment opportunities

**Action taken:** Skill development Workshops/ Webinars for students support and progression

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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	10 <sup>th</sup> and +2 or any equivalent qualification approved by the University of Madras	English	70	80
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

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020	
		UG	VI Semester
1	No. of students appeared for examination	73	NA
2	First class	43	NA
	Second class	30	NA
	Third class	Nil	NA
3	No. of students failed	Nil	NA
4	Pass percentage	100%	NA

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I Semester	II Year III Semester	III Year V Semester	I Year I Semester	II Year III Semester
1.	No. of students appeared for examination	81	74	75	NA	NA
2.	No. of students passed	80	74	75	NA	NA
3.	Pass percentage	98.8%	100%	100%	NA	NA

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus framed and updated to meet industry needs	Industry interaction to be strengthened
	Contents of the Curriculum	Yes	Up to date topics are included	Satisfactory
	BOS	Yes	Conducted yearly	Conducted per Semester
	Credits allotted / distribution – logic	Yes	As per University of Madras and TANSICHE norms	Satisfactory
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Computed as per Revised Bloom's taxonomy	Satisfactory

## Certificate courses imparting transferable and life skills offered during the year (2020-2021)

Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Nil	Nil	Nil	Yes	Nil	Recommended for inclusion
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Nil		

  
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Arumbakkam, Chennai – 600 106

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Online classes through Google meet commenced from 15.06.2020	Satisfactory
	E-learning modules	Yes	Uploaded in college website	Satisfactory
	Project work UG/PG	Yes	EVS Field visit- Virtual Internship & project - 30 days	Satisfactory
	Internal assessment components – Uniqueness	Yes	Generic skill assessed through online quiz, project report, case studies etc.,	Satisfactory
	Student support – remedial coaching	Yes	Remedial coaching done online by identifying slow learners. Advanced learner's extended support and guidance to pursue professional courses.	Satisfactory
	Parents meeting evaluation of student's progress	No	To be conducted	To resume once normalcy is restored Post-Covid
	Feedback from students	Yes	Course exit survey – Rated Excellent	Satisfactory
	Steps taken on the feedback	Yes	Action taken	Satisfactory

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I Year	80	1: 25	Continuous mentoring sessions held	Satisfactory
II Year	80	1: 25	Continuous mentoring sessions held	Satisfactory
III Year	80	1: 25	Continuous mentoring sessions held	Satisfactory

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	No	UG Course not required	Fresh Ph.D Holders to apply
	Seminars / conferences attended	Yes	Staff members are motivated to attend Seminars, conferences, workshops, Orientation and Refresher Programs by offer of financial support towards delegate fees by the management	Satisfactory
	Papers / articles / books published	No	Faculty are encouraged to publish research articles and financial support is being provided	Satisfactory
	FDP / RC / OC / Training Program / Workshop	Yes	Courses completed in NPTEL, MOOC - SWAYAM Platforms	Satisfactory
	Preparation of E- learning materials / Content	Yes	Maintained in the department and uploaded in the college website	Satisfactory
	Acted as resource persons	Yes	In house Faculty	To be encouraged
	M.Phil. & Ph. D awarded	No	NIL	NIL

  
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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	70 : 4546 Admission merit-based	Satisfactory
	Students involvement in extra-curricular & Co- curricular activities	Yes	Students Association Formed : Dyna Sec Association, Students Quality Council	Satisfactory
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Due to Pandemic Virtual visits had been organized and reports submitted.	Satisfactory

**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Ranjani M.	17D0537	B.Com[Corporate Secretaryship]	Institute of Company Secretaries of India	Company Secretary course
Prithviraj V.	17D0505	B.Com[Corporate Secretaryship]	Institute of Chartered accountants of India	Chartered Accountancy course
Divagar R.	17D0562	B.Com[Corporate Secretaryship]	Institute of Cost accountants of India	Cost Accountancy course
Hariharan V.	17D0541	B.Com[Corporate Secretaryship]	Institute of Cost accountants of India	Cost Accountancy course

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
HCL	40	14	Data not available
SOCIETE GENERAL			
MR.COOPER			
ATOS SYNTEL			
EQUITAS SMALL FINANCE BANK			
KOTAK LIFE INSURANCE (B.SCHOOL)			
ICICI BANK LTD.			
COGNIZANT TECHNOLOGY SOLUTION			

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	Nil	Nil
SET	Nil	Nil
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other (Please specify details)	Nil	Nil

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
Nil	Nil	Nil	Nil	Nil

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	4	Adequate
	No. of laboratories	NIL	NIL	NIL
	No. of computers – for teachers	Yes	To facilitate smooth conduct of Online teaching, learning and evaluation process management supported the faculty by providing laptops at subsidized price	Satisfactory
	No. of computers – for students	NIL	Smart Class Room available	Satisfactory
	No. of computers – research scholars	NIL	NA	NA
	No. of instruments	Yes	One power point projector available	Increase Suggested

  
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Criterion	Items	Verification	Comments	Suggestions for improvement
		Yes / No		
VI. Activities of the Department	MoUs signed	No	To be initiated	To be initiated
	Consultancy	No	To be initiated	To be initiated
	Collaborations	No	To be initiated	To be initiated
	Association Meetings	Yes	Student Association Activities, Career guidance webinars, Motivational sessions and guest lectures by professionals were organized through virtual mode	Satisfactory
	Guest lectures	Yes	To be Sustained	To be Sustained
	Conference / Seminar / Workshop conducted	Yes	To be Sustained	To be Sustained
	Extension Activity	Yes	Students participate in activities of NCC, NSS & other Clubs	Satisfactory
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Webinars were organized with professionals and experts from Educational institutions to interact with students and update the current trends in the industry	Satisfactory
	Newsletters / Magazine	No	To be released	To be initiated



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## 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	B. Keerthika	III B.Com [CS] 18D0324	Maintained	35	Yes submitted	Maintained	Above average
2	<u>Mukul Vyas P.</u>	II B.Com [CS] 19D0416	Maintained	25	Yes submitted	Maintained	Average
3	Sakthivel K.	I B.Com [CS] 20D0578	Maintained	16	Yes submitted	NA	Below average

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<b>Student Quality Council records during the year</b>			
<b>Name of the Student Representatives involved in Academic &amp; Administrative Bodies/Committees of the Institution from the Department</b>	<b>Nature of the Activity</b>		
T.Dilip B.Keerthika Ramya.R.P Shreya A Dolia Kunal Jain. P Thamarai Kannan.T.A Priyasi Sarda.L Ankit.H Madhusudhanan.L Avinash.R Sneha.V Dhruv Davey	<ul style="list-style-type: none"> <li>• Class coordination,</li> <li>• Department club office bearers,</li> <li>• NSS, NCC and other extension activity coordinators</li> <li>• NSS, NCC and other extension activity coordinators</li> <li>• EVS Field visit coordinators</li> <li>• Newsletter student editors,</li> <li>• Webinar Event Management,</li> <li>• Placement coordination,</li> <li>• Placement coordination,</li> <li>• Placement coordination,</li> <li>• Inter collegiate Events coordinators</li> <li>• Value Education coordinators</li> </ul>		
<b>Average percentage of Student complaints/grievances during the year</b>			
	<b>Number of complaints or grievances</b>	<b>Total number of students</b>	<b>Percentage</b>
Practical difficulties of the students addressed during the academic year	Nil	Nil	Nil
Abuse / Harassment related issues	Nil	Nil	Nil
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	Nil	Nil
Evaluation in End semester examination	Dealt by the Examinations office in consultation with the grievance committee	Nil	Nil



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## 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. Prabha Rajagopalan	Maintained	NA	Maintained	Maintained	Maintained
2	Mr.Premkumar.D	Maintained	NA	Maintained	Maintained	Maintained

## 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	Maintained	-	-	Maintained	-	Maintained	-

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## .SWOC Analysis

<p style="text-align: center;"><b>STRENGTHS</b></p> <ul style="list-style-type: none"><li>• Well qualified and dedicated staff</li><li>• Updated Industry-relevant syllabus</li><li>• The course has very high demand (70: 4546), (Application: Admission ratio)</li><li>• Student friendly and supportive administration</li></ul>	<p style="text-align: center;"><b>WEAKNESS</b></p> <ul style="list-style-type: none"><li>• Separate conference and seminar halls can be provided for Corporate Secretaryship Programme</li></ul>
<p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"><li>• Faculty shall be motivated to prepare E-learning material.</li><li>• To pursue Professional courses such as CA, CMA, CS</li><li>• To pursue online MOOC-SWAYAM courses and earn credit transfer as recommended by NAAC</li></ul>	<p style="text-align: center;"><b>CHALLENGES</b></p> <ul style="list-style-type: none"><li>• Online teaching and learning</li></ul>

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

No deviations observed

**Any specific recommendations on Faculty Development.**

No recommendations.

**Any specific instance of Excellence**

Industry relevant and need-based skill training is provided to students .

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## IV Alumni Record

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Nil	Nil	Nil	Nil	Nil	Nil
Meetings/Activities Organized By Alumni Association :					
Yet to undertaken					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. M. Kolangiappan Associate Professor, Department of Corporate Secretaryship, Pachaiyappa's College, Chennai-600 030	 
2	Prof. Md. Akmal Associate Professor and Head Department of Corporate Secretaryship The New College, Royapettah Chennai -600 014	 
3	Prof. P. Manivannam Associate Professor and Head Department of Corporate Secretaryship R.K.M. Vivekananda College, Mylapore Chennai – 600 004	 

**Dr. PRABHA RAJAGOPALAN**  
Associate Professor & Head  
Department of Corporate Secretaryship [Aided]  
Dwaraka Doss Goverdhan Doss Vaishnav College  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 09-04-2021

Name of the Department	Corporate Secretaryship – Shift - II		
Year of Establishment	1988		
Timing of the Department	2.00 PM to 6.30 PM		
Audit Panel Member's Name	Designation	Address	Contact Details
1 Dr. M. Suresh	Assistant Professor PG and Research Department of Commerce	The Quaide Milleth College for Men, Medavakkam Chennai-600100	Phone No-9025469274 Mail ID - qmcmsuresh@gmail.com
2 Dr. D. Ranjith Kumar	Assistant Professor & Head Department of Corporate Secretaryship	Guru Nanak College (Autonomous) Velachery Chennai -600042	Phone No-9600032203 Mail ID - ranjith.kumar@gurunanakcollege.edu.in
3 Dr. A. S. Nagalatha	Associate Professor PG and Research Department of Commerce	Sri Kanyaka Parameswari Arts and Science College for Women Chennai-600001	Phone No-9176080848 Mail ID - meet.nagalatha@gmail.com

  
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## *Follow-up of previous Audit:*

**Remark 1:** Participation in Faculty Development Programs/ Workshops...

**Action taken:** Faculty have been motivated to participate in Faculty Development Programs/ Workshops/ Orientation/ Refresher courses and are being sponsored by the management.

**Remark 2:** OD for attending seminars

**Action taken:** OD shall be considered for faculty participants once normalcy is restored post covid.

**Remark 3:** Certificate courses for students

**Action taken:** Proposed Certificate courses for the students from the academic year 2021-22 for all batches

**Remark 4:** Student Orientation towards higher education and employment opportunities

**Action taken:** Skill development Workshops/ Webinars for students support and progression

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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) – Shift - II	3Years	10 <sup>th</sup> +2 or any equivalent qualification approved by the University of Madras	English	280	311
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

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination		261		NA
02	First class		153		NA
	Second class		106		NA
	Third class		2		NA
03	No. of students failed		NIL		NA
04	Pass percentage		100%		NA

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I SEM	II Year III SEM	III Year V SEM	I Year I SEM	II Year III SEM
01.	No. of students appeared for examination	311	283	279	NA	NA
02.	No. of students passed	311	282	273	NA	NA
03.	Pass percentage	100%	99.6%	97.8%	NA	NA

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus framed and updated to meet industry needs	Industry interaction to be strengthened
	Contents of the Curriculum	Yes	Up to date topics are included	Satisfactory
	BOS	Yes	Conducted yearly	Conducted per Semester
	Credits allotted / distribution – logic	Yes	As per University of Madras and TANSICHE norms	Satisfactory
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Computed as per Revised Bloom's Taxonomy	Satisfactory

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Nil	Nil	Nil	Yes	Nil	Recommended for inclusion
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			6		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Online classes through Google meet commenced from 15.06.2020	Satisfactory
	E-learning modules	Yes	UG- Uploaded in College Website	Satisfactory
	Project work UG/PG	Yes	EVS Field Visit-Virtual Internship and Project-30 days	Satisfactory
	Internal assessment – components – Uniqueness	Yes	Generic skill assessed through online quiz, project report, case studies etc.,	Satisfactory

  
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	Student support – remedial coaching	Yes	Remedial coaching done online by identifying slow learners. Advanced learner's extended support and guidance to pursue professional courses.	Satisfactory
	Parents meeting – evaluation of student's progress	No	To be conducted	To resume once normalcy is restored -Post COVID
	Feedback from students	Yes	Course exit survey-Rated excellent	Satisfactory
	Steps taken on the feedback	No	Action Taken	Satisfactory

## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Com (CS)	311	1:25	Continuous mentoring session held	Satisfactory
II B.Com(CS)	246	1:25	Continuous mentoring session held	Satisfactory
III B.Com(CS)	302	1:25	Continuous mentoring session held	Satisfactory

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	No	UG Course not required	Fresh PhD holders to apply
	Seminars / conferences attended	Yes	Staff members are motivated to attend Seminars, conferences, workshops, Orientation and Refresher Programs by offer of financial support towards delegate fees by the management	Satisfactory
	Papers / articles / books published	Yes	Faculty are encouraged to publish research articles and financial support is being provided	Satisfactory
	FDP / RC / OC / Training Program / Workshop	Yes	Courses completed in NPTEL, MOOC, SWAYAM Platforms	Satisfactory
	Preparation of E-learning materials / Content	Yes	Maintained in the department and uploaded in the college website	Satisfactory
	Acted as resource persons	Yes	Faculties delivered lectures in various conference / symposium / FDP and other academic oriented programme	Satisfactory
	M.Phil. & Ph. D awarded	Yes	NIL	NIL

  
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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Performance of Supply Chain Marketing System Based on Religious Aspects.	Balaji, P., Rameshkumar, P M., Venkata Durga Rao, P., Sikandar, M.A., & Regin R.	Productivity Management	0.356	2020	0.1	0.3	Gito Verlag Publisher, Germany
Determinants of Brand Loyalty among Female Millennial Cyber Shoppers – An Empirical Investigation	Kumar, Senthil, C.P., Priya, Karthiga, M., Balaji, P., & Rameshkumar, P, M.	International Journal of Advanced Science and Technology,	0.1	2020	0.1	0.1	Science & Engineering Research Support Society, Australia
A Structural Equation Modelling Approach to Development of Social Media Brand Attitude Model (SMBAM) – A Study	Neeraja, V, R.,Mohan, Nirmla, M., & Rameshkumar, P, M.	International Journal of Psychosocial Rehabilitation	0.2	2020	0.1	0.2	Hampstead Psychological Associates, London, United Kingdom
Dominant Cluster of Online Shopping Purchase Intention: A Discriminant Analysis Approach	Easwari, G, P., Raman, V., & Rameshkumar, P, M.	International Journal of Psychosocial Rehabilitation	0.2	2020	0.1	0.2	Hampstead Psychological Associates, London, United Kingdom

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Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE


(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	3935:310 Merit based admission system	Satisfactory
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students Association Formed: Dyna sec association Students quality council	Satisfactory
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Due to Pandemic Virtual visits has been organized and reports submitted.	Satisfactory

  
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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
VIGNESH KUMAR P	17E4416	B.Com (Corporate Secretaryship)	MILES EDUCATION	US CMA
AISWARYA.A	17E0335	B.Com (Corporate Secretaryship)	DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE	M.COM
K.S.SURYANARAYANAN	17E0424	B.Com (Corporate Secretaryship)	ICMA	ICMA
NISHANTHI S	17E0460	B.Com (Corporate Secretaryship)	PONDICHERY UNIVERSITY	PG MBA
SRINIVASAN.N	170E248	B.Com (Corporate Secretaryship)	DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE	MBA
R. RAKESH	170E302	B.Com (Corporate Secretaryship)	DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE	MBA
M.SANTHOSH KUMAR	17E0431	B.Com (Corporate Secretaryship)	SRM UNIVERSITY, VADAPALANI	MBA
MURALIKRISHNAN RAMAN	170257	B.Com (Corporate Secretaryship)	ICAI	CHARTERED ACCOUNTANT (CA)
SHABARISH J	17E4471	B.Com (Corporate Secretaryship)	MEENAKSHI COLLEGE OF ENGINEERING	PROFESSIONAL COURSE
SARANYA S	17E0361	B.Com (Corporate Secretaryship)	DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE	M.COM
Y.MOHAMED FAZIL SHARIFF	17E0319	B.Com (Corporate Secretaryship)	MEASI INSTITUTE OF MANAGEMENT	M.B.A
SUBHA SHREE	17E0321	B.Com (Corporate Secretaryship)	MADRAS SCHOOL OF SOCIAL WORK	M.A

  
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Name of the Candidate	Student ID Number	Name of the Programme Studied In DGVC	Name of the Institution Joined	Name of Programme Admitted
B.YADESH	17E0320	B.Com (Corporate Secretaryship)	SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY	MBA
T V THIYAGARAJAN	17E0342	B.Com (Corporate Secretaryship)	ICAI	CMA INTER
MUTHUKUMAR	17E0318	B.Com (Corporate Secretaryship)	PANI MALAR COLLEGE	MBA
K.M.PUGAZENTHI	1.70E+308	B.Com (Corporate Secretaryship)	GURU NANAK	MSW
KUNAL M	17E0351	B.Com (Corporate Secretaryship)	SRM INSTITUTE OF SCIENCE AND TECHNOLOGY	MBA
AKASH.S	170357	B.Com (Corporate Secretaryship)	INSTITUTE OF COST AND MANAGEMENT ACCOUNTING	CMA
DHIVAKAR	17E443	B.Com (Corporate Secretaryship)	SKY BIRD AVIATION	DIPLOMA
DHANUSH ADITHYA M	17E0340	B.Com (Corporate Secretaryship)	PRESIDENCY UNIVERSITY	PG
DINESH L R	17E0334	B.Com (Corporate Secretaryship)	UNIVERSITY OF HERTFORDSHIRE	MSC INTERNATIONAL BUSINESS
CHANDRU	17e4455	B.Com (Corporate Secretaryship)	MEASI INSTITUTE OF MANAGEMENT	PG (MBA)
YOGESH KUMAR. S	17E0443	B.Com (Corporate Secretaryship)	DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE	PG- MSW (HR)

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
AGS HEALTH LTD, JUSTDIAL, ZOHU CORPORATION GODREJ & BOYCE, CHOLA, MS GENERAL INSURANCE COMPANY LTD ICICI BANK LTD, EQUITAS SMALL FINANCE BANK, NTRUST INFOTECH ICICI BANK LTD., ENOAH I SOLUTIONS.LTD, AGS HEALTH LTD, ATOS SYNTEL, COGNIZANT TECHNOLOGY SOLUTION	200	18	Data not available
Students qualifying in State/ National/ International Level Examinations during the Year			
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam	
NET	Nil	Nil	
SET	Nil	Nil	
SLET	Nil	Nil	
GATE	Nil	Nil	
GMAT	Nil	Nil	
CAT	Nil	Nil	
GRE	Nil	Nil	
TOFEL	Nil	Nil	
Civil Services	Nil	Nil	
State Government Services	Nil	Nil	

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Any Other (Please specify details)	1 (CSEET)	30277354
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Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
National	1	5	201315	NIRUGUN BALAJI JALAN G
National	-	-	201132	R.ABIRAMI
National	-	-	184440	S A SOUNDARYA
State	-	-	201319	VISHNU K B
National	-	-	180457	P. SATHISH KUMAR
International	-	-	201422	ABHINAY SUBRAMANIAN

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of Class Rooms	Yes	12	Adequate
	No. of Laboratories	Nil	Nil	Nil
	No. of Computers – for Teachers	Yes	To facilitate smooth conduct of Online teaching, learning and evaluation process management supported the faculty by providing laptops at subsidized price	Satisfactory
	No. of Computers – for Students	Nil	Smart Class Rooms available	Satisfactory
	No. of Computers – Research Scholars	Nil	NA	NA
	No. of Instruments	Yes	One power point projector available	Increase Suggested

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MOUs Signed	No	To be initiated	To be initiated
	Consultancy	No	To be initiated	To be initiated
	Collaborations	No	To be initiated	To be initiated
	Association Meetings	Yes	Student Association Activities, Career guidance webinars, Motivational sessions and guest lectures by professionals were organized through virtual mode	Satisfactory
	Guest lectures	Yes	To be Sustained	To be Sustained

*B. L. S.*

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
	Conference / Seminar / Workshop conducted	Yes	To be Sustained	To be Sustained
	Extension Activity	Yes	Students participate in activities of NSS, NCC & other Clubs	Satisfactory
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Webinars were organized with professionals and experts from Educational institutions to interact with students and update the current trends in the industry	Satisfactory
	Newsletters / Magazine	Yes	To be released	To be initiated

  
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## 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	N. BARATH	III B.Com(CS)-'C' 18E0405	Maintained	35	Yes Submitted	Maintained	Above Average
2	ARUN B	III B.Com(CS)-'A' 180233	Maintained	25	Yes Submitted	Maintained	Average
3	S A SOUNDARYA	III B.Com(CS)-'D' 18E4440	Maintained	16	Yes Submitted	Maintained	Below Average
4	SANTHOSHKUMAR V	II B.Com(CS)-'C' 19E1322	Maintained	36	Yes Submitted	Maintained	Above Average
5	PRAVIN RAJ P	II B.Com(CS)-'B' 19E1240	Maintained	25	Yes Submitted	Maintained	Average
6	PARKAVI	II B.Com(CS)-'D' 19E1424	Maintained	16	Yes Submitted	Maintained	Below Average
7	GOKUL S	II B.Com(CS)-'A' 20E1172	Maintained	35	Yes Submitted	Maintained	Above Average
8	DEEPAKKUMAR	II B.Com(CS)-'B' 20E1279	Maintained	21	Yes Submitted	Maintained	Average
9	KISHORE KUMAR N	I B.Com(CS)-'C' 20E1305	Maintained	13	Yes Submitted	Maintained	Below Average

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Student Quality Council records during the year			
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity		
1.S. SIVA SHANMUGAM 2. PAANDURANGAN G 3. S.SABARINATHAN 4. R. Srivachan	<ul style="list-style-type: none"> <li>• Class coordination,</li> <li>• Department club office bearers,</li> <li>• NSS, NCC and other extension activity coordinators</li> <li>• EVS Field visit coordinators</li> <li>• Newsletter student editors,</li> <li>• Webinar Event Management,</li> <li>• Placement coordination,</li> <li>• Inter collegiate Events coordinators</li> <li>• Value Education coordinators</li> </ul>		
Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Nil	Nil	Nil
Abuse / Harassment related issues	Nil	Nil	Nil
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	Nil	Nil
Evaluation in End semester examination	Dealt by the Examinations office in consultation with the grievance committee	Nil	Nil

  
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## 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. Kalpana Devi	Maintained	NA	Maintained	Maintained	Nil
2.	Mr. B. Franklin Edburg	Maintained	NA	Maintained	Maintained	Nil
3.	Dr. R. Vasudevan	Maintained	NA	Maintained	Maintained	Nil
4.	Dr. A. Karthik	Maintained	NA	Maintained	Maintained	Nil
5.	Ms. R. Indumathi	Maintained	NA	Maintained	Maintained	Nil
6.	Mr. S. Rajesh Kannan	Maintained	NA	Maintained	Maintained	Nil
7.	Dr. R. K. Gopinath	Maintained	NA	Maintained	Maintained	Nil
8.	Dr. P. M. Ramesh Kumar	Maintained	NA	Maintained	Maintained	4

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## 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	-	Maintained	-	-	Maintained	-	Maintained	-

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## SWOC Analysis

<p><b>STRENGTHS</b></p> <p><i>Well qualified and dedicated staff</i></p> <p><i>Updated Industry-relevant syllabus</i></p> <p><i>The course has very high demand</i></p> <p><i>Student friendly and supportive administration</i></p>	<p><b>WEAKNESS</b></p> <p><i>Separate conference and seminar halls can be provided for Corporate Secretaryship Programme</i></p>
<p><b>OPPORTUNITIES</b></p> <p><i>Faculty shall be motivated to prepare E-learning material.</i></p> <p><i>To pursue Professional courses such as CA, CMA, CS</i></p> <p><i>To pursue online MOOC-SWAYAM courses and earn credit transfer as recommended by NAAC.</i></p>	<p><b>CHALLENGES</b></p> <p><i>Online teaching</i></p>

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

No deviations observed

**Any specific recommendations on Faculty Development.**

No recommendations

**Any specific instance of Excellence**

Industry relevant and need -based skill training is provided to students

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
Sl. No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
	Nil	Nil	Nil	Nil	Nil
Meetings/Activities Organized By Alumni Association:					
Yet to be undertaken					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	<b>Dr. M. Suresh</b> Assistant Professor PG and Research Department of Commerce The Quaide Milleth College for Men, Medavakkam, Chennai – 600 100	 <b>Dr. M. SURESH, Ph.D.,</b> Assistant Professor, PG and Research Department of Commerce The Quaide-Milleth College for Men, Medavakkam, Chennai-600 100.
2	<b>Dr.D. Ranjith Kumar</b> Assistant Professor & Head Department of Corporate Secretaryship Guru Nanak College (Autonomous) Velachery, Chennai -600042	 <b>Dr. D. RANJITH KUMAR, M.Com., Ph.D., NET</b> Head & Asst. Professor, Department of Corporate Secretaryship, Guru Nank College (Autonomous) Velachery, Chennai-600 042.
3	<b>Dr. A. S. Nagalatha</b> Associate Professor PG and Research Department of Commerce Sri Kanyaka Parameswari Arts and Science College for Women Chennai-600001	 <b>Dr. A. S. NAGALATHA</b> ASSOCIATE PROFESSOR, PG & RESEARCH DEPARTMENT OF COMMERCE, SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN No. 1, AUDSAPPA STREET, CHENNAI-600 001.



**Head**  
Department of Corporate Secretaryship  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



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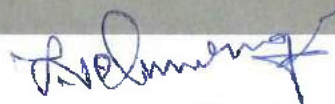
### ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 23-03-2021

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

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**Head**  
Department of Computer Application  
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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	HSC	English	110 per Year	110
2	Post-Graduate	-	-	-	-	-	-
3	M.Phil.	-	-	-	-	-	-
4	Ph.D.	-	-	-	-	-	-

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### Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	105		-	
02	First class	105		-	
	Second class	-		-	
	Third class	-		-	
03	No. of students failed	-		-	
04	Pass percentage	100		-	

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	110	109	108	-	-
02.	No. of students passed	101	104	108	-	-
03.	Pass percentage	92	95.4	100	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus framed as per UGC & University of Madras Norms, CBCS pattern is adopted	Excellent
	Contents of the Curriculum	Yes	Content is up to the need of industry and society	Good
	BOS	Yes	Conducted on 21/02/2020	Good
	Credits allotted / distribution - logic	Yes	Credits for part I, II, III & IV has been properly applied as per CBCS pattern	Excellent
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)			

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
3D Animation	03-12-2020	110	Yes	-	Excellent
Digital Media Publishing Tool	09-03-2021	110	Yes	-	Excellent
Web Designing	18-11-2020	108	Yes	-	Excellent
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Yes. Details are Enclosed.		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	ICT enabled Teaching Methodology is used	More ICT tools can be used
	E-learning modules	Yes	Available	Good
	Project work UG/PG	Yes	Provided as a part of Lab Exercise	Good
	Internal assessment – components – Uniqueness	Yes	Satisfied	Good
	Student support – remedial coaching	Yes	Record Maintained	Good
	Parents meeting – evaluation of student's progress	NO	Due to Pandemic not done	It should be maintained
	Feedback from students	Yes	Available	Good
	Steps taken on the feedback	Yes	Feedback system is maintained & evaluated	Excellent

### Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I BCA	110	1:25	Counselling are given	Good
II BCA	109	1:25	-do-	Good
III BCA	108	1:25	-do-	Good

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	-NA-	-NA-	-
	Seminars / conferences attended	Yes	Regularly Attended	-
	Papers / articles / books published	Yes	More than 10 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-	-

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**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

(Autonomous)

College with **Potential** for Excellence, Linguistic Minority Institution

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Transparent Admission System Followed	Good
	Students involvement in extra-curricular & Co-curricular activities	Yes	Records Available	Good
	Study tour / industrial visits / exhibitions / Internship / Training	No	Due to Covid-19 Pandemic	-

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Bhargavi	172024		B.C.A	D.G.Vaishnav College	MCA
Vignesh	172111		B.C.A	D.G.Vaishnav College	MCA
Kiran	172020		B.C.A	D.G.Vaishnav College	MCA
Jayakumar	172124		B.C.A	D.G.Vaishnav College	MCA
Soorya	172118		B.C.A	D.G.Vaishnav College	MCA
Nivetha	172068		B.C.A	D.G.Vaishnav College	MCA
Hemasri	172030		B.C.A	M.O.P.Vaishnav College	MA HRM
Harish	172129		B.C.A	S.R.M.University	MCA
G.Kannan	172101		B.C.A	M.G.R. University	MCA
R. Vishwa	172148		B.C.A	M.G.R. University	MBA
S.Thomas	172136		B.C.A	University of Madras	MBA

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Deloitte	100	1	
Infosys	100	6	
TCS	100	8	
CTS	100	9	

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other (Please specify details)	-	-

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Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID Name of the Student
NIL	NIL	NIL	NIL	NIL

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	7 Sufficient class rooms	-
	No. of laboratories	Yes	2 Laboratories are 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	Yes	100 Machines are available. 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	-

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Criterion	Items	Verification	Comments	Suggestions for improvement
		Yes / No		
VI. Activities of the Department	MoUs signed	Yes	Signed with two Organizations IIR, CSIT	Excellent
	Consultancy	Yes	Final Year students are placed in reputed Organization	Excellent
	Collaborations	Yes	IIR, CSIT	Excellent
	Association Meetings	Yes	Conducted periodically	Good
	Guest lectures	Yes	Arranged Frequently	Good
	Conference / Seminar / Workshop conducted	Yes	Workshop Organized	Excellent
	Extension Activity	Yes	Student Actively Participated	Good
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Available	Good
Newsletters / Magazine	Yes	Available in Library & Department	Excellent	



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### L 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
<b>III Year / 6<sup>th</sup> Semester / A section</b>							
1	C. Vigneshwaran	18E2004	Yes	45	Yes	Yes	Yes
2	Sai Veeraragavan	18E2027	Yes	32	Yes	Yes	Yes
3	J. Rohith	18E2044	Yes	24	Yes	Yes	Yes
<b>III Year / 6<sup>th</sup> Semester / B section</b>							
1	K. Bharat kumar	18E2134	Yes	47	Yes	Yes	Yes
2	B. Ajith kumar	18E2113	Yes	33	Yes	Yes	Yes
3	S. Raghul Surya	18E2145	Yes	25	Yes	Yes	Yes
<b>II Year / 4<sup>th</sup> Semester / A section</b>							
1	Krithik.P	19E2222	Yes	45	Yes	Yes	Yes
2	Prashanth Raj.A	19E2226	Yes	35	Yes	Yes	Yes
3	Thivisha.A	19E2252	Yes	22	Yes	Yes	Yes

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II Year / 4 <sup>th</sup> Semester / B section							
1	Saikiran	19E2323	Yes	47	Yes	Yes	Yes
2	A.Thilak	19E2305	Yes	32	Yes	Yes	Yes
3	H.Sabari Krishnan	19E2345	Yes	24	Yes	Yes	Yes
I Year / 2 <sup>nd</sup> Semester / A section							
1	Samuvel R	20E2246	Yes	38	Yes	Yes	Yes
2	Manikandan V	20E2214	Yes	32	Yes	Yes	Yes
3	Hemachander J	20E2251	Yes	20	Yes	Yes	Yes
I Year / 2 <sup>nd</sup> Semester / B section							
1	Harib Kumar K	20E2316	Yes	38	Yes	Yes	Yes
2	Devadhishesh.T	20E2360	Yes	32	Yes	Yes	Yes
3	Kirithi Kamatchi S	20E2333	Yes	28	Yes	Yes	Yes

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
G. Nandini Srei, III BCA 'B', Student Representative. Department of BCA, 6379158601	We selected 2 students from class and formed a group. Also, we conducted the meet to know about the difficulties of the students related to academic, classroom environment and harassment issues. And we are trying to solve their problems.

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Nil	Nil	Nil
Abuse / Harassment related issues	Nil	Nil	Nil
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	Nil	Nil
Evaluation in End semester examination	Not publishing results	5	1

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### 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. S. Sivaranjani	Yes	Yes	Yes	Yes	No
2.	Mr. N. Jagadeesan	Yes	Yes	Yes	Yes	No
3.	Dr. U. Latha	Yes	Yes	Yes	Yes	Yes
4.	Ms. S. Kavitha	Yes	Yes	Yes	Yes	No
5.	Ms. L. Meena	Yes	Yes	Yes	Yes	No
6.	Ms. K. Ramya	Yes	Yes	Yes	Yes	No
7.	Ms. M. Archana	Yes	Yes	Yes	Yes	No
8.	Mr. E. PanneerSelvam	Yes	Yes	Yes	Yes	Yes
9.	Ms. G. Divya	Yes	Yes	Yes	Yes	No

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### 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

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### SWOC Analysis

<p style="text-align: center;"><u>STRENGTHS</u></p> <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><li>11. MOU is initiated with reputed organizations.</li></ol>	<p style="text-align: center;"><u>WEAKNESS</u></p> <ol style="list-style-type: none"><li>1. E-environment has to be enhanced</li><li>2. Lack of international standardization</li><li>3. Research projects to be applied</li></ol>
<p style="text-align: center;"><u>OPPORTUNITIES</u></p> <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><li>5. Opportunity for the Students to do field visit, so as to improve their knowledge in their respective field.</li></ol>	<p style="text-align: center;"><u>CHALLENGES</u></p> <ol style="list-style-type: none"><li>1. To produce 100% result</li><li>2. 100% placement to be assured</li><li>3. Resource mobilization from government agencies and UGC is challenging.</li><li>4. To attract top-graded international students</li><li>5. Ensuring high quality in self-financing sector.</li></ol>

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

According to University Norms and Specifications

**Any specific recommendations on Faculty Development.**

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

Faculty to be improved in Research activities

**Any specific instance of Excellence**

ICT enabled Tools used

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**IV Alumni Records**

Alumni Contribution during the Year (in Rupees) :					
S.No.	Name	Present Designation	Degres Completed & Year	Mobile No.	E-Mail Id
-	-	-	-	-	-
Meetings/Activities Organized By Alumni Association :					
Due to Covid-19 Pandemic, No meetings/activities are organized.					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. M. Ramesh Kumar, M.Sc., M.Phil., Ph.D., Asst. Professor and Head, Department of Computer Science, Government Arts College, Nandanam, Chennai-40.	 23/03/21
2	Dr. K. Banu, MCA, M.Phil., Ph.D., Asst. Professor, Department of Computer Science, Queen Mary's College (Autonomous), Mylapore, Chennai - 600 004	 23/03/21
3	Dr.G.Savithri, MCA, M.Phil., Ph.D., Director, MEASI Institute of Information Technology , Royapettah, Chennai - 600 014.	 23/03/21

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**Head**

Department of Computer Application  
Dwaraka Doss Goverdhan Doss  
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ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 25/3/2021

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. R. Meenakshi	Associate Professor & Head Dept. of Physics	CTTE college for women Perambur Chennai 600011	9444142346 pmeenakshi62@yahoo.com
2	Dr. A. Chitra	Associate Professor & Head Dept. of Physics	SIVET College Chennai 600073	9952048900 chitraaudit@gmail.com
3	Dr. E. Sailatha	Associate Professor Dept. of Physics	PG & Research Dept. of Physics Pachaiyappa's College Chennai-30	9444382021 sailathaismyname@yahoo.co.in

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**Associate Professor & Head**  
Department of Physics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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Follow-up of previous Audit:

- \* Entire buildings, toiletaries) sanitary facilities is being re furbished and remodelled. ;
- \* Copies of the books in the library has been increased.

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	26
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

*D. W. V.*

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## Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination		47	—
02	First class		47	
	Second class		—	
	Third class		—	
03	No. of students failed		Nil	
04	Pass percentage		100%	

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	26	45	46	—	—
02.	No. of students passed	26	45	46		
03.	Pass percentage	100%	100%	100%		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for 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 Correct	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	enclosed	

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
-	-	-	-	-	-
-	-	-	-	-	-
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Yes. enclosed list of Students enrolled.		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for 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	Good	
	Internal assessment – components – Uniqueness	yes	Unique: students have done video presentations	 PRINCIPAL

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	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	

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
III B.Sc. Physics	46	1:25	Good	
II B.Sc. Physics	45	1:25	Good	
I B.Sc. Physics	26	1:25	Good	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	Yes		
	Seminars / conferences attended	Yes		

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Papers / articles / books published	Yes		
FDP / RC / OC / Training Program / Workshop	Yes		
Preparation of E-learning materials / Content	Yes	Good	
Acted as resource persons	Yes	Good	
M.Phil. & Ph. D awarded	Yes	Lab Assistants are encouraged to do higher studies	

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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Very Good	
	Students involvement in extra-curricular & Co- curricular activities	Yes	extraordinary Participated in MyGov, Vigyan Prasar activities (online).	
	Study tour / industrial visits / exhibitions / Internship / Training	Yes		

  
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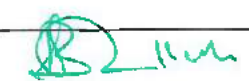
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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Giridharan	17D1232	B.Sc. Physics	Vivekananda College	M.Sc. Physics
Shyam Sundar V.K.	17D1218	"	MCC	M.Sc. Physics
Arvind M.	17D1233	"	Ethiraj "	M.Sc. Physics
M. Keerthana	17D1249	"	"	M.Sc. Physics
Kotteswaran	17D1220	"	D G Vaishnav College	M.Sc. Physics
Shanthini	17D1231	"		
Varalakshmi	17D1246	"	D G Vaishnav College	MBA
Mohana Subramani	17D1225	"		
Suretha	17D1214	"	M S University	M.Sc. Cyber Security
Gurunraj P	17D1212	"	PSG Colleges	MCA
Mageshkumar R	17D1245	"	SRM Univ	M.Sc. Physics
Muskan Rana	17D1242	"		M.Sc. Physics

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

  
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K. Parun Kumar      17D1247      B.Sc. Physics      Pachaiyappa's College



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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes		
	No. of laboratories	Yes		
	No. of computers – for teachers	Yes		
	No. of computers – for students	Yes		
	No. of computers – research scholars	NA		
	No. of instruments	Yes		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No		
	Consultancy	Yes	Good Vigyan Pratibha Project Kaliedo slope	
	Collaborations	Yes	Good IUPAC Asteroid day foundation	
	Association Meetings	Yes	Good	
	Guest lectures	Yes	Excellent	

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Conference / Seminar / Workshop conducted	Yes	Good	
Extension Activity	Yes	Very Good	
Interaction with Industry / Research Centres / Educational Institutions	Yes	Commendable	
Newsletters / Magazine	Yes	Excellent	

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## 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.	M. PRAVIN III B.Sc. N-PRANEETH PHYSICS	18D1352 18D1344	✓	✓	✓	✓	✓
2.	P. Thiyaagrajan	18D1339 ✓	✓	✓	✓	✓	✓
3.	K. Shrihari II B.Sc. Physics	19D1106 ✓	✓	✓	✓	✓	✓
4.	M. Nandhini	19D1120 ✓	✓	✓	✓	✓	✓
5.	H. Harishmiram	19D1108 ✓	✓	✓	✓	✓	✓
6.	A. Prasanna I B.Sc.	20D1205 ✓	✓	✓	✓	✓	✓
7.	R. Abhijith	20D1213 ✓	✓	✓	✓	✓	✓
8.	R. Abinaya	20D1227 ✓	✓	✓	✓	✓	✓

  
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Student Quality Council records during the year		2020 - 2021
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity	
P. Thiyagarajan V.R. Akshaya Lakshmi Praneeth .N	III B.Sc. Physics	Triple Helix Science club activities (i) student Induction program (ii) Meet Your Alumni (iii) Meet Your Scientists
Harini .B Abhijith R	II B.Sc. Physics I B.Sc. Physics	(iv) National level Webinar series (v) Women in STEM - Empowering diversity in science (vi) online quiz - Lilavati's daughters

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	—	—	—
Abuse / Harassment related issues	—	—	—
Internal Question paper/ transparency of Internal Marks/ evaluation	—	—	—
Evaluation in End semester examination	—	—	—

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## 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. Sangeetha	✓	✓	✓	✓	✓
2.	Dr. D. Syamala	✓	✓	✓	✓	✓
3.	Dr. V. Renganayak	✓	✓	✓	✓	✓

  
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## 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
	✓	✓	✓	✓	✓	✓	✓	✓

*B. L. Doss*

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>* Dedicated and student friendly faculty and equipped well with ICT skills.</li><li>* Students are highly participative</li><li>* Well trained lab-assistants who are ready to update themselves.</li></ul>	<p>Due to pandemic, students missed hands-on lab-sessions.</p>

  
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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></ul>	<ul style="list-style-type: none"><li>* first generation learners.</li><li>* Heterogenous group of learners.</li></ul>

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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

Excellent National level Webinar Series, Exemplary Online Quizzes on Women Scientists, Collaborative work with IUPAC Student participation in MyGov activities, WIPO-IPR Courses

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees): Fifteen thousand rupees worth Digital Electronics Kit

S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
1.	1973 Alumni Batch	-	B.Sc. Physics 1973	-	dgvaishnav1973@gmail.com

Meetings/Activities Organized By Alumni Association :

MEET UR ALUMINI - online - 30/09/2020  
MEET UR SCIENTISTS - online - 1/10/2020  
(Alumni working as scientists)

  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. R. Meenakshi Associate Professor & Head Dept of Physics CTTE college for Women, Perambur, Chennai. 600011	R. Meenakshi
2	Dr. A. Chitra Associate Professor & Head Dept of Physics SIVET college, Chennai – 600 073	 Dr. A. CHITRA Head & Associate Professor Department of Physics S.I.V.E.T. College, Gowrivakkam, Chennai - 600 073.
3	Dr. E. Sailatha Associate Professor PG & Research, Dept of Physics Pachaiyappas college, Chennai - 600 030.	 Dr. E. SAILATHA, M.Sc., M.Phil., Ph.D. Associate Professor PG and Research Dept. of Physics Pachaiyappa's College, Chennai - 600 030.

  
Associate Professor & Head  
Department of Physics  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 09-04-2021; Time: 2.00 PM

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 to 1.35 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. V. Jaishankar	Associate Professor	Department of Chemistry, Presidency College, Chennai.	Cell No: 9884450869 Email: vjaishankar@gmail.com
2	Dr. R.M. Ezhilarasi,	Associate Professor and Head	Department of Chemistry, Gurunanak College, Chennai	Cell No: 94441 20232 Email: ezhilararchana@gmail.com
3	Mr. V. Gopalakrishnan	Assistant Professor	Department of Chemistry, RKM Vivekananda College, Mylapore, Chennai	Cell No. 7904596116 Email: gk2331976@gmail.com

  
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Follow-up of previous Audit:

Syllabus was designed based on the contents of CSIR-NET, JAM Exam, TANSCHÉ and IITs

ICT-enabled teaching methods were adapted.

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	CHEMISTRY	3	H.S.C.	ENGLISH	53+56+55 =164	51+47+46=144
2	Post-Graduate	CHEMISTRY	2	B.Sc.	ENGLISH	26+26 = 52	25+25 =50
3	M.Phil.	CHEMISTRY	1	M.Sc. Chemistry	---	07	0
4	Ph.D.	CHEMISTRY	4	M.Sc. Chemistry	----	24	06

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## Overall Result of Department

Sl. No	Particulars	2019 - 2020		2019 - 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	51		25	
02	First class	42		25	
	Second class	09		00	
	Third class	00		00	
03	No. of students failed	00		00	
04	Pass percentage	100		100	

Sl. No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	51	47	46	25	25
02.	No. of students passed	51	44	45	22	25
03.	Pass percentage	100	90	98	88	100

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
L Curriculum	Steps followed in the designing of syllabus & curriculum	The syllabus is designed 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 IIT JAM exams	----
	Contents of the Curriculum	Syllabus design based on the contents of CSIR-NET, JAM Exam, TANSCHÉ and IITs	Good	----
	BOS	Yes	Good	---
	Credits allotted / distribution – logic	UG: 158 PG: 94	Good	---

  
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	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	ANNEXURE-I ENCLOSED	Good	----
--	---	------------------------	------	------

Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NIL	---	---	---	---	---
NIL	---	---	---	---	---
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			List Enclosed (ANNEXURE II)		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Online lectures (posting videos in GC, taking live classes using google meet/ zoom meet links, power point presentation)	Good	---
	E-learning modules	Lesson based and course based e-learning;	Good	Some more ICT tools can be introduced
	Project work UG/PG	Project work (Review work) for PG students	Good	---
	Internal assessment – components – Uniqueness	Generic skills evaluation (Power Point presentation, Seminar, quiz, problem solving – all online mode)	Good	----

  
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	Student support – remedial coaching	---	-----	The overall results of ESE were good.
	Parents meeting – evaluation of student's progress	Due to pandemic situation and lock down PTA meeting could not be conducted during the year 2020-2021	Overall good	-----
	Feedback from students	Yes	Majority of the students feels syllabus is very good	-----
	Steps taken on the feedback	Yes	Some of the topics like introduction of quantum chemistry, Applications of nanotechnology, synthesis of some medicinally important organic compounds, introduction of food science are to be included in the syllabus.	These topics may be included at the time of revision of syllabus.

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### Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Sc	51	1:25	The ratio is found to be good	---
II B.Sc	47	1:25		
III B.Sc.	46	1:25		
I M.Sc.	25	1:25		
II M.Sc.	25	1:25		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	nil	All the faculty members are actively engaged in academic and research activities.	---
	Seminars / conferences attended	Seminars/workshops: (21+8): 29 Conferences: 05	Good	-----
	Papers / articles / books published	Papers: 09 Books: 01	Good	Staff are encouraged to publish more research papers

  
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	FDP / RC / OC / Training Program / Workshop	FDP: 12; OC = 01; RC= 04; Training Program:0	Satisfactory -	Staff are encouraged to attend more FDP and training program
	Preparation of E- learning materials / Content	All the faculty were prepared their e-learning contents for online classes.	Satisfactory	---
	Acted as resource persons	06	Good	Faculty are encouraged to act as resource person
	M.Phil. & Ph. D awarded	M.Phil = 0; Ph.D. = 02	Good	Research to be improved

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h-index of the department publications during the year. (Based on Scopus/ Web of science)

ANNEXURE III (CRITERION III FACULTY PROFILE) ATTACHED

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	UG :954 vs 56  PG:169 vs 26	The demand ratio is good	-----
	Students involvement in extra-curricular & Co- curricular activities	The students are encouraged to organize, department programs through DGVC chemical society as well as to participate in inter-college programs	Good	---
	Study tour / industrial visits / exhibitions / Internship / Training	----	Due to pandemic situation these could not be performed and students are encouraged to do online programs only	----

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

(ANNEXURE IV ENCLOSED)

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	(ANNEXURE V ATTACHED)		

  
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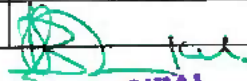
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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	01	TN06600283
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details) (IIT JAM)	02	CY731A047, CY732A091

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
National (Young Scientist Award 2020 with IIRSG-indexing 4.6699)	---	---		Ms. Gayathri (Research Scholar)

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	05	The department has adequate facility to conduct classes	A separate seminar hall for can be provided for conducting seminars for students and research scholars
	No. of laboratories	05 (UG:01; PG: 02; Research 02)	The department has adequate facility to conduct practical and research projects.	The working space for the research lab can still be spacious.
	No. of computers - for teachers	08 (HOD:02; Staff:03 Library :01; store room : 01 Students; 01)	Some more numbers of computers should be provided	-----
	No. of computers - for students	01	Some more numbers of computers should be provided.	-----
	No. of computers - research scholars	nil	computers should be provided	-----

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	No. of instruments (no. higher hand instruments apart from regular practical instruments)	18	Good	----
--	---	----	------	------

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VL Activities of the Department	MoUs signed	nil	---	MOUs may be signed for the betterment of the student's job opportunities.
	Consultancy	nil	Needs improvement	---
	Collaborations	nil	---	---
	Association Meetings	DGVC-Chemical Society	Good	More inter-college programs can be conducted
	Guest lectures	---	---	Guest lectures can be organized

  
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	Conference / Seminar / Workshop conducted	International Conference: 01 Workshop: 05 Skill development program for out-going B.Sc students. This improves the entrepreneurship among the students. (List of Program organized by the department during June 2020-May 2021 is attached in Annexure VI)	GOOD	---
	Extension Activity	-----	Due to pandemic situation extension activity are not performed	-----

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	Interaction with Industry / Research Centres / Educational Institutions			
	Newsletters / Magazine	Newsletters Atomic Byte Issue I and Atomic Byte Issue II (File attached)	Good	

  
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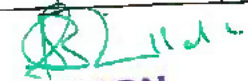
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## I. Student Records

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



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Student Quality Council records during the year (ANNEXURE VIII ATTACHED)	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
DGVC Chemical Society	Organizing the department functions

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	nil	nil	---
Abuse / Harassment related issues	nil	nil	---
Internal Question paper/ transparency of Internal Marks/ evaluation	nil	nil	---
Evaluation in End semester examination	nil	nil	---

  
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### II. Faculty Records (ANNEXURE-XI ( FACULTY RECORDS) ATTACHED)

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

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## 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

The files and records are verified.

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## SWOC Analysis

STRENGTHS	WEAKNESS
<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 qualified and have sound knowledge to conduct classes and research.</li><li>3. The department has potential to conduct conferences, seminars and invited lectures.</li><li>4. The department has conducted skill development programs for out-going B.Sc. students to instill the entrepreneurship among the students.</li><li>5. In spite of the pandemic situation the department has sincerely conducted the off-line practical classes and examination and evaluated records.</li></ol>	<ol style="list-style-type: none"><li>1. ICT enabled class rooms can be provided for better online teaching. in the department.</li></ol>

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OPPORTUNITIES	CHALLENGES
<ol style="list-style-type: none"><li>1. Facilities can be improved in order to have better research work.</li><li>2. Student - centric industry -academic interface program to be conducted in future.</li></ol>	<ol style="list-style-type: none"><li>1. MoU to be signed with small scale industries to enhance employment opportunities.</li><li>2. Funding for infrastructure development to be created by applying major research funding agencies.</li></ol>

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

The department has followed the curriculum based on TANSCHIE in confirmation with affiliated university.

There is no unacceptable deficiency in standards.

## Any specific recommendations on Faculty Development.

Faculty are encouraged to submit their research proposal to funding agencies like UGC, CSIR, DST etc.

Research paper publications can be increased.

Patent filing can be encouraged.

## 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 international e-conference, national seminars, workshops, state level inter-college program and invited lectures for enriching academic excellence.
4. The department has conducted Skill development program for increasing entrepreneurship among the students.

  
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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
	nil	nil	nil	---	---
Meetings/Activities Organized By Alumni Association: Activity by Alumni Association: <i>Inspiring Alumni Lecture Series</i>					
<u>"INSPIRING ALUMNI" LECTURE SERIES</u>					
Lecture series-1 was held on 19 <sup>th</sup> December 2020 was presented by Dr.P.Yuvaraj, Scientist, CSIR-North East Institute of Science & Technology. (2005)					
Lecture series-2 was held on 23 <sup>rd</sup> January 2021 talk was given by Mr. S.Sharath Nair, superintending chemist, Regional geosciences laboratory. (2004)					
Lecture series-3 was given by Dr.P.Vijayarohini, Research Professor, Hallym University, South Korea on 27 <sup>th</sup> February 2021. (2009)					
Lecture series-4 was held on 20 <sup>th</sup> March 2021 and Dr.Aravind Appu, Director, Sambhi Pharma, Hyderabad, inspired the audience. (2000)					

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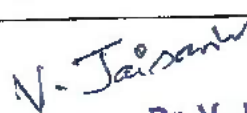
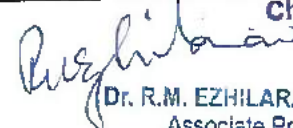

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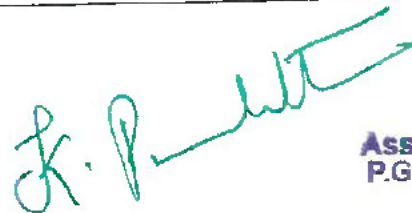
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Audit Panel Member's Name & Affiliation		Signature with Date
1	<b>Dr. V. Jaishankar</b> Associate Professor Department of Chemistry, Presidency College, Chennai. Cell No: 9884450869 Email: vjaishankar@gmail.com	 <b>Dr. V. JAISANKAR, M.Sc., Ph.D.,</b> Associate Professor PG & Research Dept. Of Chemistry Presidency College (Autonomous) Chennai - 600 005.
2	<b>Dr. R.M. Ezhilarasi,</b> Associate Professor and Head Department of Chemistry, Gurunanak College, Chennai Cell No: 94441 20232 Email: ezhilarchana@gmail.com	 <b>Dr. R.M. EZHILARASI, M.Sc., M.Phil., Ph.D.,</b> Associate Professor & Head Department of Chemistry Guru Nanak College (Autonomous) Velachery, Chennai - 600 042.
3	<b>Mr. V. Gopalakrishnan</b> Assistant Professor Department of Chemistry, RKM Vivekananda College, Mylapore, Chennai Cell No. 7904596116 Email: gk2331976@gmail.com	 <b>V. GOPALAKRISHNAN, M.Sc., M.Phil.,</b> Assistant Professor Department of Chemistry Ramakrishna Mission Vivekananda College Mylapore, Chennai - 600 004.



**Associate Professor & Head**  
P.G. & Research Department  
Chemistry  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 08-04-2021

Name of the Department		BIOCHEMISTRY		
Year of Establishment		1995		
Timing of the Department		9 AM to 1.30 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. M. Sujatha	Head, Department of Biochemistry	Ethiraj College for women, 70, Ethiraj Salai, Egmore, Chennai- 600008	Mobile: 9840409072
2	Ms. B. Thirupurasundari	Head, Department of Biochemistry	Valliammal College for Women E-9, Anna Nagar East, Chennai- 600 102.	Mobile: 9894794193
3	Ms. S. Mangai	Associate Professor & Head Department of Biochemistry	Bhaktavatsalam memorial college for women, Chennai – 600 080. 	Mobile: 8939669417

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Follow-up of previous Audit:

- 1) CBCS FULLY IMPLEMENTED. APPLICATION ORIENTED ELECTIVE PAPERS WERE INTRODUCED.
- 2) NEWSLETTER RELEASED - 'NUCLEOTIDE'
- 3) WEBINARS ON CURRENT TOPICS WERE ORGANISED AS PART OF SILVER JUBILEE CELEBRATION TO IGNITE YOUNG MINDS.

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 BIOCHEMISTRY	3 years	HSC (MATHS, PHYSICS, CHEMISTRY, BIOLOGY/COMPUTER SCIENCE)	ENGLISH	50 (I-Bsc) 50 (II-Bsc) 50 (III-Bsc)	31 (I-Bsc) 42 (II-Bsc) 49 (III-Bsc)
2	Post-Graduate	M.SC BIOCHEMISTRY	2 years	B.SC BIOCHEMISTRY, CHEMISTRY/ANY LIFE SCIENCES	ENGLISH	I MSC-26 II MSC -26	I MSC-26 II MSC -25
3	M.Phil.	M.PHIL BIOCHEMISTRY	1 year	M.SC BIOCHEMISTRY, /ANY LIFE SCIENCES	ENGLISH	09	NIL
4	Ph.D.				<i>Q.10</i>		

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination		47		24
02	First class		45		24
	Second class		02		-
	Third class		-		-
03	No. of students failed		-		-
04	Pass percentage		100		100

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	31	42	49	26	24
02.	No. of students passed	31	42	49	26	24
03.	Pass percentage	100	100	100	100	100

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	<p><b>Steps followed in the designing of syllabus &amp; curriculum</b></p> <p>Syllabus has been revised during the academic year 2019-2020 and the same has been approved by the Board of studies. During the academic year 2020-2021, Outcome Based Education syllabus has been implemented.</p> <p>The syllabus contains learning outcomes, program outcomes and programe specific outcome. Course outcome is added for each module of the respective course (papers) and the same has been mapped with institutional program outcome and program specific outcomes of the department.</p>	Yes	Very Good.	
	<p><b>Contents of the Curriculum</b></p> <p>A well refined syllabus is framed with Program outcome, Program specific outcome and course outcome has been approved by Board of studies and implemented from the academic year 2020-2021. New elective papers were offered for both undergraduate and Post graduate students who were admitted in the academic year 2020-2021</p>	Yes	Very Good.	

*[Handwritten signature]*

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	<b>BOS</b> BOS for the approval of Outcome Based Education syllabus was conducted on 04.3.2020 (MINUTES ENCLOSED)	Yes	Good	
	Credits allotted / distribution – logic B.SC : 141 Credits M.SC: 91 credits	Yes	Correct	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	—	

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
-	-	-	Yes	Yes →	The college should introduce such courses
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			YES. ENCLOSED Verified. List of students/documents verified		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids Power point, E books, Online Videos E resources links given to students	Yes	Good	
	E-learning modules Online classes such as Microsoft Team, G suite	Yes	Good	Teams also suggested
	Project work UG/PG M.Sc students The students of 2nd M.sc have a project in Fourth semester as per the curriculum (FILE ENCLOSED)	Yes	V.Good	
	Internal assessment – components – Uniqueness CIA-I (Mcqs (20 Marks)+ descriptive (30 Marks) CIA II- MCQS (30 Marks)+ Descriptive (20 Marks) Generic skills- 10 Marks (Group discussions, Seminars, Quiz, Debate, Case studies, Field visits) Attendance-5 Marks Total-40 Marks Questions papers are prepared according to Revised blooms taxonomy CIA III(Generic Skills is mainly focused on Unconventional method of learning to improve the skills of the students	Yes	Good	

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	<p><b>Student support – remedial coaching</b> Students are categorized in to Slow and advanced learners based on their performance in the CIA. Both of the categories are monitored periodically to improve their learning by giving assignments, Tests and Remedial coaching.</p>	Yes	Documentation is clear	
	<p>Parents meeting – evaluation of student's progress</p>	Yes	Can do better	
	<p><b>Feedback from students</b> Online feedback system is implemented. The link for filling up the feedback was sent to students through messages to complete the feedback on time. Also course exit survey is done on regular basis during the end of the semester. Students have given a good feedback on all subjects</p>	Yes	Good	
	<p><b>Steps taken on the feedback</b> The issues addressed in the feedback on the courses are meticulously rectified so as to meet the needs of students</p>	Yes	Good	

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I BSC	31	1:31	Good	-
II BSC	42	1:25	V. Good	-
III BSC	49	1:25	V. Good	-
I Msc	26	1:26	V. Good	-
II MSC	25	1:25	Good	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going M.SC PROJECTS ONLY	Yes	Good	-
	Seminars / conferences attended ENCLOSED SEPARATELY	Yes	Adequate	-

  
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Papers / articles / books published <b>ENCLOSED SEPARATELY</b>	Yes	Needs improvement	-
FDP / RC / OC / Training Program / Workshop <b>ENCLOSED SEPARATELY</b>	Yes	Adequate	-
Preparation of E-learning materials / Content E resources for all subjects is available.	Yes	Good	-
Acted as resource persons: YES	Yes	Good	-
M.Phil. & Ph. D awarded	Yes	Needs to be strengthened	-

*B. L. U.*

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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
An in vitro study of the phytochemicals, antioxidant, antidiabetic, cytotoxic properties of polyherbal formulation	Dr.P.T.Srinivasan	Journal of Natural remedies	0.53	2020	1	-	Dwaraka Doss Goverdhan Doss vaishnav college. Arumbakkam, Chennai-106
HPLC identification of Rutin (3, 3', 4', 5,7-pentahydroxyflavone-3 rhamnoglucoside) from Costus pictus leaves extract and evaluation of its antioxidant activity	Prof.S.Vaidehi	Asian Journal of Medical and Biological Research	0.4	2020	1	-	Dwaraka Doss Goverdhan Doss vaishnav college. Arumbakkam, Chennai-106
IN-VITRO INSIGHT INTO THE IMPACT OF DIABETES AND IMPLANT DEBRIS ON ORTHOPEDIC IMPLANT	Prof.K. Nagalakshmi	International Journal of Pharmaceutical sciences and research	1.230	2020	3		Dwaraka Doss Goverdhan Doss vaishnav college. Arumbakkam, Chennai-106

*(Signature)*  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received <u>209</u> Vs Sanctioned Strength) B.SC : <u>155</u> :50 M.SC: <u>54</u> :26	Yes	Very good	—
	Students involvement in extra-curricular & Co- curricular activities ENCLOSED	Yes	Participation restricted to online activities due to pandemic.	—
	Study tour / industrial visits / exhibitions / Internship / Training ENCLOSED	Yes	EVS field trip to a village near Chennai.	—



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Student Progression to higher education details during the year : Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
ASHOK KUMAR R	171415		B.SC BIOCHEMISTRY	Dwaraka doss Goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
DHANUSH KUMAR P S	171408		B.SC BIOCHEMISTRY	Dwaraka doss goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
S. JEEVARATHINAM	171406		B.SC BIOCHEMISTRY	Dwaraka doss goverdhan doss vaishnav college	Master of social work
MOHAN R	171401		B,SC BIOCHEMISTRY	Dwaraka doss goverdhan doss vaishnav college	M.A HRM Madras School of Social Work, Chennai.
MUHAMMAD BAHRAN	171442		B.SC BIOCHEMISTRY	Dwaraka doss goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
PRABAKARAN M	171437		B.SC BIOCHEMISTRY	Dwaraka doss goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
SAI GANESH K N	171405		B.SC BIOCHEMISTRY	Dwaraka doss goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
SATHISH KUMAR V	171426		B.SC BIOCHEMISTRY	Dwaraka doss Goverdhan doss	M.sc BIOCHEMISTRY

  
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			vaishnav college	
SIVASANKAR A S	171421	B.SC BIOCHEMISTRY	SASTRA UNIVERSITY, Thanjavur	M.Sc Biotechnology
VIMALRAJ M	171418	B.SC BIOCHEMISTRY	EVR periyar College, Trichy	M.Sc Biochemistry
NANDHINI P	171440	B.SC BIOCHEMISTRY	Stella maris College	Master of Social work
REVATHY S	171402	B.SC BIOCHEMISTRY	Dwaraka doss Goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
SARANYA R	171450	B.SC BIOCHEMISTRY	Dwaraka doss Goverdhan doss vaishnav college	M.sc BIOCHEMISTRY
SRINIVASA RAGHAVAN V	171434	B.SC BIOCHEMISTRY	SASTRA UNIVERSITY, Thanjavur	M.Sc Biotechnology
SOWMYA R	171410	B.SC BIOCHEMISTRY	Sri Ramachandra University	M.Sc Medical Bioinformatics
JEAMY SERA JOHNSON	171417	B.SC BIOCHEMISTRY	Dwaraka doss Goverdhan doss vaishnav college	M.sc BIOCHEMISTRY

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Details of Student Placement during the year		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
—	—	—	—

## Students qualifying in State/ National/ International Level Examinations during the Year

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE	1 [J. DEEPIKA]	XL21867342053
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

*(Signature)*

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Details of Student Achievements/Awards during the year					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
-	-	HINDI POETRY COMPETITION	18E1455		P. DIVYA
-	-	KSHETRIJ - 2020 (1 <sup>st</sup> place)	18E1455		P. DIVYA
-	-	CREATIVE WRITING (1 <sup>st</sup> PLACE)	19E1415		VAISHNAVI . C

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms FIVE I BSC, II BSC, III BSC, I MSC, II MSC	Yes	Spacious & well ventilated	-
	No. of laboratories:06 The department has the following labs: 1. B.Sc Biochemistry Lab 2. M.Sc Biochemistry Lab 3. Allied Microbiology	Yes	well equipped	-

  
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	Lab 4. Computational Biochemistry Lab 5. MSc/M.Phil Project Lab 6. Instrumentation lab	Yes	well equipped	✓
	No. of computers – for teachers-04 No. of computers – for teachers FOUR (2 in HOD room) + 2 in Staff room	Yes	Adequate	✓
	No. of computers for students- 08	Yes	Bioinformatics demonstrations	Internet facility may be provided
	No of computers – research scholars - 02	Yes	–	–
	No. of instruments: 45	Yes	Can do better	✓

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
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*[Signature]*  
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VI. Activities of the Department	MoUs signed: NIL	Yes	Needs improvement	✓
	Consultancy: NIL	Yes	Needs improvements	-
	Collaborations: NIL	Yes	Research Collaborations may be encouraged.	✓
	<b>Association Meetings</b> 1. Students quality counsel is constituted. Two students from each class ( B.sc (I-III years); M.Sc (I and II year) were nominated. A faculty coordinator has been nominated 2. Class committee is constituted and meetings are held periodically to	Yes	Frequent meetings may be conducted	✓
		Yes	Good	

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	address grievances, if any. 3. Neuberg Crew – Department Club is constituted with president, secretary and treasurer. Meetings are held regularly to perform monthly activity as a part of silver jubilee celebrations	Yes	Student involvement is very good. Exemplary coordination in the team.	—
	Guest lectures	—		
	Conference / Seminar / Workshop conducted: <b>ENCLOSED</b>	Yes	Good.	—
	Extension Activity: III BSC students have extension activities as a part of their curriculum	Yes	Mandatory Exercise	—

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	Interaction with Industry / Research Centres / Educational Institutions	Yes	Minimal interaction due to pandemic.	-
	Newsletters / Magazine News Letter named "NEWCLEOTIDE" has been Released	Yes	Good initiative	-

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## 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.	NETRASHREE . K.	BSC I / II 20E2407	100%	36	Structure & functions of lysosomes	YES	Advanced learner
2.	SAR KRICHA - J.	BSC II / IV 19E2428	100%	35	Acquired Immunity	YES	Advanced learner
3.	SNEHA SATHAPATHI	BSC III / VI 18E1425	100%	40	Sex linked inheritance	YES	Advanced learner
4.	LAKSHMI JRI - G	MSC I / II 20E4865	100%	38	Top operon	YES	Advanced learner
5.	CHARUHASINI .	MSC II / III 19E3775	100%	37	fluorescence act cell cycle	YES	Advanced learner

(R) M -

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Student Quality Council records during the year			
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity		
S. SAZ DAREHINI B. YUKESH M. DIVYA V. VIBICHA V. SRINIVASA RAGHAVAN INDHUJA.	STUDENT COORDINATORS FOR SELECTING AND ORGANIZING STUDENT PARTICIPANTS FROM THE DEPT FOR COLLEGE PROGRAMS.  NCC		
Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Nil	-	-
Abuse / Harassment related issues	Nil	-	-

  
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Internal Question paper/ transparency of Internal Marks/ evaluation	—	—	—
Evaluation in End semester examination	—	—	—

## 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. P.T. SRINIVASAN	YES	YES	✓	YES	YES
2.	DR. D. SARAVANAM	YES	YES	✓	YES	YES
3.	PROF - S. VAIDHEE	YES	YES	✓	YES	YES
4.	PROF. K. NARA LAKSHMI	YES	YES	✓	YES	YES
5.	DR. SRIRAM PRASATH. G.	YES	YES	✓	YES	YES

## III. HOD records

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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
	<u>BIC</u> YES	YES	YES	YES	YES	—	YES	YES
	<u>MIC</u> YES	YES	YES	YES	YES	—	YES	YES

*[Handwritten signature]*

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. Qualified, efficient, dedicated teaching faculty</li><li>2. Excellent team work under a dynamic leadership.</li><li>3. Teachers &amp; students share good rapport</li><li>4. Smart class rooms.</li></ol>	<ol style="list-style-type: none"><li>1. Encourage more research publications.</li><li>2. Instrumentation may be strengthened.</li></ol>
OPPORTUNITIES	CHALLENGES
<ol style="list-style-type: none"><li>1. Industry - academic relationship may be strengthened.</li></ol>	<ol style="list-style-type: none"><li>1. MoUs may be signed.</li><li>2. Consultancy may be undertaken</li><li>3. MPhil Admission.</li></ol> <p data-bbox="1240 1177 1435 1257"></p> <p data-bbox="1256 1273 1429 1308"><b>PRINCIPAL</b></p>

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

Nil

Any specific recommendations on Faculty Development.

- 1) Faculty may be encouraged to attend Refresher/Orientation programmes.
- 2) Improve research quotient through more publications.

Any specific instance of Excellence

- 1) Records are well maintained.
- 2) Faculty /Dept have You-tube channels.

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees): FIVE THOUSAND ONLY					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
1.	ASHOK NARASIMHAN	Post Doctoral Fellow Univ. of British Columbia	BSC 2006	+1(604) 725-3991	streev10@gmail.com
Meetings/Activities Organized By Alumni Association :					
WEBINARS ORGANISED BY ALUMNI AT REGULAR INTERVALS.					

*[Signature]*

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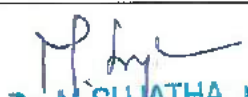
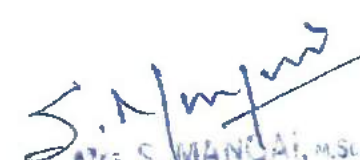
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. M. Sujatha Head, Department of Biochemistry, Ethiraj College for women 70, Ethiraj Salai, Egmore, Chennai- 600008	 Dr. M. SUJATHA, M.Sc., M.Phil., Ph.D., Associate Professor & Head PG Department of Biochemistry (S.S) Ethiraj College for Women Egmore, Chennai-600 008.
2	Ms. B. Thirupurasundari Head, Department of Biochemistry, Valliammal College for Women E-9, Anna Nagar East, Chennai- 600 102.	B. Thirupurasundari Asst Prof & Head, Dept of Biochemistry, Valliammal College for Women
3	Ms. S. Mangai Associate Professor & Head Department of Biochemistry Bhaktavatsalam memorial college for women, Chennai – 600 080.	 MS. S. MANGAI, M.Sc., M.Phil., Ph.D., SLET Head, PG & Research Department of Biochemistry, Bhaktavatsalam Memorial College for Women, Chennai - 600 080



Head  
Department of Biochemistry  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 30.03.2021

<b>Name of the Department</b>		Biotechnology		
<b>Year of Establishment</b>		2001		
<b>Timing of the Department</b>		9.00 am to 1.30 pm		
<b>Audit Panel Member's Name</b>		<b>Designation</b>	<b>Address</b>	<b>Contact Details</b>
1	Dr. L. Krishnasamy	Assistant Professor, Department of Biotechnology,	Hindustan College of Arts & Science, Chennai-603 103.	+919894172006 lksamy2004@gmail.com
2	Dr. N. Yogananth	Assistant Professor, Department of Biotechnology,	Mohamed Sathak College of Arts and Science, Chennai- 600 119.	+919566766971 bioyogaa@gmail.com
3	Dr. S. Suresh	Assistant Professor, Department of Biotechnology,	SRM Institute of Science and Technology, Chennai-600 089.	+919790720058 sureshbiochem14@gmail.com

  
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## Follow-up of previous Audit:

Based on the recommendations and suggestions given during the previous audit, the following practices were upgraded with fine improvements and recorded.

- MoUs have been signed with four organization and research collaborations have been strengthened.
- Good number of publications in SCI indexed journals were published (IF-10)
- Faculty participations in several workshops & FDPs.
- Faculties serving as resource persons in various programs.
- Record and review of faculty feedback from students were maintained.
- Reference books pertaining to latest editions included in the syllabus.
- Department newsletter "GYANAV" with students and faculties achievements was released.
- Students from other departments can opt for elective paper offered by this department

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## 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)	Students who have 10+2 pattern with Biology as one of the main subjects along with Botany, Zoology, Biochemistry, Microbiology, Nursing, Nutrition & Dietetics, Home science, Siddha, Agricultural science and Veterinary science	English	36	32
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	26
3	M.Phil.	-	-	-	-	-	-
4	Ph.D.	-	-	-	-	-	-

  
Principal  
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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	33		14	
02	First class	32		14	
	Second class	-		-	
	Third class	-		-	
03	No. of students failed	01		-	
04	Pass percentage	96.9		100	

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	32	36	35	23	14
02.	No. of students passed	32	36	35	22	14
03.	Pass percentage	100	100	100	95.65	100



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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus framed keeping in mind the current requisites	-
	Contents of the Curriculum	Yes	Curriculum consists of wide range of elective papers and required core papers. Good.	Can include skill based oriented modules focusing more on industrial needs with extra credits.
	BOS	Yes	Conducted with newly appointed University Nominee	-
	Credits allotted / distribution – logic	Yes	Meets the required academic standards	-
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes (Annexure I)	-	-

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Value Added Course- Food Safety and Hygiene Standards	22.02.2021	23	Yes	Good	-
Value Added Course- Clinical Research and Clinical Data Management	To commence on 26.04.2021	49	Yes	Good	-
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Yes Annexure 2		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>II. Teaching &amp; Learning</b>	Teaching methods & teaching aids	Yes	Innovative teaching methods and aids are implemented (portable LCD projectors in use, microphones, speakers)  GMeet lectures, Mentimeter, Padlet, Powtoon, Flipgrid, Squigl, Mindmaster	Continue to take efforts in order to make teaching learning meaningful
	E-learning modules	Yes	Good to notify the use of Swayam online courses, e-content courseware, you tube videos	Ensure that all the students are aware and get benefitted from such e-contents
	Project work UG/PG	Yes	Several Post graduate students project work was found to be very good.	Group wise projects can be given for the UG students and academic project of PG students can be motivated towards paper publication. Additional credits can be allotted for projects done beyond the class timings
	Internal assessment components Uniqueness	Yes	Well-structured with objective and subjective question patterns, along with emphasis on generic skill development.	-

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Student support – remedial coaching	Yes	Verified the data and found precise.	-
Parents meeting – evaluation of student's progress	Yes	Conducted after internal assessments. Records verified.	-
Feedback from students	Yes	Properly collected, consolidated and ATR produced.	-
Steps taken on the feedback	Yes	Feedback from students is reviewed, analyzed and measures taken to resolve genuine suggestions.	-

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Sc	32	1:25	Appreciate the efforts taken up by the teachers for students and encourage to continue the same	-
II B.Sc	37	1:25	Appreciate the efforts taken up by the teachers for students and encourage to continue the same	-
III B.Sc	35	1:25	Appreciate the efforts taken up by the teachers for students and encourage to continue the same	-
I M.Sc	24	1:25	Appreciate the efforts taken up by the teachers for students and encourage to continue the same	-
II M.Sc	14	1:25	Appreciate the efforts taken up by the teachers for students and encourage to continue the same	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	Yes	Student project proposal was submitted.	Recommended to submit minor and major project proposals for grants.
	Seminars / conferences attended	Yes	Faculty participation appreciatory	Number of faculty presentations can be still improved
	Papers / articles / books published	Yes	Articles with good impact factors were published in indexed journals.	All faculties can publish papers with good impact factors
	FDP / RC / OC / Training Program / Workshop	Yes	Most of the faculty members have attended various programs.	All the faculty members can participate in FDPs
	Preparation of E-learning materials / Content	Yes	Good	-
	Acted as resource persons	Yes	Good	-
	M.Phil. & Ph. D awarded	Yes	Nil	Research department accreditation to be initiated

  
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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Molecular characterisation of csgA gene among ESBL strains of <i>A. baumannii</i> and targeting with essential oil compounds from <i>Azadirachta indica</i>	Anulswarya Jaisankar, A.S.Smiline Girija, <b>Shoba Gunasekaran,</b> J.Vijayashree Priyadharsini	Journal of King Saud University - Science	3.819	2020	38	NIL	Department of Biotechnology, DG Vaishnav College
Controlling the reactivity of [Pd(II)(N <sup>N</sup> N)Cl] <sup>+</sup> complexes using 2,6-bis(pyrazol-2-yl)pyridine ligands for biological application: Substitution reactivity, CT-DNA interactions and in vitro cytotoxicity study	Daniel O Onunga, Rajesh Bellam, Gershom K Mutua, Meshack Sitati, <b>Manickam D BalaKumaran,</b> Deogratius Jaganyi, Allen Mambanda	Journal of Inorganic Biochemistry	3.212	2020	131	NIL	Department of Biotechnology, D.G.Vaishnav College

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Comparative analysis of antifungal, antioxidant and cytotoxic activities of mycosynthesized silver nanoparticles and gold nanoparticles	M.D. BalaKumaran, R. Ramachandran, P. Balashanmugam, S. Jagadeeswari & P.T. Kalaichelvan	Materials Technology, Advanced Performance Materials	1.738	2020	32	NIL	Department of Biotechnology, D.G. Vaishnav College
Molecular characterization and epitope-based vaccine predictions for ompA gene associated with biofilm formation in multidrug-resistant strains of <i>A.baumannii</i>	Deepthi Sogasu, A. S. Smiline Girija, Shoba Gunasekaran, J. Vijayashree Priyadharsini	In Silico Pharmacology	-	2021	-	NIL	Department of Biotechnology, Dwaraka Doss Goverdhan Doss Vaishnav College, Arumbakkam
Essential oils as an effective alternative for the treatment of COVID-19: Molecular interaction analysis of protease (Mpro) with pharmacokinetics and toxicological properties	Sukanya Panikar, Gunasekaran Shoba, uthukrishnan Arun, Jesudass Joseph Sahayarayan, A. Usha Raja Nanthini, Arunachalam Chinnathambi, Sulaiman A. Alharbi, Omaima Nasif, Hak-Jae Kim	Journal of Infection and Public Health	2.650	2021	35	3	Department of Biotechnology, Dwaraka Doss Goverdhan Doss Vaishnav College, Arumbakkam

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes (UG- 414 received, 36 sanctioned strength, PG- 98 received, 26 sanctioned strength)	Evidently strong conversion ratio	Fairly consistent and can be maintained throughout
	Students' involvement in extra-curricular & Co- curricular activities	Yes	Good number of students have participated and made best use of online activities and events	Students can be constantly encouraged to participate and achieve more
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Internship by I-M.Sc students	Students can encouraged to take up the online internship programs

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Data provided in Annexure III					

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
HealthWatch Lab	15	5	7

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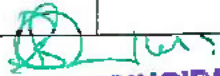
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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other (Please specify details)	-	-

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID Name of the Student
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms- 06 (3 UG classes, 2 PG classes, Two Projector classrooms)	Yes	Class rooms spacious with proper ventilation, aeration and light source	-
	No. of laboratories-04 (UG, PG, ABT, PBT)	Yes	Good with all the basic instrumentation facilities	ABT and PBT laboratory can be upgraded to a full fledge research facility.
	No. of computers – for teachers- 04	Yes	Consistent for normal usage	-
	No. of computers – for students- 02 (Instrumentation lab)	Yes	Fair. Full fledge computer access was available in common library facility.	-
	No. of computers – research scholars	-	-	-
	No. of instruments (51)	Yes	Good instrument facility, and students have utilized most of the instruments for their academic cum project work.	Procurements of High-end instruments like HPLC, fluorescence microscopy, etc., will be helpful for quality research

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes (4)	Great efforts. Will facilitate exchange of knowledge and collaborative research.	-
	Consultancy	Nil	-	Should try to improve with industrial/academic samples
	Collaborations	Yes.	Faculty members have collaborated with internal and external organization.	Faculty members can increase the number of active collaborations
	Association Meetings	Yes	Number of activities beneficial for student development are planned and conducted through the Technosaviour Club.	-
	Guest lectures	Yes	2 guest lectures were conducted	-

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Conference / Seminar / Workshop conducted	Yes	1 International Conference, 2 National Workshops; 7 webinars	-
Extension Activity	Yes	Students were involved in different online activities. Field/on-site activity not applicable due to pandemic	-
Interaction with Industry / Research Centres / Educational Institutions	Yes	Value added courses, MoUs, Alumni talk series were initiated and carried at reasonable pace and students were benefitted.	-
Newsletters / Magazine	Yes	Department newsletter with faculty and student's contributions was released. 	-

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## 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.	Student records are well maintained-verified	Odd and even semester	Yes	Yes	Yes	Yes	Counseling sessions are conducted regularly and records are maintained

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
Ms. C. Iyshwarya (II M.Sc)	Student member of the Women's Student Forum & Internal Compliance Committee (ICC)

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Nil	-	-
Abuse / Harassment related issues	Nil	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	-	-
Evaluation in End semester examination	Nil	-	-

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## 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. M.D. BalaKumaran	Verified	Maintained	Available	3 FDP, 1 conference, 10 webinars	02
2	Dr. P. Amali	Verified	Maintained	Available	3 FDP, 1 conference, 6 webinars	-
3	Dr. Sivaranjini A	Verified	Maintained	Available	1 FDP, 2 conference, 5 webinars	-
4	Dr. Pavithra M	Verified	Maintained	Available	2 FDP, 2 conference, 5 webinars	-
5	Dr. Ashwini R	Verified	Maintained	Available	1 FDP, 2 conference, 7 webinars	-
6	Dr. MRM Sivasankaran	Verified	Maintained	Available	Nil	-
7	Mrs. Uma S	Verified	Maintained	Available	Nil	-
8	Mrs. Shoba G	Verified	Maintained	Available	1 FDP, 2 conference, 11 webinars	03
9	Mrs. Nithya K	Verified	Maintained	Available	1 webinar	-
10	Ms. Kiran Sharma B	Verified	Maintained	Available	2 FDP, 1 conference, 5 webinars	-

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### 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.	Verified	Maintained and verified	Maintained and verified	Verified	Verified	Short term training, Alumni talks, Guest lectures, value added courses, webinars, career advancement talks conducted	Followed & verified	Verified

*R. L. M.*

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>• Freedom of expression of ideas/views at the faculty and student level</li><li>• Student empowerment inculcating both educational and disciplinary values</li><li>• Dedicated and competent Staff members with diverse research interests</li><li>• A steady-state equilibrium among the strength of male and female students</li><li>• A coordinated work environment that gives equal opportunities among Faculty and students to reveal their uniqueness and identity</li><li>• Interaction between staff and parents for the better progression of students</li><li>• Constant academic and co-curricular track of students to identify their progression and interests</li></ul>	<ul style="list-style-type: none"><li>• Need to focus on raising DST or DBT-sponsored funds through submission of research proposals</li></ul>



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## OPPORTUNITIES

- To become a Research-oriented Department
- To raise DST or DBT-sponsored funds through submission of research proposals
- To motivate the students to be biotech- based entrepreneurs
- To encourage students to pursue doctoral studies at national and international level by familiarizing them with scholarships
- The placement offers available at the industrial level can to be strengthened with existing and new MoUs

## CHALLENGES

- Research publications in high impact factor
- To train the minds of the young aspirants to synchronize the basic research and innovations for the benefit of society

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

Nil

## Any specific recommendations on Faculty Development.

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

## Any specific instance of Excellence

- Commendable overall department impact factor.
- NPTEL courses completed by students.
- Several online lectures and webinars were organized.

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
-	-	-	-	-	-
<b>Meetings/Activities Organized by Alumni Association:</b>					
<ul style="list-style-type: none"><li>• The department focuses on stimulating student and alumni interaction with the help of the Department Alumni Talk Series themed “The Dreamers and Doers”.</li><li>• Two effective and interactive sessions were arranged this year with 3 of our successful alumni.</li><li>• By means of these lecture series, our students learnt a lot about the diverse opportunities in their field.</li></ul>					

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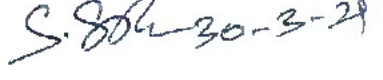

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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. L. Krishnasamy, Assistant Professor, Department of Biotechnology, Hindustan College of Arts & Science, Chennai-603 103. Email id : lksamy2004@gmail.com Mobile no : +91 98941 72006	 30.3.21
2	Dr. N. Yogananth, Assistant Professor, Department of Biotechnology, Mohamed Sathak College of Arts and Science, Chennai- 600 119. Email id : bioyogaa@gmail.com Mobile no : +91 95667 66971	 30.3.21
3	Dr. Suresh S, Assistant Professor, Department of Biotechnology, SRM Institute of Science and Technology, Chennai-600 089. Email id : sureshbiochem14@gmail.com Mobile no : +91 97907 20058	 30-3-21 

  
**Head**  
Department of Biotechnology  
Dwaraka Doss Goverdhan Doss  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 08/04/2021

Name of the Department		BOTANY		
Year of Establishment		1975		
Timing of the Department		8.15 A.M. TO 1.35 P.M		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. K.P. Girivasan M.Sc., M.Phil.,Ph.D.	Associate Professor In Botany	Department of Botany, Government Arts College for Men (Autonomous), Nandanam, Chennai – 600 035	9444419859 <a href="mailto:girivasankp1970@gmail.com">girivasankp1970@gmail.com</a>
2	Dr. K. Rajagopal M.Sc., M.Phil.,Ph.D.	Assistant Professor in Botany	Department of Botany, RKM Vivekananda College (Autonomous), Mylapore, Chennai – 600 004	9677019179 <a href="mailto:krajagopal@rkmvc.ac.in">krajagopal@rkmvc.ac.in</a>
3	Dr. R. Saravanan M.Sc., M.Phil.,Ph.D.	Assistant Professor in Zoology	Department of Zoology, Ambedkar Govt. Arts College(Autonomous), Vayasapadi, Chennai- 600 039	9952077967 <a href="mailto:rsaravanan51283@yahoo.com">rsaravanan51283@yahoo.com</a>

  
Head  
Department of Plant Biology &  
Plant Biotechnology  
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Follow-up of previous Audit:

Conducted on -15.02.2020

All suggestions were implemented in a phased manner.

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	Plant Biology & Plant Biotechnology	3 years	+2	English	50	50
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination		36		NA
02	First class		30		NA
	Second class		06		NA
	Third class		-		NA
03	No. of students failed		-		NA
04	Pass percentage		100%		NA

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	37	38	38	NA	NA
02.	No. of students passed	36	38	36	NA	NA
03.	Pass percentage	99%	100%	95%	NA	NA

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	70% of University of Madras & TANSCHES syllabus followed and entire syllabus restricted according to Bloom's Taxonomy	-
	Contents of the Curriculum	Yes	Relevant	-
	BOS	Minutes of BOS for the past 3 years verified	Handwritten copies of minutes of BOS meticulously maintained in the department.	-
	Credits allotted / distribution – logic	140/ Yes	As per University of Madras norms	-
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Relevant	-

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NA	NA	NA	NA	NA	May be included
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Verified		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III Teaching & Learning	Teaching methods & teaching aids	LCD Projector	Audio facilities should be provided	Smart class rooms may be made available
	E-learning modules	Yes	E books were made available through pdfdrive.com	-
	Project work UG/PG	EVS for II Year	Reports maintained	All Three years should undertake small project work.
	Internal assessment components – Uniqueness	CIA Tests(I &II) 25 Marks, Generic Activities 10 Marks, Attendance 5 Marks Total 40 Marks	Attendance and CIA Test I Marks were checked	CIA Test marks alone may be taken for internal assessment purpose.
	Student support remedial coaching –	Teachers are aware of learning difficulties as well difficulties due to students Socio-economic -health issues	Number of students in each category may be grouped with bright students	Frequent remedial coaching is recommended
	Parents meeting – evaluation of student's progress	Parents of all students were called for the PTA meeting and remedial measures were suggested minutes of the PTA meeting were verified.	Record maintained	Frequent PTA meetings suggested
	Feedback from students	Verified	Record maintained	Soft copy may be maintained
	Steps taken on the feedback	Verified through interaction with students	More interactive sessions of students with teachers conducted during current academic year	-

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I	37	1:25	Verified	-
II	39	1:25	Verified	-
III	38	1:25	Verified	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Faculty Profile	Projects completed / on going	No	Project work will enhance the knowledge of the students	Can undertake some minor projects
	Seminars / conferences attended	Yes	Enclosed	-
	Papers / articles / books published	No	Nil	Teachers may be encouraged to publish in UGC recommended journals
	FDP / RC / OC / Training Program / Workshop	RC/Training programme	-	More Programs should be attended
	Preparation of E-learning materials / Content	No	-	More E-learning materials may be encouraged
	Acted as resource persons	No	NIL	-
	M.Phil. & Ph. D awarded	Nil	-	-

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NA	NA	NA	NA	NA	NA	NA	NA

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	250 Applications received .Sanctioned Strength 50	Good Response	-
	Students involvement in extra-curricular & Co- curricular activities	Yes	Verified the records	-
	Study tour / industrial visits / exhibitions / Internship / Training			All three years should undertake field visits. More Students should undergo Training Programs.

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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format				
Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Saravana Kumar R.	17D1754	PB & PBT	University of Madras	M.Sc Botany
Jayashree K	17D1763	PB & PBT	University of Madras	M.Sc Botany
Vasanthapriya M.	17D1756	PB & PBT	University of Madras	M.Sc Botany
Mohammed Musthafa V.M	17D1752	PB & PBT	Presidency College	M.Sc Botany
Shriram S.	17D1796	PB & PBT	Presidency College	M.Sc Botany
Sivabalan J.	17D1791	PB & PBT	Presidency College	M.Sc Botany
Sneha V.	17D1760	PB & PBT	Presidency College	M.Sc Botany
Rajagopal V	17D1751	PB & PBT	Pachaiyappa's College	M.Sc Botany
Navaneeswaran E.	17D1787	PB & PBT	Pachaiyappa's College	M.Sc Botany
Dhanush S.	17D1786	PB & PBT	Dwaraka Doss Goverdhan Doss Vaishnav College	M.Sc Biotechnology
Nithish S.	17D1792	PB & PBT	Dwaraka Doss Goverdhan Doss Vaishnav College	M.Sc Biotechnology
Sivaram R.	17D1789	PB & PBT	Dwaraka Doss Goverdhan Doss Vaishnav College	M.A.Journalism



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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	NA

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NA	NA
SET	NA	NA
SLET	NA	NA
GATE	NA	NA
GMAT	NA	NA
CAT	NA	NA
GRE	NA	NA
TOFEL	NA	NA
Civil Services	NA	NA
State Government Services	NA	NA
Any Other (Please specify details)	NA	NA

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Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
NA	NA	NA	NA		NA
NA	NA	NA	NA		NA
NA	NA	NA	NA		NA

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Infrastructure in the Department	No. of class rooms	3/Yes	-	Smart class rooms suggested
	No. of laboratories	2/Yes	-	-
	No. of computers – for teachers	Yes	3 Desktop and 1 Laptop Verified	Numbers may be increased
	No. of computers – for students	Nil	-	-
	No. of computers – research scholars	NA	-	-
	No. of instruments	37/Yes	Verified	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Activities of the Department	MoUs signed	No	-	Sign a MoU for Plant Tissue culture, Herbal Research, Separation technique.
	Consultancy	No	-	-
	Collaborations	No	-	-
	Association Meetings	No	-	Frequent meetings recommended

  
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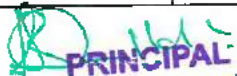
	Guest lectures	Yes	-	More guest lectures may be organized
	Conference / Seminar / Workshop conducted	Yes	Verified	More Seminars/ Workshops may be conducted
	Extension Activity	No	-	-
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Two of the board members are in industry	-
	Newsletters / Magazine	No	-	-

## 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

All Students records are available and verified

  
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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
NA	NA

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	NA	NA	NA
Abuse / Harassment related issues	NA	NA	NA
Internal Question paper/ transparency of Internal Marks/ evaluation	NA	NA	NA
Evaluation in End semester examination	NA	NA	NA

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## 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. R. Rajarajan	Verified	-	-	Yes	-
2	Dr. P.Ezhumalai	Verified	-	-	Yes	-
3	Mr. M. Vasanth	Verified	-	-	Yes	-

  
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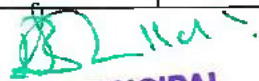
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## III. HOD records

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	-	For the odd semester of 2020-2021, based on the CIA marks remedial classes were held for the poor performers.	Class committee meetings are held at regular intervals	Verified	Verified	-	Calendar of events attached	Yes

  
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## SWOC Analysis

<b>STRENGTHS</b> <ul style="list-style-type: none"><li>• Well qualified, experienced and dedicated staff</li><li>• Quality education at reasonable cost with emphasis on rural students</li><li>• Clean and green campus.</li><li>• Encouragement of students to participate in Extra – Curricular and Co-Curricular activities</li><li>•</li></ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"><li>• Less use of ICT for effective teaching.</li><li>• Lack of computers for students</li></ul>
<b>OPPORTUNITIES</b> <ul style="list-style-type: none"><li>• Enhancing employability of students.</li><li>• Placement cell provide opportunity for employment</li></ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"><li>• To make the students to understand the importance of Botany.</li><li>• To motivate students to become effective learners.</li></ul>

### Any specific recommendations on Faculty Development.

- To write proposals for projects (TNSCST, UGC etc.,)
- To include group project in the curriculum so that the faculty members could share their knowledge and could inculcate practical skills among the students so that they can publish papers in peer reviewed journals.
- To organize seminars, workshops etc.,

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Any specific instance of Excellence

NA

## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
NA					
Meetings/Activities Organized By Alumni Association : NA					

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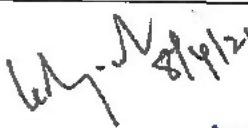

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Audit Panel Member's Name & Affiliation	Signature with Date
1 Dr. K.P. Girivasan M.Sc., M.Phil., Ph.D. Associate Professor in Botany, Government Arts College for Mens (Autonomous), Nandanam, Chennai – 600 035	 8/4/21  Dr. K.P. GIRIVASAN Associate Professor PG. Department of Botany Govt. Arts College (Autonomous) Nandanam, Chennai - 600 035
2 Dr. K. Rajagopal M.Sc., M.Phil., Ph.D., Assistant Professor in Botany, RKM Vivekananda College (Autonomous), Mylapore, Chennai – 600 004	 8/4/21 Dr. K. Rajagopal Asst. Professor, Dept. of Botany RKM Vivekananda College (Govt. Aided) Mylapore, Chennai - 600 004.
3 Dr R. Saravanan M.Sc., M.Phil., Ph.D., Assistant Professor in Zoology, Dr. Ambedkar Govt. Arts College (Autonomous), Vayasarpadi, Chennai- 600 039	 8/4/21 Dr. R. SARAVANAN, M.Sc., M.Phil., B.Ed., Ph.D., Assistant Professor Department of Zoology Dr. Ambedkar Govt. Arts College (Autonomous) Vyasarpadi, Chennai - 600 039

  
Head  
Department of Plant Biology &  
Plant Biotechnology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 31-03-2021

Name of the Department		Visual Communication		
Year of Establishment		2001		
Timing of the Department		9 am to 1.30 pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. S Anurekha	Asso. Prof.	Dept. of Communication M.O.P Vaishnav College for Women	9841368226
2	S Irvin Mary	Asst. Prof.	Dept. of Visual Communication Women's Christian College	9841357285
3	Kavitha G	Asst. Prof.	Dept. of Visual Communication St. Thomas College of Arts and Science	9283127250

  
**Head**  
Department of Visual Communication  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
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## Follow-up of previous Audit:

The faculty were asked to attend FDP/refresher Courses, which has been implemented. 2 Internship for students were recommended as against 1. We have incorporated the suggestion.

## 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> (Any Discipline)	English	50 + 40	50 + 40
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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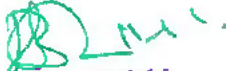
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## Overall Result of Department

Sl. No	Particulars	2019 – 2020 UG VI sem	2019 – 2020 PG IV sem
01	No. of students appeared for examination	73	
02	First class	62	
	Second class	9	
	Third class	NIL	
03	No. of students failed	NIL	
04	Pass percentage	100	

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01	No. of students appeared for examination	88	79	77		
02	No. of students passed	75	61	61		
03	Pass percentage	85.22	77.21	79.22		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	The dept. has a course review committee; feedback is taken from final year students and industry experts.	Nil
	Contents of the Curriculum	Yes	Very Good	Nil
	BOS	Yes	Conducted	Nil
	Credits allotted / distribution – logic	Yes	As per norms	Nil
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Good	Nil

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Fashion Photography	Jan. 2021 – Mar.2021	25	Yes	Excellent	Nil
Lighting and Studio Techniques	Nov. 2020 – Dec. 2020	25	Yes	Excellent	Nil
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Good	Nil
	E-learning modules	Yes	Good	Nil
	Project work UG/PG	Yes	Good	Nil
	Internal assessment – components – Uniqueness	Yes	Good	Nil

  
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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	Feedbacks taken from the students are considered important and the best ones from those are implemented.	Nil

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
III	90	1:25	Good	
II	90	1:25	Good	
I	90	1:25	Good	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	Yes	Nil	
	Seminars / conferences attended	Yes	Good	Nil
	Papers / articles / books published	Yes	Very Good	Nil

  
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	FDP / RC / OC / Training Program / Workshop	Yes	Good	Nil
	Preparation of E- learning materials / Content	Yes	Good	Nil
	Acted as resource persons	Yes	Need to work on this criteria	Must try and involve in activities outside college
	M.Phil. & Ph. D awarded	Yes	Nil	

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
A Study on the Impact of Digital Media on Teenagers in Tamilnadu During COVID Pandemic	Ms. G Vasanth	Journal of Education, Rabindrabh arati University	-	April 2021	-	-	Dwaraka Doss Goverdhan Doss Vaishnav College

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Received and Perceived Status of Health Management Information System (HMIS) software: A Structural Equation Model (SEM) Approach.	Dr. C.Sriram	Medico-legal Update	0.191	April - June 2021	1	1	Dwaraka Doss Goverdhan Doss Vaishnav College
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Good	Nil
	Students involvement in extra-curricular & Co- curricular activities	Yes	Good	Nil
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Outside exposure is more and the students learn a lot through real time experience	Nil

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Siddharth K M S	18E1824		Visual Communication	Loyola college	M.voc 3D animation
Deepak Pranav S.	18E1847		Visual Communication	Flame university	MBA Communication Management,
Rahul.U	1813101090218		Visual Communication	DG Vaishnav College	MA Journalism and Communication

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Aareya photography	1	-	1
GURUCOOL FUN	1	-	1
Ting Ad Agency	1	-	1

  
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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NA	
SET	NA	
SLET	NA	
GATE	NA	
GMAT	NA	
CAT	NA	
GRE	NA	
TOFEL	NA	
Civil Services	NA	
State Government Services	NA	
Any Other (Please specify details)		

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Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
National		2	1813101090142	T HIRTHIK RAGAV
National	1		1813101090133	C Arjun
National		1	1813101090123	S Santhosh

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	Excellent	Nil
	No. of laboratories	Yes	Excellent	Nil
	No. of computers – for teachers	Yes	Excellent	Nil

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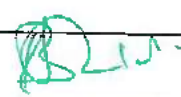
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	No. of computers – for students	Yes	Excellent	Nil
	No. of computers – research scholars	NA		
	No. of instruments	Yes	Excellent	Nil

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes		
	Consultancy	Yes		

  
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	Collaborations	Yes	Good	
	Association Meetings	Yes	Regularly conducted	
	Guest lectures	Yes	Conducted by Industry experts and Educationalists	
	Conference / Seminar / Workshop conducted	Yes	Excellent.	Must increase more
	Extension Activity	Yes	Good	

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	Interaction with Industry / Research Centres / Educational Institutions	Yes	Good	
	Newsletters / Magazine	Yes	Good	

  
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## 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	JAMUNA G	1813101090209	<u>Yes</u>	<u>38</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
2	ARJUN C	1813101090133	<u>Yes</u>	<u>32</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
3	GOWTHAM V	1913101090106	<u>Yes</u>	<u>39</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
4	ARJUN A P	1913101090202	<u>Yes</u>	<u>35</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
5	MOHAMED SHARUK A	2013101090214	<u>Yes</u>	<u>30</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
6	VARSHA N	2013101090133	<u>Yes</u>	<u>34</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
Anand Kumar Sudarshan A J	Rotaract Club Madras Photography Bloggers

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	NIL	NIL	0
Abuse / Harassment related issues	NIL	NIL	0
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	NIL	0
Evaluation in End semester examination	NIL	NIL	0

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## 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
1	Revathy R	Yes	Yes	Yes	Yes	Yes
2	Gayathri A	Yes	Yes	Yes	Yes	Yes
3	IsaiAmutha S	Yes	Yes	Yes	Yes	Yes
4	Nandhini C	Yes	Yes	Yes	Yes	Yes
5	Dr. Sriram	Yes	Yes	Yes	Yes	Yes
6	Prabanand C	Yes	Yes	Yes	Yes	Yes

  
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## II. 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

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## SWOC Analysis

<b>STRENGTHS</b>  Excellent Infrastructure	<b>WEAKNESS</b>  Electives to be offered in II year
<b>OPPORTUNITIES</b>  Students get hands on experience	<b>CHALLENGES</b>  Job opportunities are tough

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

NIL

**Any specific recommendations on Faculty Development.**

Faculties are motivated to participate in various Faculty Development Programs and hone their skills

**Any specific instance of Excellence**

Good Infrastructure with facilities on par with the industry.

Three faculties have registered for PhD.

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					
NA					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. S Anurekha Asso. Prof Dept. of Communication M.O.P Vaishnav College for Women	
2	S Irvin Mary Asst. Prof Dept. of Visual Communication Women's Christian College	
3	Kavitha G Asst. Prof. Dept. of Visual Communication St. Thomas College of Arts and Science	



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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 27-04-2021

<b>Name of the Department</b>		Department of B.Sc. Computer Science		
<b>Year of Establishment</b>		1994		
<b>Timing of the Department</b>		2:00 PM - 6.30 PM		
<b>Audit Panel Member's Name</b>		<b>Designation</b>	<b>Address</b>	<b>Contact Details</b>
1	<b>Dr. K. NIRMALA</b>	Associate Professor	Department of Computer Science, Quaid-E-Millath College, Chennai-600 002	9444180011 <a href="mailto:nimimca@yahoo.com">nimimca@yahoo.com</a>
2	<b>Dr. R. RESHMA</b>	Associate Professor & Head	Department of Computer Science, JBAS college for women, Chennai-600 018	9841338962 <a href="mailto:reshmar1970@gmail.com">reshmar1970@gmail.com</a>
3	<b>Dr. P.HAKKIM DIVAN MYDEEN</b>	Head of the Department	PG Department of Computer Science, The New College, Chennai - 600 014	9750790290 <a href="mailto:hakkimdivanmydeen@thenewcollege.edu.in">hakkimdivanmydeen@thenewcollege.edu.in</a>

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Follow-up of previous Audit:

- Necessary updates have been done.
- Suggestions implied wherever necessary.


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. Computer Science	3 years	HSC	English	300	323
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No	Particulars	2019 - 2020 UG VI sem	2019 - 2020 PG IV sem
01	No. of students appeared for examination	104	
02	First class	52	
	Second class	42	
	Third class	9	
03	No. of students failed	NIL	
04	Pass percentage	100%	

Sl. No	Particulars	2020 - 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	108	102	108		
02.	No. of students passed	100	99	108		
03.	Pass percentage	93%	97%	100%		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Obtaining suggestions from industrialists, academicians	Excellent
	Contents of the Curriculum	Yes	Altered based on needs of IT industry	Good
	BOS	Yes	Conducted on 24th Feb, 2020	Good
	Credits allotted / distribution – logic	Yes	Total credit 140/ 3 credits for theory papers and 2 for lab	Excellent
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	-	-	-

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
-	-	-	-	-	-
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Yes		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	ICT tools	More ICT tools can be used

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E-learning modules	Yes	Link given for all subjects	Good
Project work UG/PG	Yes	Included in sixth semester	Good
Internal assessment – components – Uniqueness	Yes	CIA test Attendance Generic Skills	Good
Student support – remedial coaching	Yes	Done for weak and dull students.	Good
Parents meeting – evaluation of student's progress	No	-	It is must and record should be maintained
Feedback from students	Yes	Through online	Good

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	Steps taken on the feedback	No	Yet to proceed	
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Sc	108	1:25	Frequent counselling given to mentees based on their requirements.	Good
II B.Sc	106	1:25	-do-	Good
III B.Sc	109	1:25	-do-	Good

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	-	-	-
	Seminars / conferences attended	Yes	On a regular basis	-
	Papers / articles / books published	Yes	Papers Published	-
	FDP / RC / OC / Training Program / Workshop	Yes	FDP and workshop are attended	-
	Preparation of E-learning materials/ Content	Yes	-	-
	Acted as resource persons	-	-	-
	M.Phil. & Ph. D awarded	-	65% Qualified staff	Good

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
The Impact of Data Analysis for Test Automation and Performance Using Big Data	Dr.T.N.Aruna & Dr.Viji Vinod	International Journal of Advanced Science and Technology	0.48	2020	15		Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106
Survey on Diagnosis of Chronic Kidney Disease Using Machine Learning Algorithms	Ms.A.Vijayalakshmi & Dr.V.Sumalatha	Proceedings of the International Conference on Intelligent Sustainable Systems, ICISS 2020	0.46	2020	2		Vels University

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes		Good
	Students involvement in extra-curricular & Co- curricular activities	Yes	Sports / NSS /NCC	Good
	Study tour / industrial visits / exhibitions / Internship / Training	No		

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Student Progression to higher education details during the year : Enclose Attachment in the given format

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
DEEPAK THIAGARAJAN B	171635	B.Sc Computer Science	Dwaraka Doss Goverdhan Doss Vaishnav College	MCA (Master of Computer Applications)
JEEVA M	171642	B.Sc Computer Science	Dwaraka Doss Goverdhan Doss Vaishnav College	M.Sc. Computer Science
THARUN RAJ P	171652	B.Sc Computer Science	Madras School of Social Work	M.A. Social Entrepreneurship

Details of Student Placement during the year		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
ICICI Bank	5	-	-
Wipro	2	-	-
INFOSYS	8	1	1
Tata Consultancy Services	5	-	-
Cognizant Technology Solutions	13	12	-

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DELLOTE	8	-	-
Kumaran Systems	10	1	-
Merit Group	5	2	-
NielsenIQ	8	2	-

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other (Please specify details)	-	-

  
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## Details of Student Achievements/Awards during the year (2020-2021)

National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
-	-	-	-	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	7	NIL
	No. of laboratories	Yes	2	NIL
	No. of computers – for teachers	Yes	Staff-1 HOD-1	NIL

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No. of computers – for students	Yes	100	NIL
No. of computers – research scholars	NIL	NIL	NIL
No. of instruments	Yes	Printer-2 Speaker -1 Intercom-1 Camera-2	NIL

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	IIR, CSIT	
	Consultancy	No		
	Collaborations	Yes	IIR, CSIT	

  
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	Association Meetings	Yes	Conducted every semester	
	Guest lectures	Yes		
	Conference / Seminar / Workshop conducted	Yes	FDPs and Webinars are conducted	
	Extension Activity	-		
	Interaction with Industry / Research Centres / Educational Institutions	-		
	Newsletters / Magazine	Yes		

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## 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	K.S. HARIHARAN	III/ V sem 'B' & 18E1703	Yes	Yes	Yes	Yes	-
2	B. SATHISH	II/ III sem 'A' & 19E2613	Yes	Yes	Yes	Yes	-
3	R. YUVASHREE	I/ I sem 'A' & 20E2743	Yes	Yes	Yes	Yes	-

Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
G. Avinash	Conducted Online Webinars/Workshops through Transcode Forum

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	27	323	8.3%
Abuse / Harassment related issues	-	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	-	-	-
Evaluation in End semester examination	-	-	-

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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	A. Vijayalakshmi	DBMS	Yes	Maintained	Webinars-3 FDPs-4	01
2	P.J. Rajam	DBMS, PHP	Yes	Maintained	Webinars-7 FDPs-1	-
3	M. Dharani	C, Operating Systems	Yes	Maintained	Webinars-6	-
4	T.N. Aruna	Operating Systems, JAVA	Yes	Maintained	Webinars-4 FDPs-4	01
5	P. Revathi	ASP.Net, Multimedia	Yes	Maintained	Webinars-8 FDPs-4	-

**PRINCIPAL**  
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**Head**  
Department of Computer Science  
Dwaraka Doss Goverdhan Doss  
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### 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.	IA/Yes S.Abhijit	Slow Learners Documents maintained.	8.2.2021	Will be conducted at the end of the year	Will be conducted at the end of the year	Due to pandemic, not carried out.	Yes	Yes
2.	IIA/Yes B.Satish	-do-	-do-	-do-	-do-	-do-	Yes	Yes
3.	IIIB/Yes G.R.Anand Narain	-do-	-do-	-do-	-do-	-do-	Yes	Yes

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## SWOC Analysis

<p style="text-align: center;"><b>STRENGTHS</b></p> <ul style="list-style-type: none"><li>• The syllabus is OBE with CBCS.</li><li>• Records are maintained properly.</li><li>• Innovative learning is adapted.</li><li>• Implementing Mentor-Mentees Practices.</li></ul>	<p style="text-align: center;"><b>WEAKNESS</b></p> <ul style="list-style-type: none"><li>• More ICT tools can be used.</li></ul>
<p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"><li>• Seminars conducted to bring out the inner potentials from the students.</li><li>• Placement opportunities provided in technical and nontechnical.</li></ul>	<p style="text-align: center;"><b>CHALLENGES</b></p> <ul style="list-style-type: none"><li>• Improvement in academic through Remedial Coaching for the students.</li></ul>

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


According to the University Norms and Specifications


**Any specific recommendations on Faculty Development.**

Faculty to be improved in Research Activities.

**Any specific instance of Excellence**

ICT enabled tools.

  
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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
-	-	-	-	-	-
Meetings/Activities Organized by Alumni Association:					
-					
-					

*[Handwritten Signature]*

*[Handwritten Signature]*  
Head  
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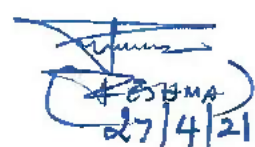

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Audit Panel Member's Name & Affiliation		Signature with Date
1	<b>Dr. K. NIRMALA</b> Associate Professor, Department of Computer Science, Quaid-E-Millath College, Chennai - 600 002	<b>Dr. K. NIRMALA, M.C.A., Ph.D.,</b> ASSOCIATE PROFESSOR DEPARTMENT OF COMPUTER SCIENCE QUAID-E-MILLATH GOVT. COLLEGE FOR WOMEN (AUTONOMOUS), ANNA SALAI, CHENNAI - 600 002
2	<b>Dr. R. RESHMA</b> Associate Professor & Head, Department of Computer Science, JBAS college for women, Chennai - 600 018	 27/4/21
3	<b>Dr. P. HAKKIM DIVAN MYDEEN</b> Head of the Department, PG Department of Computer Science, The New College, Chennai - 600 014	 27/4/21



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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 30/3/2021

Name of the Department		Applied Microbiology		
Year of Establishment		1997		
Timing of the Department		9 AM to 1.30 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	<b>Dr. S. Sasikala</b> Associate Professor & Head, Department of Microbiology, Presidency College, Chennai, Tamil Nadu	Associate Professor & Head, Department of Microbiology	Presidency College, Chennai, 600005	Mobile: Ph: 9025071859 <a href="mailto:ssasiikala@yahoo.co.in">ssasiikala@yahoo.co.in</a>
2	<b>Dr. K. Kavitha</b> Associate Professor, Department of Microbiology, Madras Christian College, Chennai, Tamil Nadu	Associate Professor, Department of Microbiology	Madras Christian college, Chennai, 600059	Mobile: Ph 9840026601 <a href="mailto:kavithamcc1@gmail.com">kavithamcc1@gmail.com</a>
3	<b>Dr. C. Banurekha</b> Assistant Professor, Department of Microbiology, Dr. MGR Janaki College of Arts and Science for Women Chennai, Tamil Nadu	Assistant Professor, Department of Microbiology	Dr. MGR Janaki College of Arts and Science for Women Chennai-600028	Mobile: Ph 9500000307 <a href="mailto:rekhaa.c@gmail.com">rekhaa.c@gmail.com</a>

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**Head**  
P.G. Research Department of Microbiology  
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## Follow-up of previous Audit:

- Increase in number of subject specific, advanced and interdisciplinary electives
- Increase in the number of FDP Participations by the faculty
- Papers to crack competitive exam have been introduced
- Smart classroom installed
- Signing MoU initiated.
- Planting of indigenous plants in the herbal garden as extension activity
- Newsletter – MICROSPOT has been released.

## 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.Sc., Applied Microbiology	2 years	Microbiology, Zoology, Botany, Chemistry, Biology, Life Science, Animal science, Biochemistry,	English	26	I M.Sc -26 II M.Sc -23

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				Bioinformatics, Home science, Nutrition and Dietetics, Biomedical Science, Medical Laboratory Technology, B.S.M.S(or) B.A.M.S (or) B.U.M.S and Paramedical sciences.			
3	M.Phil.	Microbiology	1 year		English	4	-
4	Ph.D.	Microbiology			English	8	3

Note: B.Sc Microbiology program can be introduced since there is wide demand for it.

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020 UG VI sem	2019 – 2020 PGIV sem
01	No. of students appeared for examination	-	26
02	First class		26
	Second class		
	Third class		
03	No. of students failed		
04	Pass percentage		100%

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	-	-	-	26	23
02.	No. of students passed				25	23
03.	Pass percentage				95.4%	100%

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
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<b>I. Curriculum</b>	<b>Steps followed in the designing of syllabus &amp; curriculum</b> Based on the feedback from students, alumni and industrial experts, syllabus has been revised during the academic year 2019-2020 and the same has been approved by the Board of studies. During the academic year 2020-2021, the syllabus is reframed and modified with program education objectives, program outcomes in relation to graduate attributes and program specific outcomes. Course outcome is added for each	Yes	Syllabus reflects multidisciplinary approach and exhibits employable and innovative skills.	Since post graduation, self study paper can be included for extra credits.
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	module of the respective course (papers) and the same has been mapped with institutional program outcome and program specific outcomes of the department.			
	<b>Contents of the Curriculum</b> A well refined syllabus framed with PEOs, POs, PSOs, COs and approved by BOS. Course outcome is added for each module of the respective course (papers) and the same has been mapped with institutional program outcome and program specific outcomes of the department (To be Approved)	Yes	Perfect PO, PSO and CO. Well mapped PSO and CO  	To be continued

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	<p>Subject specific, advanced and job oriented major and cross major electives are implemented as choice based for students' interest.</p> <p>The curriculum is detailed (over 55%) to be successful in competitive exams.</p>			
	<p><b>BOS</b></p> <p>BOS was conducted for the approval of syllabus (academic year 2020 – 2021) on 06/03/2020.</p> <p>BOS for the academic year 2020-2021 will be conducted in the month of April 2021.</p>	Yes	Board constitution as per UGC and 20% upgradation observed.	The contents of electives are appreciating. Those electives not opted by the students can be given as value added certificate course.
	<p><b>Credits allotted / distribution</b></p> <p>– logic</p> <p>M.Sc., : 91 credits</p>	Yes	Meets TANCHE	-

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	M Phil : 24credits			
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (File 1)	Yes	Enclosed	-

Value-Added Courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the Value Added Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
-	-	-		Due to pandemic in – house courses was not conducted	Certificate courses can be conducted online
-					

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Certificate Courses offered by the Department during the year					
Name of the Certificate Courses Offered	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
-					
-					
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			-	Students had enrolled in 19 – 20	Should maintain consistent registration

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids Power point presentation, e- books, Online Videos, smart classroom, Online classes, E learning links given to students.	Yes	Highly Commended	As per rules and regulations of the Government the department should constitute committee for inspecting online classes.
	E-learning modules Edmodo and Google class room.	Yes	Highly Commended Study Materials. Verified and found appreciable.	Simple study materials for Slow learners can be provided
	Project work UG/PG As part of curriculum, the students of II M.Sc have a project during their final semester.	Yes	Highly commendable	Students may be encouraged to take their end semester projects at various Government organization and standard private concern for greater exposure.
	Internal assessment – components –	Yes	Highly commended	Encourage students to publish articles of social concern in local newspapers

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	<p>Uniqueness Continuous Internal Assessments are in the combination of objective and descriptive questions. CIA-I [MCQS (20Marks)+ descriptive (30 Marks)] CIA II- [MCQS (30 Marks)+ Descriptive (20 Marks)] CIA-25 marks. Generic skills- 10 Marks (Group discussions, Seminars, Quiz, Debate, Case studies, Field visits) Attendance-5 Marks Total-40 Marks Questions papers are prepared according to blooms taxonomy and</p>			
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	scrutinized and approved by the department Examination committee.			
	<b>Student support – remedial coaching</b> Remedial coaching is conducted for students after extensive result analysis based on their CIA marks.	Yes	Commendable	Advanced learners should be encouraged to participate in more Co-curricular activities
	<b>Parents meeting – evaluation of student's progress.</b> The student's progress is discussed with the parents thro' online meeting (G meet). (File 2)	Yes	Commended	Meetings may be held in Campus/ online as per convenience of parents

  
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	<p><b>Feedback from students</b> Online feedback system is implemented. The Google form was sent to students to collect the feedback on time.</p>	Yes	Appreciable	Same to be followed
	<p>Steps taken on the feedback Student's quality counsel is constituted. Four students from each class (I and II year) were nominated along with a faculty. Constitution of Class committee and periodic meetings held to address grievances, if any. (File 3)</p>	Yes	Appreciable	Same to be followed

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I MSc	26	1:26	Appreciable	Can encourage students to earn While they learn.
II MSc	23	1:23		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	-	Nil Can be initiated with minor projects	At the earliest
	Seminars / conferences attended	Yes	Highly commendable	Same to be followed

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(File 4)			
Papers / articles / books published (File 5)	Yes	Highly commendable	Same to be followed
FDP / RC / OC / Training Program / Workshop (File 6)	Yes	Appreciable increase in participation	The department can organize FDP programs.
Preparation of E-learning materials / Content	Yes	Highly Appreciable	Same to be followed
Acted as resource persons	No	Can be initiated	Need active participation as resource person
M.Phil. & Ph. D awarded	Yes	3 Ph.D candidates have registered. Highly Appreciable	Other Faculty can apply for Guideship.

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Comparative analysis of antifungal, antioxidant and cytotoxic activities of mycosynthesized silver nanoparticles and gold nanoparticles	M.D. BalaKumaran, R. Ramachandran, P. Balashanmugam, S. Jagadeeswari & P. T. Kalaichelvan	Materials Technology , Advanced Performance Materials	1.738	2020	32	NIL	PG and Research Department of Microbiology, Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai, Tamil Nadu, India
Serologic and molecular	Vidya Padmana	International Journal Of Contemporary		August, 2020			Department of Microbiology, D.G. Vaishnav College,

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characterization of rotavirus from children with acute gastroenteritis in Chennai, Tamil Nadu, India	bhan	Pediatrics :Publisher - Medip Academy					Chennai, Tamil Nadu, India
Green approach for the generation of bioelectricity, Performance, characterization and	B. Kirthiga	INDIAN JOURNAL OF APPLIED RESEARCH		January, 2021			Department of Microbiology, Dwaraka Doss Goverdhan Doss Vaishnav College, EVR Periyar salai, Chennai, Tamil Nadu, India

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capacity improvement							
Production of an Ecofriendly Enzyme Biocleaner from Fruit Wastage	B. Kirthiga	International Journal for Research in Engineering Application & Management		March, 2021			PG and Research Department of Microbiology, Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai, Tamil Nadu, India

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength) II M.Sc., : 40/23=2:1 II M.Sc., : 59/26=2:1	Yes	Good	-

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capacity improvement							
Production of an Ecofriendly Enzyme Biocleaner from Fruit Wastage	B. Kirthiga	International Journal for Research in Engineering Application & Management		March, 2021			

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength) II M.Sc., : 40/23=2:1 II M.Sc.,: 59/26=2:1	Yes	Good	-

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	Students involvement in extra-curricular & Co- curricular activities. Participation in various national and international conferences, seminars and workshops. (File 7)	Yes	Good	Can Improve
	Study tour / industrial visits / exhibitions / Internship / Training The students have undergone online	Yes	Good <i>B.D.V.</i>	-



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	training in HACCP and summer internship program. (File 8)			
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Student Progression to higher education details during the year : Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
S.K. Anusha Shree	18E3604		M.Sc Microbiology	Dwaraka Doss Goverdhan Doss Vaishnav College	Ph.D., Microbiology
J. Nisha	18E3609		M.Sc Microbiology	Dwaraka Doss Goverdhan Doss Vaishnav College	Ph.D., Microbiology

  
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Details of Student Placement during the year		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-			

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-	-
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

  
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Details of Student Achievements/Awards during the year				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
National – Indian Women Achievers award for photomicroscopy - KASSIA			Research Scholar	U. Sharmila
National – Excellence award for Art – India Book of Record – New Delhi (File 9)			Research Scholar	U. Sharmila

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department (File 10)	No. of class rooms -2 ( one is smart class room)	Yes	Excellent	-
	No. of laboratories Lab-I: M.Sc I year	Yes	Excellent	-

  
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Lab-II: M.Sc II year Lab-III: M.Phil,Ph.D Instrumentation lab			
No. of computers – for teachers HOD Room - 2 Staff - 1 Library – 1 Lab II - 1 Instrument room - 2	Yes	Sufficient	-
No. of computers – for students 4	Yes	Sufficient	-
No. of computers – research scholars 2	Yes	Sufficient	-

  
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	No. of instruments 45	Yes	Latest Model PCR can be purchased	Common instrumentation facility can be imitated
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoU's signed – 1 (File 10)	Yes	Recommending for Active MoU's	More MoU's to be initiated
	Consultancy	-	To be Initiated	-
	Collaborations	-	To be Initiated	-
	Association Meetings. The department association – Micromatsuri – Microbiota organized various webinars (File 11).	Yes	Highly Appreciable	-

  
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	Guest lectures (File 12 ).	Yes	Appreciable	-
	Conference / Seminar / Workshop conducted (File 13 ).	Yes	Appreciable	-
	Extension Activity	Yes	Herbal Garden – Phase II	Initiation is applauded
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Can be improved MoU's	-

  
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	Newsletters / Magazine Biannual News letter of the department – Microspot. (File 14)	Yes	Good	-
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## 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 (File 15)

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	<u>Jayadharshini V</u>	II Yr /III-Sem 1913102041108	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed
2	<u>Vaitheeswari A</u>	II Yr /III-Sem 1913102041121	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed
3	<u>Susheela M.S</u>	II Yr /III-Sem 1913102041118	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed

  
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1	<u>Karthick M</u>	I Yr /I-Sem 2013102041103	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed
2	<u>Noordeen M.B</u>	I Yr /I-Sem 2013102041104	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed
3	<u>Arun Kumar D</u>	I Yr /I-Sem 2013102041101	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed

Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department.	Nature of the Activity
Ms. U. Sharmila Research Scholar	Member of Women's forum and internal complaints committee

  
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<b>Average percentage of Student complaints/grievances during the year</b>			
	<b>Number of complaints or grievances</b>	<b>Total number of students</b>	<b>Percentage</b>
Practical difficulties of the students addressed during the academic year	-	-	-

  
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Abuse / Harassment related issues	-	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	-	-	-
Evaluation in End semester examination	-	-	-

## 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
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	Dr. S. Jagadeeswari	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed
	Dr. B. Kirthiga	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed
	Dr. A. Mageswari	Enclosed	Enclosed	Enclosed	Enclosed	Enclosed

### 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

  
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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>• Well-equipped research lab accommodating PG, M.Phil., Ph.D., students.</li><li>• Smart class room.</li><li>• Expertise of faculty in different areas of specialization</li><li>• Strong faculty qualification, knowledgeable and cooperative in the department recognized as MPhil and PhD supervisors.</li><li>• Compulsory internship with credits for students</li><li>• Eco-concern papers like –waste management &amp; herbal Gardening.</li><li>• Job oriented extradisciplinary papers like aquaculture, apiculture and Brewing Technology</li><li>• Paper on Entrepreneurship in Microbiology</li><li>• Advanced paper like Clinical Research</li><li>• Regular Industrial visit and field trips.</li><li>• Yearly Alumni engagement</li></ul>	<ul style="list-style-type: none"><li>• Number of students cleared NET / SLET is less</li><li>• To increase collaborative research project among the faculty.</li><li>• Programs relevant to social concern is less.</li></ul>

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OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"><li>• Opportunity to get research grants from management.</li><li>• Boundless opening - Research, skill development and Projects</li><li>• Quality enhancement of faculty in teaching and research through FDP and Publication.</li><li>• Industrial Collaboration for in-house training Program.</li><li>• Development of e-modules.</li></ul>	<ul style="list-style-type: none"><li>• Striking a balance between course completion and training students for their competitive exam.</li><li>• Practical Exposure during this pandemic needs alternative methods</li></ul>

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

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**Any specific recommendations on Faculty Development.**

-Projects and FDP program can be initiated

**Any specific instance of Excellence**

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## IVAlumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
	-				
Meetings/Activities Organized By Alumni Association :					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	<p><b>Dr. S. Sasikala</b> Associate Professor &amp; Head, Department of Microbiology, Presidency College, Chennai, Tamil Nadu Ph: 9025071859 <a href="mailto:ssasiikala@yahoo.co.in">ssasiikala@yahoo.co.in</a></p>	
2	<p><b>Dr. K. Kavitha</b> Associate Professor, Department of Microbiology, Madras Christian College, Chennai, Tamil Nadu Ph: 9840026601 <a href="mailto:kavithamcc1@gmail.com">kavithamcc1@gmail.com</a></p>	
3	<p><b>Dr. C. Banurekha</b> Assistant Professor, Department of Microbiology, Dr. MGR Janaki College of Arts and Science for Women Chennai, Tamil Nadu Ph: 9500000307 <a href="mailto:rekhaa.c@gmail.com">rekhaa.c@gmail.com</a></p>	

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**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**D. G. Vaishnav College**  
**Academic Audit – Microbiology**  
**Minutes of the meeting**

The Academic audit for the academic year 2020 – 2021 was held on 30/3/2021 at 11 am in the Department of Microbiology, D.G. Vaishnav College.

Members present:

**Chairman**

Dr. P. Vidya M.Sc., M.Phil., Ph.D.

  
Assistant Professor & Head  
**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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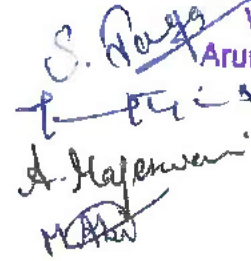
**Internal Members:**

Dr. S. Jagadeeswari M.Sc., M.Phil., Ph.D.,

Dr. B. Kirthiga M.Sc., M.Phil., Ph.D.,

Dr. A. Mageswari M.Sc., Ph.D.,

Dr. M. Abirami, M.Sc., M.Phil., Ph.D.,



**Panel Members (External) :**

Dr. S. Sasikala M.Sc., Ph.D., (Convenor)

Associate Professor & Head,

Department of Microbiology,

Presidency College, Chennai.

Ph: 9025071859



Dr. Kavitha, M.Sc., M.Phil., Ph.D., (Member)

Asst. Professor, Dept of Microbiology

Madras Christian College, Chennai.

Ph No: 9840026601



Dr. C. Banu Rekha, M.Sc., M.Phil., Ph.D., (Member)

Assistant Professor,

Department of Microbiology,

Dr. MGR Janaki College of arts and science for women, Chennai.

Ph: 9500000307





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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 24.03.2021

Name of the Department		PG Department of Computer Science		
Year of Establishment		M.Sc [CS] – 1998, M.Sc [IT] – 2001		
Timing of the Department		9.00 AM to 1.30PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. S. Gopinathan M.Sc., Ph.D.,	Professor	Department of Computer Science, University of Madras, Guindy Campus, Chennai-600 025.	94436 27956, 79048 37870 <a href="mailto:gnathans2002@gmail.com">gnathans2002@gmail.com</a>
2	Dr. P.V. Kumaraguru M.C.A., M.Phil., Ph.D.,	Associate Professor and COE	Department of M.C.A., Gurunanak College, Chennai – 600 042.	98840 68887 <a href="mailto:pvkumaraguru@gmail.com">pvkumaraguru@gmail.com</a>
3	Mrs. A. Josephine Anitha, M.C.A. M.Phil.,	Head and Assistant Professor	Department of M.C.A, Ethiraj College for Women (Autonomous), Ethiraj Satai, Chennai-600 004.	94444 43308 <a href="mailto:aian_jose@yahoo.com">aian_jose@yahoo.com</a>

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**Head**  
P.G. Department of Computer Science  
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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	M.Sc [CS]	2 yrs	B.Sc., Computer Science	English	M.Sc [CS]	M.Sc [CS]
		M.Sc [IT]	2yrs	Any under graduation	English	I Year - 26 II Year - 26	I Year - 22 II Year - 26
						M.Sc [IT]	M.Sc [IT]
						I Year - 26 II Year - 26	I Year - 25 II Year - 26
3	M.Phil.	--	--	--	--	--	--
4	Ph.D.	--	--	--	--	--	--

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## Overall Result of Department M.Sc CS

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	--	--	--	26
02	First class	--	--	--	26
	Second class	--	--	--	--
	Third class	--	--	--	--
03	No. of students failed	--	--	--	--
04	Pass percentage	--	--	--	100%

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	--	--	--	22	26
02.	No. of students passed	--	--	--	22	26
03.	Pass percentage	--	--	--	100%	100%

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## Overall Result of Department: M.Sc IT

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	--	--	26	
02	First class	--	--	20	
	Second class	--	--	6	
	Third class	--	--	--	
03	No. of students failed	--	--	--	
04	Pass percentage	--	--	100%	

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	--	--	--	25	26
02.	No. of students passed	--	--	--	25	25
03.	Pass percentage	--	--	--	100%	96.1 %

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
LCurriculum	Steps followed in the designing of syllabus & curriculum	YES	Academic experts, industry experts, alumni were consulted before the up gradation of syllabus and curriculum	<i>It is equivalent to university &amp; other higher Institute level</i>
	Contents of the Curriculum	YES	The courses are up-to-dated and covers all the recent IT trends.	<i>Good</i>
	BOS	YES	BOS meetings are held regular intervals	<i>Yes. If held at regular time</i>
	Credits allotted / distribution - logic	YES	Credits allotment is good	<i>Good</i>
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (A sample course attainment is enclosed)	YES	Course Outcomes are met.	<i>Good</i>

  
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Course Title : M.SC Computer Science  
 Academic Year : 2020-2021  
 Course name : Bigdata Analytics  
 Course Code : 1927320  
 Year/Semester : III  
 Faculty : Dr S. Anitha

Course Attainment											
Final Direct course attainment						Indirect Course attainment					
	CIA 1	CIA 2	CIA 3	Internal	ESE		CIA1	CIA 2	CIA3	ESE	Indirect
CO1	3			3	3	CO1	2.6			2.8	2.7
CO2	3	2	3	3	2.6	CO2	2.3	2.3	2.6	2.6	2.45
CO3			3	3	3	CO3			2.6	2.5	2.55
CO4			3	3	3	CO4			2.7	2.7	2.7
CO5		1	3	2	2	CO5		2.4	2.7	2.3	2.1
Attainment				2.8	2.72						2.5
% Weightage				40	60						
Direct Total attainment				1.1	1.6						
Final direct course attainment					2.7	Attainment					2.5
% Weightage					80	% Weightage					20
Total attainment					2.1	Total attainment					0.5
Course attainment											2.6



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M.Sc Computer Science

Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
(TAM-01147) Spoken Tutorial- Python	16-06-2017	22	YES	Good	Nil
Spoken Tutorial- Linux	16-06-2017	22	YES	Good	Nil
Spoken Tutorial-Java	16-06-2017	26	YES	Good	Nil
Spoken Tutorial-Latex	16-06-2017	26	YES	Good	Nil
Certificate Courses offered by the Department during the year					
Name of the Certificate Courses Offered	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
1	06/03/2019	26	yes	good	
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			yes, The list of students is given below		

  
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## M.Sc Computer Science -MOOC-SWAYAM Online Courses.

Sl. No	Roll No	NAME	Course	Duration
1	19E3851	Deepika.P	Cloud Computing	Aug-Oct 2019
2	19E3852	Megala T R	The Joy of Computing using Python	Sep-Dec 2020
3	19E3853	Panguluru Ananth kowshitha	Soft Skill Development	Jan -Mar 2021
4	19E3854	SIVA CHIDAMBARAM S	Introduction to Research	Sep-Nov 2020
5	19e3855	Rajesh V	The Joy of Computing using Python	Jul--Oct--2019
6	19E3856	SASMITHA CHEMBETI	Enhancing softskills and personality	Feb - April 2021
7	19E3857	NANDHINI M	Enhancing softskills and personality	Feb - April 2022
8	19E3859	Priya Dharshini R	The Joy of Computing using Python	Sept-Dec 2020
9	19E3861	VANDHANA.M	Developing Soft skills and Personality	Aug-Oct 2019
10	19E3862	Chennuri Preethi	The Joy of Computing using Python	Sep-Dec 2020
11	19e3864	Purusothaman V	The Joy of Computing using Python	Jan-Apr 2020
12	19E3866	KEERTHANAP.N	Enhancing Soft skills and Personality	Feb-Apr 2020
13	19E3867	Pushpakala R	The Joy of Computing using Python	Sep-Dec 2020
14	19E3868	Malathi S	The Joy of Computing using Python	Sep-Dec 2020
15	19E3869	ELAMARAN K	The Joy of Computing using Python	July - Oct 2019
16	19E3870	y.pradeepthi	Introduction to R Software	Aug-Oct 2019
17	19e3871	Shiny kezia s	Cloud Computing	Aug-Oct 2019
18	19E3872	Kiran Kumar M	The Joy of Computing using Python	Jul--Oct. 2019.
19	19E3873	Aswini Devi. S	Enhancing Soft skills and Personality	Feb-Apr 2020

  
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20	19E3874	MARY NISHA P	The Joy of Computing using Python	Jan - April 2020
21	19E3875	jeevitha v	Cloud Computing and Distributed Systems	Jan-Mar2020
22	19E3876	Saranya Devi K	Soft Skill Development	Jan-Mar 2021
23	19E3877	Lakshmi.K.N	The Joy of Computing using Python	Sep-Dec 2020

## M.Sc Information Technology

Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
(TAM-01147) Spoken Tutorial- Introduction to Computer	16-06-2017	25	YES	Good	Nil
Spoken Tutorial- Linux	16-06-2017	25	YES	Good	Nil
Spoken Tutorial-PHP and MYSQL	16-06-2017	26	YES	Good	Nil
Spoken Tutorial-Latex	16-06-2017	26	YES	Good	Nil

Certificate Courses offered by the Department during the year

  
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Name of the Certificate Courses Offered	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
1	06/03/2019	26	yes	good	
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					
yes, The list of students is given below					

M.Sc information Technology. MOOC-SWAYAM Online Courses.

Sl. No.	Roll No	NAME	Course	Duration
1	19E3902	HARIHARAN V	Cloud Computing And Distributed Systems	Jan - March 2021
2	19E3903	VIGNESHWARAN R	Cloud Computing And Distributed Systems	Jan - March 2021
3	19E3904	Ajay Sarath S	Cloud Computing And Distributed Systems	Jan - March 2021
4	19E3906	Pavithran M.G	Cloud Computing And Distributed Systems	Jan - March 2021
5	19E3907	Vishnu Vardhan	Soft Skill Development	Jan - March 2021
6	19E3908	Anil M Sirvi	Cloud Computing	Sep - Nov 2020
7	19E3909	Thiluck Sairam.J	Enhancing Softskills And Personality	Feb - Apr 2021
8	19E3910	Hymavathi T	Cloud Computing And Distributed Systems	Jan - March 2021
9	19E3915	Sai Kumar	Cloud Computing And Distributed Systems	Jan - March 2021
10	19E3917	Saajan Varghese	Cloud Computing And Distributed Systems	Jan - March 2021
11	19E3921	PREETHA G	Cloud Computing And Distributed Systems	Jan - March 2021
12	19E3922	Geo Anand V V	Cloud Computing And Distributed Systems	Jan - March 2021
13	19E3923	Aishwarya.R	Cloud Computing And Distributed Systems	Jan - March 2021

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Teaching & Learning	Teaching methods & teaching aids	YES	Good	
	E-learning modules	YES	Good	
	Project work UG/PG	YES	Good	
	Internal assessment – components – Uniqueness	YES	Good	
	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	

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for Improvement
M.Sc Computer science (Batch-2019)	26	1:3	Good	
M.Sc Computer science (Batch-2020)	22	1:3	Good	
M.Sc Information Technology Batch-2019	26	1:3	Good	
M.Sc Information Technology (Batch-2020)	25	1:3	Good	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Faculty Profile	Projects completed / on going	YES		
	Seminars / conferences attended	YES		
	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	YES		

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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Analyzing uncertainty in cardiogram data for the prediction of fetal risks based on machine learning techniques using rough set	Dr A. Anitha	Journal of Ambient Intelligence and Humanized Computing	7.1	2021	-	1	Dr. A. Anitha Assistant professor, PG Department of Master of Computer Science Dwaraka Doss Goverdhan Doss Vaishnav College, Arumbakkam, Chennai - 600 106, India.

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Demand Ratio is good	
	Students involvement in extra-curricular & Co- curricular activities	YES	Good	
	Study tour / industrial visits / exhibitions / Internship / Training	Internship Training- YES	Internship Training is very good	

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Nil					

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1. Merit group, 2. BONBLOC Technologies Private Limited, 3. Ducen private limited 4. SKILLSKAPES PRIVATE LIMITED, 5. Ascentya R&D Solutions	30	-	14
<b>Students qualifying in State/ National/ International Level Examinations during the Year</b>			

  
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Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	Nil	Nil
SET	--	--
SLET	--	--
GATE	--	--
GMAT	--	--
CAT	--	--
GRE	--	--
TOFEL	--	--
Civil Services	--	--
State Government Services	--	--
Any Other (Please specify details)	--	--

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
Nil					

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Infrastructure in the Department	No. of class rooms	YES M.Sc CS-3 M.Sc IT-2	Good	
	No. of laboratories	YES M.Sc CS-1 M.Sc IT-1	Good	
	No. of computers – for teachers	1	Good	
	No. of computers – for students	YES 1:1	Each student is provided with high configuration system	
	No. of computers research scholars	--	--	
	No. of instruments	60	Good count	

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Criterion	Items	Verification Yes / No	Comments	Suggestions improvement for
V. Activities of the Department	MoUs signed	YES		
	Consultancy	YES		
	Collaborations	YES		
	Association Meetings	YES		
	Guest lectures	YES		
	Conference / Seminar /Workshop conducted	YES		
	Extension Activity	YES		
	Interaction with Industry / Research Centres / Educational Institutions	YES		
	Newsletters / Magazine	YES		

  
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## 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	MEGALA T R	II/IV/19E3852	89	YES	YES	YES	YES
2	SHINY KEZIA S	II/IV/19E3871	88	YES	YES	YES	YES
3	SIVA CHIDAMBARAM S	II/IV/19E3854	86	YES	YES	YES	YES
4	THILUCK SAI RAM J	II/IV/193909	89	YES	YES	YES	YES
5	SHIBI SURIYA P	II/IV/193914	87	YES	YES	YES	YES
6	ANISHA	II/IV/193924	89	YES	YES	YES	YES
7	AHNUSHRI J	I/II / 20E4162	88	YES	YES	YES	YES
8	VIJAYA RAGHAVAN	I/II / 20E4176	86	YES	YES	YES	YES
9	DHANALAKSHMI M	I/II / 20E4156	84	YES	YES	YES	YES

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10	LOGESWARI B	I/II /20E4225	85	YES	YES	YES	YES
11	M.PALAVI	I/II / 20E4227	83	YES	YES	YES	YES
12	ISTHIYAK AHMED S	I/II / 20E4215	89	YES	YES	YES	YES

Student Quality Council records during the year			
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity		
1. LOGESWARI B (20E42250) 2. AHNUSHRI J (20E4162) 3. KAVIYA.PL (20E4152) 4. RAHUL. K R (20E4219) 5. KISHORKUMAR. D (20E4201)	Actively participated in coordinating department webinars, preparing Newsletters, designing department prospectus and helps their peers in teaching how to join online sessions, uploading assignments etc.		
Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage

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Practical difficulties of the students addressed during the academic year	Official mail address is not working-so some of the students are not able to join their online classes	10	21%
Abuse / Harassment related issues	NIL	NIL	NIL
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	NIL	NIL
Evaluation in End semester examination	NIL	NIL	NIL

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II. Faculty Records

III. 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 , M.Sc., P.G.D.C.A., Ph.D.,	YES	YES	YES	YES	-
2.	Ms. P. Suganya, MCA.,M.Phil.,SET	YES	YES	YES	YES	-
3.	Dr. S. Deepa Lakshmi, MCA.,M.Phil.,P.hD., NET	YES	YES	YES	YES	-
4.	Ms. M. Kalaivani MCA.,M.Phil.,SET	YES	YES	YES	YES	-
5.	Dr. A. Anitha, M.Sc.,M.Phil.,P.hD., NET, SET	YES	YES	YES	YES	YES
6.	Dr S. Anitha, M.Sc.,M.Phil., PhD	YES	YES	YES	YES	-
7.	Ms. S. Shanmuga Priya, MCA.,M.Phil.,NET	YES	YES	YES	YES	-
8.	Dr. A. Kavitha, MCA.,P.hD.,	YES	YES	YES	YES	-
9.	Dr. A. Sindhuja, MCA.,M.Phil., P.hD., NET, SET	YES	YES	YES	YES	-

  
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## IV. 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	I/II	YES

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## SWOC Analysis

<p style="text-align: center;"><b><u>STRENGTHS</u></b></p> <ul style="list-style-type: none"><li>• Adequate Infrastructure facilities</li><li>• Excellent placement record</li><li>• Highly experienced faculty</li><li>• No cancellation of classes</li><li>• Good admission strength for many years</li><li>• Periodical webinars to enhance the skill set of students.</li><li>• MOOC courses and spoken tutorials are part of curriculum-so all students are undergoing these courses to earn credits</li></ul>	<p style="text-align: center;"><b><u>WEAKNESS</u></b></p> <ul style="list-style-type: none"><li>• Students may enroll in Entrepreneurial certificate courses by soft skill and other related departments.</li></ul>
<p style="text-align: center;"><b><u>OPPORTUNITIES</u></b></p> <ul style="list-style-type: none"><li>• To create a separate placement and training (PAT) cell solely for M.Sc students</li></ul>	<p style="text-align: center;"><b><u>CHALLENGES</u></b></p> <ul style="list-style-type: none"><li>• It is a great challenge in admitting students irrespective of closure of M.Sc course in various colleges across Tamilnadu</li><li>• Due to the COVID-19 pandemic , admission of students in course itself is a challenge during academic 2020-2021</li></ul>

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

**Any specific recommendations on Faculty Development.**

**Any specific instance of Excellence**

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
NIL					
Meetings/Activities Organized by Alumni Association:					
Due to Pandemic, offline Alumni meeting was not conducted yet. But alumni are regularly involved in online BoS meetings for giving their inputs in upgrading the department syllabus to meet industry standards and also invited in periodic intervals to deliver alumni lectures on recent technologies.					

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

24/03/2021

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2	<p>Dr. P.V. Kumaraguru, M.C.A., M.Phil., Ph.D., Associate Professor and COE, Department of M.C.A., Gurunanak College, Chennai – 600 042.</p>	<p><i>[Handwritten Signature]</i> 24/3/2021 Dr. P.V. KUMARAGURU DEAN - IT GURU NANAK COLLEGE (Autonomous) Chennai - 600 042.</p>
3	<p>Mrs. A. Josephine Anitha, M.C.A. M.Phil., Head and Assistant Professor, Department of M.C.A, Ethiraj College for Women (Autonomous), Ethiraj Salai, Chennai-600 004.</p>	<p><i>[Handwritten Signature]</i> 24/3/2021</p>

*[Handwritten Signature]*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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*[Handwritten Signature]*  
**Head**  
P.G. Department of Computer Science  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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## ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 24.03.2021

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	Dr. S. Gopinathan M.Sc., Ph.D.,	Professor	Department of Computer Science, University of Madras, Guindy Campus, Chennai-600 025.	94436 27956, 79048 37870 <a href="mailto:gnathans2002@gmail.com">gnathans2002@gmail.com</a>
2	Dr. P.V. Kumaraguru M.C.A., M.Phil., Ph.D.,	Associate Professor and COE	Department of M.C.A., Gurunanak College, Chennai - 600 042.	98840 68887 <a href="mailto:pvkumaraguru@gmail.com">pvkumaraguru@gmail.com</a>
3	Mrs. A. Josephine Anitha, M.C.A. M.Phil.,	Head and Assistant Professor	Department of M.C.A, Ethiraj College for Women (Autonomous), Ethiraj Salai, Chennai-600 004.	94444 43308 <a href="mailto:ajan_jose@yahoo.com">ajan_jose@yahoo.com</a>

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

Associate Professor & Head  
P.G. & Research Department of  
Computer Applications  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600 186



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Follow-up of previous Audit:

1. One Smart classroom is provided.
2. Reimbursement of registration fees for faculty participating in FDPs/Seminars/Conferences is being done by the management from 2020-2021.

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	2 Years	Any UG degree with Mathematics as a subject either in +2 or UG Level	English	60 per year	140
3	M.Phil.						
4	Ph.D.	Computer Science	Full time and Part time	PG degree in Computer Science/Computer Applications/Information Technology	English		

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## Overall Result of Department:

Sl. No	Particulars	2019 – 2020 UG VI Sem	2019 – 2020 PG -MCA VI sem
01	No. of students appeared for examination		
02	First class		37
	Second class		37
	Third class		Nil
03	No. of students failed		Nil
04	Pass percentage		Nil
			100%

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG		
		I Year I Sem	II Year III Sem	III Year V Sem	I Year I Sem	II Year III Sem	III Year V Sem
01.	No. of students appeared for examination				49	37	53
02.	No. of students passed				Nil	Nil	Nil
03.	Pass percentage				100	100	100

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Criterion	Items	Verification Yes / No	Comments	Suggestions for 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	gt equivalent to university & other higher Institute Level
	Contents of the Curriculum	YES	The courses are up-to-dated and covers all the recent trends and technologies in IT	Good
	BOS	YES	BOS meetings are held regular intervals	YES, gt held at regular Time
	Credits allotted / distribution – logic	YES	Credits distribution logic is good	Good
	At the last stage of Outcome based Education (OBE), present the evaluation	YES	Course Outcomes are met.	Good

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		report of the department. (A sample course attainment is enclosed)									
<b>DEPARTMENT OF MCA</b>											
Academic Year : 2020-2021											
Course name : 1929317/Database Management System											
Year/Semester : II/III											
Faculty : Dr R. Anandhi											
Course Attainment											
Final Direct course attainment						Indirect Course attainment					
	CIA 1	CIA 2	CIA 3	Internal	ESE		CIA 1	CIA 2	CIA 3	ESE	Indirect
CO1	3			3	3	CO1	2.9			3	2.95
CO2	3			3	3	CO2	2.8			3	2.8
CO3		3		3	3	CO3		2.6		3	2.8
CO4			3	3	2	CO4			3	1.8	2.4
CO5		3		3	2	CO5		2.8		1.9	2.35
CO6		3		3	3	CO6		2.5		2.7	2.6
Attainment				3.0	2.66667						
% Weightage				40	60						
Direct Total attainment				1.2	1.5						
Final direct course attainment					2.8	Attainment					2.7
% Weightage					80	% Weightage					20
Total attainment					2.2	Total attainment					0.5
Course attainment											2.7

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	PSO1	PSO2	PSO3	PSO4
CO1	3	2	3	3
CO2	3	3	3	3
CO3	3	3	2	2
CO4	3	2	2	2
CO5	3	2	1	2
CO6	3	3	3	2
	2.68	2.70833	3	2.416667

Value-Added Courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the Value-Added Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Spoken Tutorial-Linux	2017	49	YES	Good	Nil
Spoken Tutorial-PHP and MySQL	2017	37	YES	Good	Nil
Spoken Tutorial-SciLab	2017	53	YES	Good	Nil
Certificate Courses offered by the Department during the year					
Name of the Certificate Courses Offered	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NIL					

*(Signature)*

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List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.		YES		The list of students is given below			
Sl. No.	Roll No	NAME	Course	Duration	Starting Date	Ending Date	Exam date
1	20D4001	YAMINI J	Computer Networks And Internet Protocol	12 weeks	18 January 2021	09 April 2021	24 April 2021
2	20D4002	DINESH P	MACHINE LEARNING ML	8 weeks	15 February 2021	09 April 2021	25 April 2021
3	20D4003	KAVITHA S	Computer Networks And Internet Protocol	12 weeks	18 January 2021	09 April 2021	24 April 2021
4	20D4004	POOITHA SHREE R	Computer Networks And Internet Protocol	12 weeks	18 January 2021	09 April 2021	24 April 2021
5	20D4005	MONIKA P	Computer Networks And Internet Protocol	12 weeks	18 January 2021	09 April 2021	24 April 2021
6	20D4006	KIRAN.M	Cloud computing and distributed system	8 weeks	18 January 2021	12 March 2021	21 March 2021
7	20D4007	VIGNESH V	Computer Networks and Internet Protocol	12 weeks	18 January 2021	09 April 2021	24 April 2021
8	20D4009	BHARGAVI M	computer Networks and Internet Protocol	12 weeks	18 January 2021	09 April 2021	24 April 2021
9	20D4010	DEEPAK THIAGARAJAN B	Cloud computing and Distributed System	8 weeks	18 January 2021	12 March 2021	21 March 2021
10	20D4012	THIRUMURUGAN M	Data Base Management System	8 weeks	18 January 2021	12 March 2021	21 March 2021
11	20D4013	JAYAKUMARA	Data Base Management System	8 weeks	18 January 2021	12 March 2021	21 March 2021
12	20D4014	SRIPATHIRAJAN S	Data Base Management System	8 weeks	18 January 2021	12 March 2021	21 March 2021
13	20D4015	BAVAHDARANI R	MACHINE LEARNING ML	8 weeks	15 February 2021	09 April 2021	25 April 2021
14	20D4016	DIVYA S	Cloud computing and distributed system	8 weeks	18 January 2021	12 March 2021	21 March 2021

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15	20D4017	Yamini K	cloud computing and distribution system	8weeks	18 January 2021	12 March 2021	21 March 2021
16	20D4018	Balaji J	Discrete Mathematics -MTE	12 weeks	18 January 2021	09 April 2021	15 April 2021
17	20D4019	AMBARRISH L	Machine learning ML	8 weeks	15 February 2021	09 April 2021	25 April 2021
18	20D4020	Mageshwari ---Long Absent---					
19	20D4021	SRI LAKSHMI M	Cloud computing and distributed system	8 weeks	18 January 2021	12 March 2021	21 March 2021
20	20D4022	NIETHA P	Computer Networks and Internet Protocol	12 weeks	18 January 2021	9 April 2021	24 April 2021
21	20D4023	Abdul Hameed Cassim J	Cloud computing and distributed systems	8 weeks	18 January 2021	12 March 2021	21 March 2021
22	20D4024	Raghav K	Cloud computing and distributed systems	8weeks	18 January 2021	12 March 2021	21 March 2021
23	20D4025	MUKESH V	Data Analytics with Python	12 weeks	18 January 2021	9 April 2021	24 April 2021
24	20D4026	Deepika R	Machine Learning, ML	8 weeks	15 February 2021	09 April 2021	25 April 2021
25	20D4027	G.K.HARIHARAN	Database Management Systems	8weeks	18 January 2021	12 March 2021	21 March 2021
26	20D4028	ANAND S	Data Science for Engineers	8 weeks	18 January 2021	12 March 2021	21 March 2021
27	20D4029	S.Priyanka	database management system	8 week	18 January 2021	12 March 2021	21 March 2021
28	20D4030	NAVEEN KUMAR K M	MACHINE LEARNING, ML	8 weeks	15 February	09 April 2021	25 April 2021
29	20D4031	VISHAL M	Privacy and Security in Online Social Media	8 weeks	18 January 2021	9 April 2021	25 April 2021
30	20D4032	NANDAGOPALAN M	Cloud computing and distributed system	8 weeks	18 January 2021	12 March 2021	21 March 2021
31	20D4033	HISHIKESH S	Cloud computing and distributed system	8 weekOBEs	18 January 2021	12 March 2021	21 March 2021

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32	20D4034	SALMANKHAN Y	Cloud computing and distributed system	8 weeks	18 January 2021	12 March 2021	21 March 2021
33	20D4035	KARTHIGA S	Cloud computing and distributed system	8 weeks	18 January 2021	12 March 2021	21 March 2021
34	20D4036	R NITHISH KUMAR	MACHINE LEARNING ML	8 weeks	15 February 2021	09 April 2021	25 April 2021
35	20D4037	P. Harish kumar	Cloud computing and distributed systems	8 weeks	18 January 2021	12 March 2021	21 March 2021
36	20D4038	Thana Singh B	Computer networks and internet protocol	12 weeks	18 January 2021	9 April 2021	24 April 2021
37	20D4039	MANJUNATH R	MACHINE LEARNING ML	8 weeks	15 February 2021	09 April 2021	25 April 2021
38	20D4040	HARIHARAN G	Data Base Management System	8 Weeks	18 January 2021	12 March 2021	21 March 2021
39	20D4041	SEDUKARASICT	Computer Networks and Protocols	12 weeks	18 January 2021	09 April 2021	24 April 2021
40	20D4042	Yuvasri P	Cloud computing and Distributed System	8 weeks	18 January 2021	12 March 2021	21 March 2021
41	20D4043	MANOKAR V	Data Base Management System	8 weeks	18 January 2021	12 March 2021	21 March 2021
42	20D4044	SETHU MADHAVAN N	Database management system	08 weeks	18 January 2021	9 April 2021	24 April 2021
43	20D4045	MOHAMMED BILAL M	Cloud Computing and Distributed System	8 WEEKS	18 January 2021	12 March 2021	21 March 2021
44	20D4046	SREENATH D	CLOUD COMPUTING AND DISTRIBUTED SYSTEM	8 WEEKS	18 January 2021	12 March 2021	21 March 2021
45	20D4047	PRANA DEV K	Cloud Computing and Distributed Systems	8 weeks	18 January 2021	12 March 2021	21 March 2021
46	20D4048	AUNITHA. P	Data Base Management System	12 Weeks	30 January 2021	26 April 2021	
47	20D4049	ABIRAMI S	Cloud computing and Distributed System	8 Weeks	18 January 2021	12 March 2021	21 March 2021
48	20D4050	SAMBATHAN R	Machine Learning	8 Weeks	15 January 2021	09 April 2021	25 April 2021
49	20D4051	SUDHARSANAN.B	Advanced Graph Theory	8 weeks	15	9 April 2021	24 April 2021

  
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					February 2021		
50	20D4052	P.LAKSHMAN SAI	Computer Networks and Internet Protocol	12 weeks	18 January	9 April 2021	24 April 2021
51	19D3401	BALAJI,M	The Joy Of Computing Using Python	12weeks	27/01/2020	17/04/2020	25/4/2020
52	19D3402	M. REVATHI SHREE	C++	8 weeks	27/01/2020	20/03/2020	29/03/2020
53	19D3403	S.SWAATHI	Cloud computing and Distributed systems	8 weeks	27/01/2020	20/03/2020	29/03/2020
54	19D3404	MANJUNATH,C	Joy Of Computing Using Python	12 weeks	27/01/2020	17/04/2020	25/4/2020
55	19D3405	R. KALPANA	cloud computing and distributed system	8 weeks	27/01/2020	20/03/2020	29/03/2020
56	19D3407	VENKATALAKSHMI,P	Cloud computing and Distributed systems	8 weeks	27/01/2020	20/03/2020	29/03/2020
57	19D3408	V.M. BADRINATH	Data analytics with python	12 weeks	18/01/21	09-04-21	19/08/2021
58	19D3409	SUDARSHAN,S	DBMS and privacy and security in online social media	8 weeks	18/01/2021	12/03/2021,09/04/2021	21/03/2021 and 25/04/2021
59	19D3410	DIVYADHARSHINI,S	The Joy Of Computing Using Python	12weeks	18/01/21	09-04-21	24/04/21
60	19D3411	K. NIVETHA	The Joy Of Computing Using Python	12weeks	18/01/21	09-04-21	24/04/21
61	19D3412	KAVITHA,P	Computer Networks and Internet protocol	12 weeks	27/01/2020	17/04/2020	17/11/2020
62	19D3413	H. BALASUBRAMANI	Computer Networks and Internet protocol	12 weeks	27/01/2020	17/04/2020	19/06/2021
63	19D3414	ALEXANDAR,M	The Joy Of Computing Using Python	12 weeks	18-01-2021	09-04-2021	19-08-2021
64	19D3415	GANESHAMOORTHY,R	Data analytics with python	12 week	18/01/2021	09-04-2021	19/03/2021
65	19D3416	NANDHITA,P,R	The Joy Of Computing Using Python	12 weeks	18/01/2021	09-04-2021	24/04/2021
66	19D3417	D.SURUTHI	The Joy Of Computing Using Python	12 weeks	18/01/2021	09-04-2021	24/04/2021
67	19D3418	SAKTHEESWARIG	Privacy and security in online social media	8 weeks	18/01/2021	09-04-2021	25/04/2021
68	19D3419	NITHISH KUMAR,U	privacy and security in online social media	8 Weeks	18/01/2021	12-03-2021	29/04/2021

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69	19D3420	RESHMA.R	Cloud computing and distributed system	8 weeks	27/01/2020	20/03/2020	29/03/2020
70	19D3421	SANGAVI.C	Cloud computing and distributed system	8 weeks	27/01/2020	20/03/2020	29/03/2020
71	19D3422	ASMITHA.A	computer networks and internet protocol	12 weeks	27/01/2020	17/04/2020	17/12/2020
72	19D3423	B. DINESH	Data analytics with python	12 weeks	18/01/2021	09-04-2021	19/08/2021
73	19D3424	K.LOKESH	The joy of computing using python	12 weeks	27/01/2020	17/04/2020	25/04/2020
74	19D3425	R. PRIYADHARSHINI	computer networks and internet protocol	12 weeks	27/01/2020	17/04/2020	17/12/2020
75	19D3426	K. NIKLESH	Business Analytics & Text Mining Modelling Using Python	8 weeks	16/07/2021	17/09/2021	26/09/2021
76	19D3427	KARTHIK ANAND R	computer network and internet protocol	12 weeks	27/01/2020	17/04/2020	19/08/2021
77	19D3428	MALINI S	cloud computing and distributed system	8 weeks	27/01/2020	20/03/2020	29/03/2020
78	19D3429	RAGHUL KANNAN M	privacy and security in online social media	8 weeks	18/01/2021	09-04-2021	25/04/2021
79	19D3430	V SUNIL KUMAR	DBMS	8 Weeks	18/01/2021	12-03-2021	21/03/2021
80	19D3431	V RAGHUL	privacy & security in online social media	8 weeks	18/01/2021	09-04-2021	25/04/2021
81	19D3432	Athiyaman.T	The joy of computing using python	12 weeks	27/1/2020	17/4/2020	25/4/2020
82	19D3433	Surech Kumar.V	Data analytics with python	12 week	18/01/2021	09-04-2021	19/08/2021
83	19D3434	Pawan.R	The Joy Of Computing Using Python	12 weeks	18/01/2021	09-04-2021	24/04/2021
84	19D3435	Santhosh.P	The Joy Of Computing Using Python	12 weeks	27/01/2020	17/04/2020	25/04/2020
85	19D3436	Kannan.T	The Joy Of Computing Using Python	12 weeks	18/01/2021	09-04-2021	24/04/21

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	YES	Good	
	E-learning modules	YES	Good	
	Project work UG/PG	YES	Good	
	Internal assessment - components - Uniqueness	YES	Good	
	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	

  
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### Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I MCA (2020 Batch)	50	1:7	Good	
II MCA (2019 Batch)	37	1:5	Good	
III MCA (2018 Batch)	53	1:7	Good	

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
iii. Faculty Profile	Projects completed / on going	YES		
	Seminars / conferences attended	YES		
	Papers / articles / books published	YES		
	FDP / RC / OC / Training Program / Workshop	YES		

  
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	Preparation of E-learning materials / Content	YES		
	Acted as resource persons	YES		
	M.Phil. & Ph. D awarded	YES		

h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Enhancing Security in Cloud Computing using Playfair and Caesar Cipher in Substitution Techniques	S. Karthiga and T. Velmurugan	International Journal of Innovative Technology and Exploring Engineering (IJITEE).	Scopus	2020	17		T. VELMURUGAN, Associate professor, PG and Research Department of Master of Computer Applications (MCA), Dwaraka Doss Goverdhan Doss Vaishnav College, Arumbakkam, Chennai - 600 106, India.
Impact of Customer Feedback System using Machine Learning Algorithms for Sentiment Mining	B. Hemalatha and Velmurugan	International Journal of Innovative Technology and Exploring Engineering (IJITEE).	Scopus	2020	17		
Mining Implicit and Explicit Rules for Customer Data Using Natural Language Processing and Apriori Algorithm	T. Velmurugan and B.Hemalatha	International Journal of Advanced Science and Technology,	Scopus	2020	17		

  
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Factors Influencing The Impact Of Technological Innovations On Localized Adult Education	G. SriPradha, P. Kamaragurudasan and T. Veimurugan	<i>Journal of Critical Reviews</i>	Scopus	2020	17	
Comparative Study on Prediction of Support and Resistance Levels with k-Nearest Neighbor and Long Short-Term Memory Method	T.Veimurugan and T. Indhumathy	<i>Journal of Information and Computational Science</i>	Scopus	2020	17	
Performance of k-Nearest Neighbor and Gated Recurrent Unit in Stock Market	R. Arunkumar and T.Veimurugan	<i>Journal of the Maharaja Sayajirao University of Baroda</i>	Scopus	2020	17	
Predicting Support and Resistance Indicators for Stock Market with Fibonacci Sequence in Long Short-Term Memory	Veimurugan, T and Indhumathy, T	<i>Journal of Computer Science</i>	Scopus	2020	17	
Security based Approach of SHA 384 and SHA 512 Algorithms in Cloud Environment	Veimurugan, T and Karthiga, S	<i>Journal of Computer Science</i>	Scopus	2020	17	
Classifying Heart Disease in Medical Data Using Deep Learning Methods	Veimurugan, T. and Latha, U	<i>Journal of Computer and Communications</i>	Scopus	2021	17	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Demand Ratio is good	
	Students involvement in extra-curricular & Co-curricular activities	YES	Good	
	Study tour / industrial visits / exhibitions / Internship / Training	Internship Training-YES	Internship Training is very good	

**Student Progression to higher education details during the year : Enclose Attachment in the given format**

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Since MCA is a professional degree, students offer employment.				

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Details of Student Placement during the year		Number of Students Placed	
Name of Organizations Visited	Number of Students Participated	On Campus	Off Campus
Kumaran Solution, Stradegi Solutions, Clayfin Tech, MANTT, Ascentiya	40	1	9
Students qualifying in State/ National/ International Level Examinations during the Year			
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam	
NET	1	TN0152001004	
SET			
SLET			
GATE			
GMAT			
CAT			
GRE			
TOFEL			
Civil Services			
State Government Services			
Any Other (Please specify details)			

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Details of Student Achievements/Awards during the year				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID Name of the Student
Due to prevailing COVID-19 Pandemic situation, there is no participation.				

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
V. Infrastructure in the Department	No. of class rooms	3 YES	Good	
	No. of laboratories	1 YES	Good	
	No. of computers – for teachers	1:1 YES	Each teacher is provided with individual computer with separate cabin	
	No. of computers – for students	1:1 YES	Each student is provided with high configuration system	
	No. of computers – research scholars	1:1 YES	Good	
	No. of instruments	62 YES	Good count	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	YES		
	Consultancy	YES		
	Collaborations	YES		
	Association Meetings	YES		
	Guest lectures	YES		
	Conference / Seminar / Workshop conducted	YES		
	Extension Activity	YES		
	Interaction with Industry / Research Centres / Educational Institutions	YES		
	Newsletters / Magazine	YES		

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## 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	Counselling Records
1	<u>Vignesh.V</u>	I/I/20D4007	85	YES	YES	YES	YES
2	<u>Kavitha.S</u>	I/I/20D4003	83	YES	YES	YES	YES
3	<u>Kiran,M</u>	I/I/20D4006	87	YES	YES	YES	YES
4	Asmitha. A	II/III/19D3422	91	YES	YES	YES	YES
5	H. Balasubramani	II/III/19D3413	85	YES	YES	YES	YES
6	K. Nivetha	II/III/19D3411	83	YES	YES	YES	YES
7	S. Lakshmi Priya	III/V/18D3108	93	YES	YES	YES	YES
8	M. Yuvaraj	III/V/18D3113	95	YES	YES	YES	YES
9	J Newton	III/V/18E4001	83	YES	YES	YES	YES

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Student Quality Council records during the year			
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity		
1.R.Pawan (19D3434) 2.G Arulvin (19D3437) 3.Vignesh.V (20D4007) 4. K. Hariharan (20D4040)	Actively participated in coordinating department webinars, preparing Newsletters, designing department prospectus and helps their peers in teaching how to join online sessions, uploading assignments etc.		
Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Official mail address is not working-so some of the students are not able to join their online classes	22	14%
Abuse / Harassment related issues	NIL	NIL	NIL
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	NIL	NIL
Evaluation in End semester examination	Revathishree (19D3402) has not uploaded her answer	1	0.7%

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	sheet of "Database Management System" on 21 Dec 2020 in the examination portal within the stipulated time.		
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### 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 M.Sc., P.G.D.C.A., Ph.D.,	YES	YES	YES	YES	-
2	Dr. T. Velmurugan M.Sc., M.Phil., P.G.D.C.A., Ph.D.,	YES	YES	YES	YES	YES
3	Dr. S. Santhosh Baboo M.Sc., Ph.D., SLET	YES	YES	YES	YES	-
4	Dr. R. Anandhi M.C.A., M.E. M.Phil., Ph.D., SET NET	YES	YES	YES	YES	-
5	Dr. K. Angayarkkani M.Sc., M.Phil., Ph.D.,	YES	YES	YES	YES	-
6	Dr. T. Sridevi M.Sc., M.C.A., M.Phil., Ph.D., SET	YES	YES	YES	YES	-

  
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7	Mrs. A. S. Thenmozhi M.Sc., M.C.A., M.Phil., P.G.D.C.A.,	YES	YES	YES	YES	-
8	Mrs. M. P. Sukassini M.C.A., M.Phil., SET	YES	YES	YES	YES	-

### III. HOD records

Note: Program wise, Year wise and Section wise minimum of 3 records to be audited (all 3 records are of II year/III Sem)

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	II/III	YES

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## SWOC Analysis

<p style="text-align: center;"><b><u>STRENGTHS</u></b></p> <ul style="list-style-type: none"><li>• Adequate Infrastructure facilities</li><li>• Excellent placement record</li><li>• Highly experienced faculty</li><li>• No cancellation of classes</li><li>• Good admission strength for many years</li><li>• Periodical webinars to enhance the skill set of students.</li><li>• MOOC courses and spoken tutorials are part of curriculum-so all students are undergoing these courses to earn credits</li></ul>	<p style="text-align: center;"><b><u>WEAKNESS</u></b></p> <ul style="list-style-type: none"><li>• Students may enroll in Entrepreneurial certificate courses by commerce and other related departments.</li></ul>
<p style="text-align: center;"><b><u>OPPORTUNITIES</u></b></p> <ul style="list-style-type: none"><li>• To create a separate placement and training (PAT) cell solely for MCA students</li></ul>	<p style="text-align: center;"><b><u>CHALLENGES</u></b></p> <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>• Due to the COVID-19 pandemic , admission of students in course itself is a challenge during academic 2020-2021</li></ul>

**PRINCIPAL** <sup>24</sup>  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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

**Any specific recommendations on Faculty Development.**

**Any specific instance of Excellence**

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
NIL					
Meetings/Activities Organized by Alumni Association:					
Due to Pandemic, offline Alumni meeting was not conducted yet. But alumni are regularly involved in online BoS meetings for giving their inputs in upgrading the department syllabus to meet industry standards and also invited in periodic intervals to deliver alumni lectures on recent technologies.					

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

  
PRINCIPAL

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Arumbakkam, Chennai - 600106.

24/03/2021



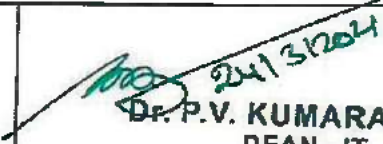

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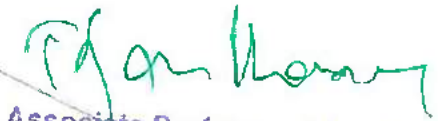
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2	Dr. P.V. Kumaraguru, M.C.A., M.Phil., Ph.D., Associate Professor and COE, Department of M.C.A., Gurunanak College, Chennai – 600 042.	 24/3/2021 Dr. P.V. KUMARAGURU DEAN - IT GURU NANAK COLLEGE (AUTONOMOUS) CHENNAI - 600 042.
3	Mrs. A. Josephine Anitha, M.C.A. M.Phil., Head and Assistant Professor, Department of M.C.A, Ethiraj College for Women (Autonomous), Ethiraj Salai, Chennai-600 004.	 24/3/2021



**PRINCIPAL**

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Vaishnav College  
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Associate Professor & Head  
P.G. & Research-Department of  
Computer Applications  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600 106.





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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 9.4.2021

Name of the Department		MBA -		
Year of Establishment		1995		
Timing of the Department		10.00AM - 3.45 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. N. KANWAN	Professor & Legal Officer School of Mgmt Studies.	Sathyabama Insti tute of Science & Technology, Rajiv Gandhi Road Chennai - 119	98419 51500
2	Dr. V. UMA MAHESWARI	Associate Professor & Head - MBA	Guru Nanak College Velachery Chennai - 42	8672251233
3	Dr. D. CHARUMATHI	ASSISTANT PROFESSOR - MBA	MEASI Institute of Management, Chennai - 14	9841279989

*Amar* Head  
School of Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

*R* *idc*  
**PRINCIPAL**  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

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	1995	UG with 1st class & CET score	English	60	60
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination			58	58
02	First class			100%	
	Second class			-	
	Third class			-	
03	No. of students failed			-	
04	Pass percentage			100%	

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination				2020 - 58	2019 - 58.
02.	No. of students passed				58	58
03.	Pass percentage				100%	100%.

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	yes	As per the standards	
	Contents of the Curriculum	yes	Highly updated	
	BOS	yes.	Conducted Regularly.	
	Credits allotted / distribution – logic	yes.	done as per the standards.	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	yes		

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Business Analytics	2019	57 +9	yes.	Good opportunity for the students	-
CIMA Training	2020	7	yes.		
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			2018 Batch - 58 2019 Batch - 58	yes, it is recommended to add the credits	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	classrooms are highly equipped. Qualified Teachers appointed. ICI Tools are applicable.	LMS Platform may be implemented for effective communication.
	E-learning modules	Yes	Satisfactory	may be update if anything new.
	Project work - PG	Yes	neatly arranged	-
	Internal assessment - components - Uniqueness	Yes -	done as per plan. <i>R. J. K.</i>	

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Student support – remedial coaching	Yes	Good	-
Parents meeting – evaluation of student's progress	Yes	done periodically	-
Feedback from students	Yes	.	-
Steps taken on the feedback	Yes	attended, 	-
		<b>PRINCIPAL</b>	

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I MBA 2018	58	1:9		
II MBA 2019	58	1:9		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going			
	Seminars / conferences attended	Yes		
				

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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	-		

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Received 10 times higher applications High demand.	-
	Students involvement in extra-curricular & Co- curricular activities	Yes	Rich Participation involved.	-
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	good.	.

*[Handwritten signature]*

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DDGDVC	Name of the Institution Joined	Name of Programme Admitted

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

  
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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	Sufficient	—
	No. of laboratories	Yes	Sufficient	—
	No. of computers – for teachers	Yes	each Teacher has alloted a system.	—
	No. of computers – for students	Yes	1:1 and Sufficient.	—
	No. of computers – research scholars	Yes	Sufficient	—
	No. of instruments	Yes	Sufficient	—

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Arumbakkam, Chennai – 600 106

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	-	-
	Consultancy	Yes	-	collaboration for consultancy
	Collaborations	Yes	-	-
	Association Meetings	Yes	-	-
	Guest lectures	Yes	-	-

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Conference / Seminar / Workshop conducted	yes	Regularly	-
Extension Activity	yes	-	-
Interaction with Industry / Research Centres / Educational Institutions	yes	constantly	-
Newsletters / Magazine	yes	-	-

  
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Arumbakkam, Chennai – 600 106

## 1. Students Records

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

→ checked. yes-

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

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity

  
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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	4	6	
Abuse / Harassment related issues	-	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	yes	-	-
Evaluation in End semester examination	yes	-	-

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## II. Faculty Records

Files of the following faculty members were audited

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

*B.L.V.*

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### III. HOD records

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

*enclosed.*

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

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. The department maintains highly Qualified &amp; experienced faculty members.</li><li>2. Near to the industrial area the industry institution interaction is more.</li><li>3. strictly standards in admission process brings quality students.</li></ol>	<ol style="list-style-type: none"><li>1. Licensed softwares can be purchased for students use.</li><li>2. Can create an atmosphere and platform to obtain a consultancy projects and funded projects.</li></ol>

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OPPORTUNITIES	CHALLENGES
<p>1. can go for increase in intake - upto additional 60 seats.</p> <p>2. Eligible to apply for NBA</p> <p>3. There is a scope for funded projects.</p> <p>4. Incubation project/centre can be set up.</p>	

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

- NA -

**Any specific recommendations on Faculty Development.**

**Any specific instance of Excellence**

placements are highly ~~val~~ appreciable and most of the students getting placed in campus.

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					
Verified					
					

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Audit Panel Member's Name & Affiliation	Signature with Date
<p>1 Dr. N. KANNAN. Professor &amp; legal officer. School of Management Studies Sathyabama Institute of Science &amp; Technology Rajiv Gandhi Road, Chennai.</p>	<p> Dr. N. KANNAN, MBA., PGDCA., M.Phil., Ph.D., ML, Professor &amp; Legal Officer School of Management Studies Sathyabama Institute of Science &amp; Technology (Deemed to be University) Rajiv Gandhi Road, Chennai - 600119.</p>
<p>2 DR. V. UMA MAHESWARI Associate Professor &amp; Head Department of MBA Guru Nanak College Velachery Chennai-42</p>	<p> Dr. V. Uma Maheswari M.A., Ph.D. Head of the Department - MBA Guru Nanak College Velachery, Chennai-600 042</p>
<p>3 Dr. A. Chammartin Assistant Professor, MEASI Institute of Management, Royapettah Chennai - 14</p>	<p></p>

  
**Head**  
School of Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift I)  
Arumbakkam, Chennai-600 106.

**Head**  
School of Management  
Dwaraka Doss Goverdhan Doss  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 30.3.2021, 3.30pm

Name of the Department		DEPARTMENT OF BUSINESS ECONOMICS (SHIFT II)		
Year of Establishment		2015		
Timing of the Department		2.00PM – 6.30 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. D. SANGAMITHIRAI	ASSISTANT PROFESSOR	Economics, Quond-e-Millath Govt College, Anna Salai, Chennai	9841475079
2	Dr. S. RAVIKUMAR	Assistant Professor	Department of Economics, Govt Arts College Nandanam, Chennai - 35	9840736609
3	R. SUNDARAMURTHY	Assistant Professor	P4 and Research Dept. of Economics Dr. Ambedkar Govt Arts College, Ch-39.	9840501270

  
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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 BUSINESS ECONOMICS	3 YEARS	+2	ENGLISH	NA	NA
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

  
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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination	44		3	
02	First class	12		3	
	Second class	31		0	
	Third class	1		0	
03	No. of students failed	0		0	
04	Pass percentage	100		100	

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination			60		
02.	No. of students passed			57		
03.	Pass percentage			97%		

  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	YES	Yes	Students can be trained for competitive exam
	Contents of the Curriculum	YES	Sufficient	—
	BOS	YES	Adequate	—
	Credits allotted / distribution – logic	YES-LOGICALLY DISTRIBUTED	Satisfactory	—
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	—	—	Satisfactory All teachers can be given training

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NIL				3	NA
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	YES	Adequate	—
	E-learning modules	YES	Satisfactory	—
	Project work UG/PG	UG-FIELD PROJECT YES	Adequate	—
	Internal assessment – components – Uniqueness	GENERIC SKILLS- YES	Good	—

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Student support – remedial coaching	YES	Good	—
Parents meeting – evaluation of student's progress	FACE TO FACE MEETING NOT CONDUCTED DUE TO PANDEMIC	Not held due to COVID-19.	—
Feedback from students	YES	Satisfactory	—
Steps taken on the feedback	YES	Satisfactory	—

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
III BA BUSINESS ECONOMICS	70	1:25	Good	—

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NA	NA	—
	Seminars / conferences attended	YES	Adequate <i>R. D. S.</i>	—

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Papers / articles / books published	YES	Good	—
FDP / RC / OC / Training Program / Workshop	YES	Adequate	—
Preparation of E-learning materials / Content	YES	Satisfactory	—
Acted as resource persons	YES	Good	—
M.Phil. & Ph.D awarded	YES	Satisfactory	—

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
						3	
							NIL

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	NA	NA	—
	Students involvement in extra-curricular & Co- curricular activities	YES	Satisfactory	—
	Study tour / industrial visits / exhibitions / Internship / Training	YES	Good	—

  
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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
SELVA DURAI .N	17E0104	BA BUSINESS ECONOMICS	AMBEDKAR LAW COLLEGE	LLB
SIVA NANTHINI .M	17E0101	BA BUSINESS ECONOMICS	DG VAISHNAV COLLEGE	MSW (HR)
NAVEEN KUMAR .N	17E0129	BA BUSINESS ECONOMICS	DG VAISHNAV COLLEGE	MA ECONOMICS
PRAICY JEMILA	17E0123	BA BUSINESS ECONOMICS	LOYOLLA COLLEGE	MA ECONOMICS

  
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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
		2	
		N/A	

## Students qualifying in State/ National/ International Level Examinations during the Year

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		}
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		N/A

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Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID Name of the Student
			}	
				NIL

Due to pandemic

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	YES	Good	—
	No. of laboratories	NA	NA	NA
	No. of computers – for teachers	5	Good	—

*B. D. Doss*

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	No. of computers – for students	COMMON COMPUTER LABORATORY	Satisfactory	-
	No. of computers – research scholars	NIL	NIL	-
	No. of instruments	NA	NA	-

Criterion	Items	Verification Yes / No	Comments	Suggestions improvement for
VI. Activities of the Department	MoUs signed	NIL	}	NIL
	Consultancy	NIL		

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	Collaborations	NIL		NIL
	Association Meetings	NIL		
	Guest lectures	YES	Good	—
	Conference / Seminar / Workshop conducted	YES	Good	—
	Extension Activity	YES	Good	—

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	Interaction with Industry / Research Centres / Educational Institutions	YES	Good	—
	Newsletters / Magazine	YES	Good	—

  
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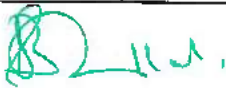
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## I. Student Records

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.	DEEPTHI A	III BA BUSINESS ECONOMICS / VI SEM/ 18E0118	96%	36	YES	YES	YES
2.	LALITH V K	III BA BUSINESS ECONOMICS / VI SEM/ 18E0115	87%	28	YES	YES	YES
3.	MOHAMMED FAZIL A	III BA BUSINESS ECONOMICS / VI SEM/ 18E0152	78%	16	YES	YES	YES



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## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
	Student Representation could not be made due to COVID.
	<p style="text-align: center;"> <b>PRINCIPAL</b> Dwaraka Doss Goverdhan Doss Vaishnav College Arumbakkam, Chennai - 600106.</p>



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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	3	70	4.28%
Abuse / Harassment related issues	NIL	NA	—
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	NA	—
Evaluation in End semester examination	2	70	2.86%

*Grievances addressed*

  
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## 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
1.	DR.P.SRIRAAJ		YES	YES	YES	YES
2.	MS.N.JAYASHREE		YES	YES	YES	YES
3.	MS.P.JANAKI		YES	YES	YES	YES

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## II. 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	YES	YES	YES	YES	YES

  
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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. All the faculty in the department are fully qualified according to UGC norms.</li><li>2. All the faculty hold positions of responsibility in academic, administrative and extracurricular activities of the college.</li><li>3. The faculty have quickly adapted themselves to ICT tools of teaching on account of the pandemic.</li><li>4. The students are actively involved in sports, extension and cultural activities of the college.</li></ol>	<ol style="list-style-type: none"><li>1. The department does not have enough research projects to their credit.</li><li>2. Communication skill of the students is weak.</li><li>3. Placement record has to be improved.</li></ol>

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## OPPORTUNITIES

1. Collaborative activities with other institutions and research organisations.
2. Involvement of Alumni for skill improvement programmes.
3. Networking with Alumni association to improve placement.

## CHALLENGES

1. Branding the department amongst Economics departments of other city colleges.
2. Competing with B.com Programme in attracting quality students.
3. Providing placements from core organisations and institutions exclusively for the students of our department.
4. Improving the class average as students from diverse economic and social background are admitted.

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

NIL

**Any specific recommendations on Faculty Development.**

- Faculty can undertake research projects

**Any specific instance of Excellence**

- Students were found to be excellent

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
		NIL			
Meetings/Activities Organized By Alumni Association :					
		NIL			

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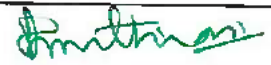


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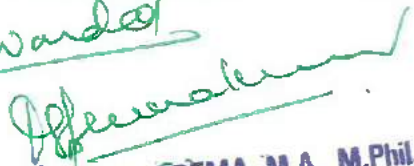
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. D. SANGAMITHIRAI ASSISTANT PROFESSOR, ECONOMICS Anand-e-Millath Govt College for Women, Anna Salai, Chennai - 600 002	 Dr. D. SANGAMITHIRAI, M.A., M.Phil., M.B.A., Ph.D. Assistant Professor PG & Research Department of Economics Anand-E-Millath Govt. College for Women (Autonomous) Anna Salai, Chennai - 600 002
2	Dr. S. RAVIKUMAR, Assistant Professor, Department of Economics, Government Arts College for Men, Nandanam, Chennai - 600 035.	 Dr. S. RAVIKUMAR, M.A., M.Phil., B.L., Ph.D., Assistant Professor Department of Economics Govt. Arts College for Men (Autonomous) Nandanam, Chennai - 600 035.
3	R. SUNDARAMURTHY Assistant Professor, PG and Research Dept of Economics, Dr. Ambedkar Govt. Arts College, Ch-39	 R. SUNDARAMURTHY, M.A., M.Phil., Asst. Professor, PG & Research Department of Economics, Dr. Ambedkar Government Arts College, Vasarpadi, Chennai - 600 039.

*Forwarded*

  
Dr. T.S. PREMA, M.A., M.Phil., Ph.D.,  
Head  
Department of Economics (Shift II)  
Dwaraka Doss Goverdhan Doss Vaishnav College  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 16/04/2021

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 Head of Department of Social Work ( SF)	Madras School of Social Work, Egmore  Chennai -8	9941127272
2	<b>Dr. Carolin Golda. P,</b>	Assistant Professor,	Dept of Management Studies – HRM, Women's Christian College, Chennai	
3	<b>Dr. MAHISHASURAMARDHINI</b>	Head in Charge  M. A. HRM Department	SDNB Vaishnav College  Chrompet.	8056029250

Follow-up of previous Audit:

- Staff members encouraged to enroll professional forum
- Subjects revamped with requirement in the industry

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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 +38 = 78
3	M.Phil.						
4	Ph.D.						

*B. L. V.*

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020	
		UG	VI sem	PG	IV sem
01	No. of students appeared for examination				39
02	First class				39
	Second class				0
	Third class				0
03	No. of students failed				0
04	Pass percentage				100

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination				39	40
02.	No. of students passed				39	40
03.	Pass percentage				100	100

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Criterion	Items	Verification Yes / No	Comments	Suggestions for 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 prepared according to the Industrial experts suggestion	Revamping repeating contents
	BOS	Yes	Was conducted on 25 February 2020 More than 80 % of the syllabus revamped.	No suggestions
	Credits allotted / distribution – logic	yes	Standard format followed	Credit can be increased for internship. Credit to be given in each paper ( syllabus ) Title for each unit Self-study Reference latest books to be given

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	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)			
--	---	--	--	--

Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Neuro Linguistic Programme	27, 28, 29 Feb and 02 March 2020 (4 days)	40	Yes	-	-
HR Analytics	1, 2, 4, 5 and 6 <sup>th</sup> March 2021 (5 days)	40	Yes	HR-Analytics certification replaced by Six sigma	
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			40 Students (List Attached)		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>II. Teaching &amp; Learning</b>	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	
	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	Career Counselling Guidance, Weekly staff student meeting for slow learners
	Parents meeting – evaluation of student's	Yes	During admission the Parents meeting are conducted.	No suggestions

  
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	progress		Parent consent letter is taken	
	Feedback from students	Yes	Feedback is taken from students, parents, alumnus' and staff through online	No Suggestions
	Steps taken on the feedback	Yes		

## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I Year	40	1 : 6		
II Year	38	1 : 5		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	Nil	-	-
	Seminars / conferences attended	Yes	NHRD, SHRM, EFSI conferences	More Seminar to be attended
	Papers / articles / books published	Yes	1	Scopus Listed Journal
	FDP / RC / OC / Training Program / Workshop	Yes	ICT Tool based methodology	Workshop for staff from other college
	Preparation of E-learning materials	Yes		

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	/ Content			
	Acted as resource persons	yes		
	M.Phil. & Ph. D awarded	No	Need to concentrate on M.Phil & Ph.D among staff members	

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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Service Quality of CRM: With reference to Public and Private Banks in Nagpur city	Pushpanathan Arumugam	Universal journal of Accounting and Finance. Vol. 9(2), pp 191-196		2021			Scopus

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	40/ 170+	Diversified Student enrollment can be encouraged at the college level  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	II Year students taken to Three days in house Programme on "Leadership Development Programme at Pegasus Institute, Marakanam, 3	Sufficient activities are carried out

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			Internships have been offered, 50 + Webinars conducted	
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**Student Progression to higher education details during the year (2020-2021): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Nil					

*R. V.*

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Details of Student Placement during the year (2020-2021)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
23	40	26	-

- List Attached

Students qualifying in State/ National/ International Level Examinations during the Year : NIL		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

  
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Details of Student Achievements/Awards during the year (2020-2021) NIL					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	2 class rooms	Wifi Connection for classrooms  Conference hall of 150 capacity is suggested for department activities
	No. of laboratories	Not Applicable	Shared with other department if required	-

  
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	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

### I. Student Records

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No	-	Need to Sign MOUs with other institutions

  
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	Consultancy	No	-	Need to do consultancy
	Collaborations	No	-	Need to have collaborations
	Association Meetings	Yes	Student Associations. Under this banner Workshops conducted for the students.	HRD Forum Meetings
	Guest lectures	Yes	50 + Webinars and 4 National level workshops conducted	Sufficient Guest Lectures
	Conference / Seminar / Workshop conducted	Yes	HRD Workshops- 6  Conference: TANTHRA  Seminar: HRD Inauguration and Valedictory)	Sufficient workshops and seminars/ conference carried out

*(Handwritten Signature)*

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	Extension Activity	Yes	HRD –Urban Outreach Postponed due to Covid- 19 Lockdown	More Urban programme need to be carried out
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Internships, Webinars, participation in workshops in Professional Bodies Study Tour Conferences	Sufficient activities are carried out in the department
	Newsletters / Magazine	NO	-	Need to print a Newsletter

**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	Priyanka	II Year/III Sem/ 1913102022131	Average	Yes	Yes	NA	
2	Raguvansh Kamath R	II Year/III Sem/ 1913102022111	Below Average	Yes	Yes	NA	

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3	Akshay R. Renganathan	II Year/III Sem/1913102022 102	Above average	Yes	Yes	NA	
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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Nil		
Abuse / Harassment related issues	No		
Internal Question paper/ transparency of Internal Marks/ evaluation			
Evaluation in End semester examination			

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## 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.N.C Martin	yes	yes	Recorded	Attended National conference	2
2	Prof. Subatini Santhiya	yes	yes	Recorded	Attended National conference	No
3	Prof.S.Narendran	yes	yes	Recorded	Attended National conference	No

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### 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

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## SWOC Analysis

<b>STRENGTHS</b> <ul style="list-style-type: none"><li>• Strong Alumni Network</li><li>• Upgraded curriculum with the suggestion from Industrial experts</li><li>• Sufficient teachers</li><li>• 100 % placement</li></ul>	<b>WEAKNESS</b> <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></ul>
<b>OPPORTUNITIES</b> <ul style="list-style-type: none"><li>• Goodwill of the Department became selling feature to attract recruiters</li><li>• Support from management</li><li>• Strong Institution Industry Interface</li></ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"><li>• Integrating technology with teaching</li><li>• Time management</li><li>• Research attention with students</li></ul>

	<b>List of Non-conformities with University Policy and unacceptable Deficiency in Standards.</b>

### Any specific recommendations on Faculty Development.

- Encouraging and extending support to Staff members to pursue research
- Collaborating with Industries with MoU

  
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- 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**

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) : NIL					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					

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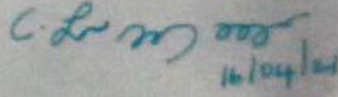
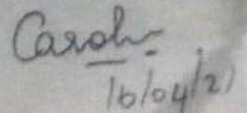
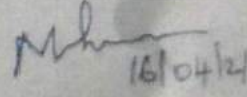
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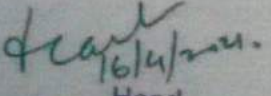
Affiliated to University of Madras

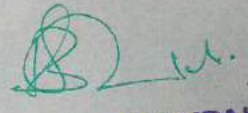
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## ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 16/04/2021

Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. C. FRANCIS Assistant Professor Head of Department of Social Work (SF) Madras School of Social Work, Egmore Chennai - 9941127272	 16/04/21
2	Dr. Carolin Golda. P, Assistant Professor, Dept of Management Studies - HRM, Women's Christian College, Chennai	 16/04/21
3	Dr. Mahishasuramardhini Head, Dept., of HRM, SDNB Vaishnav College Chrompet. 8056029250	 16/04/21

  
16/04/21.  
Head  
P.G. Department of  
Human Resources Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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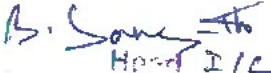
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 03.03.2021

Name of the Department		MATHEMATICS WITH COMPUTER APPLICATION		
Year of Establishment		2011		
Timing of the Department		2.00 PM TO 6.30PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. Anantha Narayanan	Associate Professor Department of Mathematics, A.M. Jain College, Chennai.	A.M. Jain College, Meenambakkam, Chennai, Tamil Nadu – 600114.	9841779162
2	Dr. D. Ramamurthy	Associate Professor and Head, Department of Mathematics, Sri Theagaraya, Chennai.	Sri Theagaraya College, Thiruvottiyur High Road, Chellapa Colony, New Washermanpet, Chennai, Tamil Nadu -600021.	9941129150
3	Dr. S. Padmavathi	Associate Professor Department of Mathematics, Pachaiyappa's College, Chennai.	Pachaiyappa's College, Chennai, Tamil Nadu – 600 030.	7010259469

  
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Department of Mathematics with  
Computer Application  
Dwaraka Doss Goverdhan Doss  
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Follow-up of previous Audit: conducted on 04.02.2020

As suggested in the academic audit report of previous year

1. More ICT tools have been used to enhance the effective teaching.
2. Webinars were conducted periodically to enhance the knowledge of Students and Faculty
3. E-Resources accessibility have been enabled in website for students

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. (Mathematics with Computer Applications)	3 years	12 std	English	40	28

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020	
		UG	VI sem
01	No. of students appeared for examination	38	
02	First class	38	
	Second class	-	
	Third class	-	
03	No. of students failed	0	
04	Pass percentage	100	

Sl. No	Particulars	2020 – 2021		
		UG		
		I year I sem	II Year III sem	III Year V sem
01.	No. of students appeared for examination			
02.	No. of students passed			
03.	Pass percentage			

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	70% of University syllabus followed and entire syllabus restructured according to Bloom's Taxonomy	-
	Contents of the Curriculum	Yes	Relevant	More application oriented subjects may be included in the syllabus.
	BOS	Yes	Both hand-written and typed copies of minutes of BOS meticulously maintained in the department.	-
	Credits allotted / distribution – logic	Yes	As per university norms	-
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	CO attainment enclosed	-

  
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
R PROGRAMMING	02/03/2021	62	Yes	-	-
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			YES, Enclosed		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Teaching Aids: Using Digital Pad, Power point presentation, Video Lecturing, Seminar and Assignments.	Smart Class rooms may be made available.
	E-learning modules	Yes	Available	-
	Project work UG/PG	NA	NA	-
	Internal assessment – components – Uniqueness	CIA Tests (I&II) 25Marks, Generic Activities 10 Marks, Attendance 5Marks Total: 40 Marks	Attendance and CIA Test I Marks were checked.	CIA Test marks alone may be taken for internal assessment purpose.
	Student support – remedial coaching	Slow learners are grouped along with Advanced Learners to enhance their self-learning and to improve their performance.	Number of students in each group may further be reduced in order to achieve maximum efficiency.	Effective participation from students side is required.
	Parents meeting – evaluation of student's progress	Due to pandemic parents meeting was conducted online through G-meet.	-	-

  
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	Feedback from students	Verified	Record maintained	
	Steps taken on the feedback	Verified through interaction with students.	To enhance their knowledge more assignments and seminars were conducted.	

## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
III-MATHS WITH CA	34	1:25	Mentor Mentee Ratio of 1: 25 satisfied with the department	
II-MATHS WITH CA	25	1:25		
I-MATHS WITH CA	28	1:25		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	No	-	Can undertake some minor projects
	Seminars / conferences attended	Yes	Enclosed	-
	Papers / articles / books published	Yes	Enclosed	-
	FDP / RC / OC / Training Program / Workshop	Yes	Enclosed	-
	Preparation of E- learning materials / Content	Yes	E sources were made available to the students	Teachers may be encouraged to prepare more video based e- learning materials
	Acted as resource persons	-	-	-
	M.Phil. & Ph. D awarded	Nil	-	-

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	7:4		
	Students involvement in extra-curricular & Co- curricular activities	The students have actively participated in various intercollegiate competitions held during the current academic year	Verified the records.	Intercollegiate competitions may be conducted in future in order to enhance the students leadership and organizing skills
	Study tour / industrial visits / exhibitions / Internship / Training	NIL		

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format					
Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
KEERTHIVASAN.S	171212		MATHS WITH CA	DWARAKA DOSS GOVERDAN DOSS VAISHNAV COLLEGE	M.Sc. MATHEMATICS
SIJIN.S	171235		MATHS WITH CA	SELVAM COLLEGE OF PHYSICAL EDUCATION	B.Ped
MUGIL.G.M	171205		MATHS WITH CA	UNIVERSITY OF MADRAS	M.Sc. CYBER SECURITY
PRAVEEN RAJ.P	171203		MATHS WITH CA	HINDUSTAN INSTITUTE OF TECHNOLOGY & SCIENCE	MCA BIG DATA ANALYTICS

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	Details Enclosed	2	3

## Students qualifying in State/ National/ International Level Examinations during the Year

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-	
SET	-	
SLET	-	
GATE	-	
GMAT	-	
CAT	-	
GRE	-	
TOFEL	-	
Civil Services	-	
State Government Services	-	
Any Other (Please specify details)	-	

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Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms:3	Yes	-	Smart classrooms suggested
	No. of laboratories	Yes, Sharing with B.Sc Computer Science	-	-
	No. of computers – for teachers	1 Desktop		Desktop/Laptop may be added along with the existing one

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No. of computers – for students	NIL	-	-
No. of computers – research scholars	NIL	-	-
No. of instruments	Printer -1	-	-

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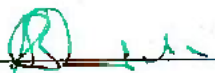
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Criterion	Items	Verification	Comments	Suggestions for improvement
		Yes / No		
VI. Activities of the Department	MoUs signed	Yes	-	Should sign more MOUs with industry and universities to enhance the teaching learning process.
	Consultancy	No	-	-
	Collaborations	No	-	Need to have more collaborations with the industry
	Association Meetings	-	-	-
	Guest lectures	-	-	-
	Conference / Seminar / Workshop conducted	Yes	Enclosed	-
	Extension Activity	-	-	-

  
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	Interaction with Industry / Research Centres / Educational Institutions	-	-	-
	Newsletters / Magazine	Yes	Yet to release	

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## 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.	<u>MEENA, U</u>	<u>III / VI/ 18E1206</u>	yes	<u>42</u>	conducted	enclosed	NA
2.	MAHALAKSHMI .K	<u>III / VI/ 18E1207</u>	yes	<u>46</u>	conducted	enclosed	NA
3	<u>TEJASWINI P.R.</u>	<u>II /III /19E3015</u>	yes	<u>40</u>	conducted	enclosed	NA
4	<u>MURUGAN N.</u>	<u>II /III /19E3013</u>	yes	<u>40</u>	conducted	enclosed	NA
5	<u>Paras Dahia S</u>	<u>I / I /20E3005</u>	yes	<u>45</u>	conducted	enclosed	NA
6	<u>Keerthana R</u>	<u>I / I / 20E3017</u>	yes	<u>48</u>	conducted	enclosed	NA

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
NA	

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## Average percentage of Student complaints/grievances during the year

	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Due to online classes some Students faced network problems	8	9%
Abuse / Harassment related issues	Nil	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	-	-
Evaluation in End semester examination	-	-	-

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## 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
1	B. SANGEETHA	Enclosed	-	-	-	-
2	N. POORNIMA	Enclosed	-	-	-	-
3	C.M. SUBALAKSHMI	Enclosed	-	-	-	-
4	G. JAYANTHI	Enclosed	-	-	-	-
5	S.UTHRA	Enclosed	-	-	-	-
6	J. KAVITHA	Enclosed	-	-	-	-
7	P. VIJAYALAKSHMI	Enclosed	-	-	-	-
8	K. PRIYADHARSINI	Enclosed	-	-	-	-
9	C.SATHISH	Enclosed	-	-	-	-
10	P.KARNAN	Enclosed	-	-	-	-
11	M.HARIPRASATH	Enclosed	-	-	-	-

  
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12	R.SHANKAR	Enclosed	-	-	-	-
13	V.DHAMODHARAN	Enclosed	-	-	-	-
14	A.RAJKUMAR	Enclosed	-	-	-	-

## I. 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	Remedial classes were held online for the poor performers.	Class committee meetings are held at regular intervals. Verified through records.	Enclosed	Enclosed	-	Calendar of events attached	Yes Verified

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. Qualified faculty members passionate towards their profession.</li><li>2. Students Vs Teachers Ratio appreciable</li><li>3. Learning outcome based curriculum framework is adopted and standard curriculum is followed to ensure quality education</li><li>4. Due to interdisciplinary nature of the program students have a wide range of Job opportunities.</li></ol>	<ol style="list-style-type: none"><li>1. Non-availability of Internet accessibility for faculty members</li><li>2. Lack of computer for students.</li><li>3. Lack of Smart Class room.</li></ol>



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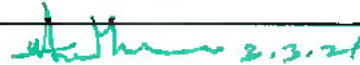


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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. M. Ananthanarayanan Associate Professor, Department of Mathematics, A.M. Jain College, Chennai.	 2.3.21 <b>Dr. M. ANANTHANARAYANAN</b> M.Sc., M.Phil., M.Ed., PGDCA, PGDinOR., Ph.D., Associate Professor PG & Research Department of Mathematics A.M. Jain College, Meenambakkam, Chennai - 600 114
2	Dr. D. Ramamurthy Associate Professor and Head, Department of Mathematics, Sir Theagaraya College, Chennai.	 3/3/21 Asso. prof & Head, Department of Mathematics, Sir Theagaraya college, Chennai - 21.
3	Dr. S. Padmavathi Associate Professor, Department of Mathematics, Pachaiyappa's College, Chennai.	 3.3.21 <b>Dr. S. PADMAVATHI, M.Sc., M.Phil., B.Ed., Ph.D.,</b> Associate Professor PG & Research Department of Mathematics Pachaiyappa's College Chennai - 600 030

  
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**Head I/C**  
Department of Mathematics with  
Computer Application  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 30.03.2021

Name of the Department		B.COM (HONOURS)		
Year of Establishment		2011-2012		
Timing of the Department		2pm - 6.30pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1.	Dr.C.Mekkal Roy	Associate Professor	Dhanraj Baid Jain College, Thoraipakkam, Chennai - 600097.	8668102235
2.	Mrs.G.Jaya	Assistant Professor	Hindustan College of Arts & Science, Kelambakkam, Chennai - 603103.	9791072375
3.	Mrs.Shahila D	Assistant Professor	Shri Shankarlal Sundarbai Shasun Jain College for Women, T.Nagar, Chennai – 600017.	9345221987

  
Head  
Department of B.Com., Honours.  
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Follow-up of previous Audit:

- Department have brought elective courses in their curriculum
- Department started using smart boards extensively in two out of three classrooms
- Students of Ist, IInd & III year are not repeating their department ( Job Area ) on their internships

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.	-	-	-	-	-	-

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## Overall Result of Department

SL No	Particulars	2019 - 2020		2019 - 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination		33	-
02	First class		33	-
	Second class		-	-
	Third class		-	-
03	No. of students failed		0	-
04	Pass percentage		100%	-

SL No	Particulars	2020 - 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	36	40	43	-	-
02.	No. of students passed	33	40	43	-	-
03.	Pass percentage	92%	100%	100%	-	-

*(Handwritten signature)*

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	The Department has followed wise process to design the syllabus & curriculum	-
	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	-

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	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Highly Commented	-
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NIL					
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			YES		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Modern methods like live classes & Recorded versions were adopted.	-
	E-learning modules	Yes	Highly Commented	-
	Project work UG	Yes	Highly Commented	-
	Internal assessment – components – Uniqueness	Yes	Creativity of the student are also tested.	-

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	Student support – remedial coaching	-	-	-
	Parents meeting – evaluation of student's progress	Yes	PTA Conducted virtually for the parents of the students who are irregular to the online classes at the end of each month.	-
	Feedback from students	Yes	Course Exit Survey has been collected at end of each semester	Continue
	Steps taken on the feedback	Yes	Employability Oriented Programmes were Conducted. Talents of the students has been identified and brought out. Syllabus has been revised based on the feedback collected through course exit survey	Continue 

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I Year	40	4:40	The Department having Strong mentoring system	-
II Year	40	4:40		-
III Year	44	4:44		-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	No	-	Faculties can try to prepare project proposal in the near future
	Seminars / conferences attended	Yes	-	Continue the Practice.

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	Papers / articles / books published	Yes	-	Continue the Practice.
	FDP / RC / OC / Training Program / Workshop	Yes	-	Continue the Practice.
	Preparation of E-learning materials / Content	Yes	-	Continue the Practice.
	Acted as resource persons	No	-	-
	M.Phil. & Ph. D awarded	No	Faculty pursuing PH.D	-

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H-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	18:1	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	Internships and training are given to the students	More practical training and exposure to the industry can be given

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Swaroop.P	17E2431	B.COM (Honours)	SRM Institute of Science and Technology	MBA
Sailakshmi. P	17E2427	B.COM (Honours)	SRM Institute of Science and Technology	MBA
Balakumaran Parthasarathy	17E2418	B.COM (Honours)	SRM Institute of Science and Technology	MBA
S.Sailashri	17E2439	B.COM (Honours)	IIRM	PGDM
Aditya Krishna .PK	17E2432	B.COM (Honours)	University of Madras Institute of Distance Education	MBA

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
COGNIZANT TECHNOLOGY SOLUTION		1	
GODREJ & BOYCE		2	
ENOAHSOLUTIONS LTD		2	
HCL		4	
SOCITE GENERAL SOLUTIONS PVT.LTD		3	
ROYAL BANK OF SCOTLAND		2	
AGS HEALTH LTD		3	
ICICI BANK		1	
TCS			1
Cohn Reznick			1

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## Details of Student Achievements/Awards during the year (2020-2021)

National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
Nil				

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	Department have three class rooms	-
	No. of laboratories	No	-	-
	No. of computers – for teachers	Yes	Department have one desktop computer for academic & administrative purpose	-
	No. of computers – for students	No	-	-
	No. of computers – research scholars	No	-	-

  
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	No. of instruments	No	-	-
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VL Activities of the Department	MoUs signed	No	-	Department can concentrate on having MOUs with industries for student's internship
	Consultancy	No	-	-
	Collaborations	Yes	Department is integrated with US CMA with Miles Education	-
	Association Meetings	Yes	Highly Commented	Continue the practice

  
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	Guest lectures	Yes	-	Continue the practice
	Conference / Seminar / Workshop conducted	Yes	Department have conducted Seminars & Workshop	Continue the practice
	Extension Activity	No	-	-
	Interaction with Industry / Research Centres / Educational Institutions	No	-	-

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	Newsletters / Magazine	Yes	Highly Commented	Continue the practice
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## 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.	Kasireddy Pavan Reddy	I Year / I Sem/ A & 20E1512	90%	40	10	-	Good
2.	Divya Dharshini	I Year / I Sem/ A & 20E1511	86%	30	9	-	Good
3.	Jeetu	I Year / I Sem/ A & 20E1539	77%	23	5	-	Good
4.	Dhivya Priya	II Year / III Sem/ A & 19E1540	97%	38	8	-	Good

  
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5	Pavithra	II Year / III Sem/ A & 19E1517	83%	30	7	-	Good
6	Akilesh	II Year / III Sem/ A & 19E1543	76%	26	5	-	Good
7	Yash Nipom Shroff	III Year / V Sem/ A & 18E2401	95%	38	9	-	Good
8	Vijay Anand	III Year / V Sem/ A & 18E2433	84%	25	6	-	Good
9	Ramabhadran	III Year / V Sem/ A & 18E2430	78%	20	4	-	Good

  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE


(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
Sajith Gowthami Namasivayam Surender Kumar Roshini Manusha Harshitha Muruganantham	Placement Placement Placement Student Quality Council ( SQC ) Student Quality Council ( SQC ) Student Quality Council ( SQC ) Student Quality Council ( SQC )
Swaminathan Ragavan Hajay Nanda	Rotaract Rotaract Rotaract

  
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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year		Nil	
Abuse / Harassment related issues			
Internal Question paper/ transparency of Internal Marks/ evaluation			
Evaluation in End semester examination			

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## 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.D.SENTHAMARAI	Yes	NA	Yes	8	-
2	Mr.S.SAIRAM	Yes	NA	Yes	5	1
3	Mr.D.K.SELVA GANESH	Yes	NA	Yes	3	-
4	Ms.H.PURNIMA IYER	Yes	NA	Yes	4	1

  
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## III. HOD records

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

Sl. No.	Internal mark analysis and ATR for poor performance of students	Class Committee meetings and ATR	Faculty 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 copies.

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## SWOC Analysis

STRENGTHS	WEAKNESS
<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>	<ol style="list-style-type: none"><li>1. Alumni Association of the Department can be strengthened</li><li>2. Certificate Course can be provided to the students</li></ol>

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OPPORTUNITIES	CHALLENGES
<ol style="list-style-type: none"><li>1. Extension can be introduced</li><li>2. Best practices can be introduced</li></ol>	<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>

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**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**

More industry interface interaction can be focused in future

  
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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Nil					
Meetings/Activities Organized By Alumni Association :					
Nil					

  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. C. Mekka Roy, Associate Professor, Department of Commerce, D. B. Jain College, Thoraipakkam, Ch. 47.	 30/3/2021
2	Mrs. G. JAYA, Assistant Professor, Department of Commerce (Bm & Cs) Hindustan College of Arts & Science	 30/3/2021
3	Mrs. D. Shahila, Assistant Professor, Dept. of Commerce (BM) Shri Shankar Lal Sundarbal Shastri Jain College for Women, T. Nagar	 30/3/21 

  
Head  
Department of B.Com., Honours,  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 03.03.2021

Name of the Department		Tamil Literature		
Year of Establishment		2013		
Timing of the Department		2.00 P.M. to 6.30 P.M.		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. Muthu Ramalinga Andavar	Associate Professor	PG & Research Department of Tamil, Pachaiyappas College, Chennai - 600030.	8610674581 sethuandavar@gmail.com
2	Dr. G. Sekar	Associate Professor	Department of Tamil, Presidency College, Chennai - 600005.	9444843296 ganesansekar68@gmail.com
3	Dr. S. Amal Raj	Associate Professor	Department of Tamil, Loyola College, Chennai - 600034. 	9176192080 profamalrajs@gmail.com

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Follow-up of previous Audit: Following the 2019-2020 academic year, this year's Internal Quality Assurance Cell Audit (2020 - 2021) was held on 03.03.2021.

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 Should Pass Tamil as a Subject	Tamil	70	28
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

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination	41		NA
02	First class	40		NA
	Second class	01		NA
	Third class	Nil		NA
03	No. of students failed	Nil		NA
04	Pass percentage	100%		NA

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	27	35	48	NA	NA
02.	No. of students passed	27	31	47	NA	NA
03.	Pass percentage	100%	88.57%	97.91%	NA	NA

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>I. Curriculum</b>	Steps followed in the designing of syllabus & curriculum	Yes	The syllabus of the University of Chennai is systematically followed.	----
	Contents of the Curriculum	Yes	Subjects based on various fields of knowledge are placed.	It is good to have Course related to Skill development training in each Semester.
	BOS	Yes	Designed Properly	----
	Credits allotted / distribution – logic	Yes	Designed Properly	It is better to skip exams for skill development training courses.
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)			

  
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Value-Added Courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the Value Added Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Tamil Computing	09.01.2021	45	Yes	The lesson is well designed to be useful to students.	It would be nice to add one more lesson like this.
Certificate Courses offered by the Department during the year					
Name of the Certificate Courses Offered	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
---	---	---	---	---	---
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	They use variety of teaching methods and tools.	Sometimes it is better for the students to work together.
	E-learning modules	Yes	They use a variety of e - teaching methods and e-tools such as Power point, LCD Projector, Google Classroom, Online Quiz, Soft Copy of Question Bank and Notes.	It is also good to use other learning- teaching tools such as LMS and Moodle Class.
	Project work UG/PG	Yes	Well Designed.	----
	Internal assessment – components – Uniqueness	Yes	Well planned and conducted.	The cooperation of all students is essential.

  
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	Student support – remedial coaching	Yes	Well planned and conducted.	---
	Parents meeting – evaluation of student's progress		Parent-teacher meeting is conducted on Each semester.	Parental monitoring is essential.
	Feedback from students	Yes. Online Format	Good	---
	Steps taken on the feedback	Yes.	The request for a teacher for a subject has been accepted at the class committee meeting.	---

## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I BA Tamil	28	1: 24	Good	---
II BA Tamil	45			
III BA Tamil	45			

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NO	---	It is good to get research projects.
	Seminars / conferences attended	Yes	Good	---
	Papers / articles / books published	Yes	Good	Should Improve
	FDP / RC / OC / Training Program / Workshop	Yes	Good	---
	Preparation of E-learning materials / Content	Yes	Good	Should Improve
	Acted as resource persons	Yes	Good	Should Improve
	M.Phil. & Ph. D awarded	---	---	---

  
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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)			
	Students involvement in extra-curricular & Co- curricular activities	---	---	---
	Study tour / industrial visits / exhibitions / Internship / Training	---	---	---

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**Student Progression to higher education details during the year : Enclose Attachment in the given format**

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Details of Student Placement during the year		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Not Applicable	Not Applicable	Not Applicable	Not Applicable
			

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	---	---
SET	---	---
SLET	---	---
GATE	---	---
GMAT	---	---
CAT	---	---
GRE	---	---
TOFEL	---	---
Civil Services	---	---
State Government Services	---	---
Any Other (Please specify details)	---	---

Details of Student Achievements/Awards during the year					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
---	---	---	---	---	---

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	3 Yes	---	---
	No. of laboratories	1 Yes	---	---
	No. of computers -- for teachers	1 Yes	---	---
	No. of computers -- for students	No	---	---
	No. of computers -- research scholars	NA	NA	NA
	No. of instruments		---	---

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions improvement	for
VI. Activities of the Department	MoUs signed	---	---	---	
	Consultancy	---	---	---	
	Collaborations	---	---	---	
	Association Meetings	---	---	---	
	Guest lectures	---	---	---	

  
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Conference / Seminar / Workshop conducted	2 Yes.	Very Good.	These type of workshops should continue.
Extension Activity	---	---	---
Interaction with Industry / Research Centres / Educational Institutions	---	---	---
Newsletters / Magazine	1 Yes	Very Good.	---

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## 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
<u>Fast Learner</u>							
1	Azees B	III/V/A& 18E2901	100%	40	Assignments	Project Files	Yes
4	Isha C	II/IV/A& 19E0011	96%	39	Assignments	Project Files	Yes
5	Sripriya U	I/I/A& 20E0011	100%	40	Assignments	Project Files	Yes
<u>Slow Learner</u>							
2	Sunilraj M	III/V/A& 18E2960	84%	28	Assignments	Project Files	Yes
3	Bharathi M	II/III/A& 19E0013	96%	31	Assignments	Project Files	Yes
6	Krishnakanth P	I/I/A& 20E0020	88%	28	Assignments	Project Files	Yes

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## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
Azees B	Online Workshop Student's Coordinator
Akshara D	Finance Management Committee
Sri Priya, Meena Kumari	Hospitality Committee
Hemanadhan MP	Centhamizh Koodal Student Incharge
Pavithra K	Thamizbthen Student Incharge

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	0	118	0
Abuse / Harassment related issues	0	118	0
Internal Question paper/ transparency of Internal Marks/ evaluation	0	118	0
Evaluation in End semester examination	12	118	9.83%

  
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## 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. A. Ramesh	Yes	Yes	Yes	No	Nil
	Dr. P. Murugan	Yes	Yes	Yes	1	Nil
	Dr. J. Sivakumar	Yes	Yes	Yes	No	1
	Dr. M. Elumalai	Yes	Yes	Yes	No	Nil

  
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## 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
2	---	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	---	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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## SWOC Analysis

STRENGTHS	WEAKNESS

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OPPORTUNITIES	CHALLENGES
<p>Employment Oriented subjects such as translation, journalism, dramatics, civil service examinations subjects are taught.</p>	<p>To create self-confidence &amp; learning environment among the first generation of students from Socialy, Economically weaker section.</p> <p>To provide guidance and awareness to students for continuing education, employment etc.</p>

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

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Any specific recommendations on Faculty Development.

Any specific instance of Excellence

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
---	---	---	---	---	---
Meetings/Activities Organized By Alumni Association :					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	DY. MUTHURAMA LINGUA ANDAAR Associate Professor. DEPARTMENT OF TAMIL PACHAIIYA PAS COLLEGE CHENNAI - 600030	 முனைவர் வா.மு.சே. முத்திராமலிங்க ஆண்டவர் தமிழிணைப் பேராசிரியர் முதுகலைத் தமிழாய்வுத் துறை பச்சையப்பன் கல்லூரி சென்னை - 600 030 e.mail: sethuandu@yahoo.co.in
2	Dr. G. SEKAR, Associate Professor, Department of Tamil, Presidency College, Chennai - 600005	 Dr. G. SEKAR, M.A., Ph.D., Associate Professor Department of Tamil Presidency College (Autonomous) Chennai - 600 005
3	Dr S. AMAL RAJ ASSOCIATE PROFESSOR DEPARTMENT OF TAMIL LOYOLA COLLEGE, CHENNAI - 600034	 முனைவர் சி. அமலராஜ், M.A., M.Phil., Ph.D., இணைப்பேராசிரியர் & ஆய்வு நெடுமணி, தமிழ்த்துறை, இலயோலா கல்லூரி, சென்னை-600 034

  
PRINCIPAL

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

  
Head

Department of Tamil Literature  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 15/04/2021

Name of the Department		<b>BA English</b>		
Year of Establishment		2013		
Timing of the Department		2.00 pm to 6.30 pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1	<b>Dr. P.Padmini</b>	Associate Professor	Department of English, Ethiraj College of Women, Chennai – 600 008	9841200025 <a href="mailto:pvtenminni@gmail.com">pvtenminni@gmail.com</a>
2	<b>Ms. S. Lakshmi</b>	Assistant Professor	Department of English, Government Arts College for Men (Autonomous), Nandhanam, Chennai – 600035.	9941434435 <a href="mailto:lakshmisbri67@gmail.com">lakshmisbri67@gmail.com</a>
3	<b>Ms. M. Megala Devi</b>	Assistant Professor	Department of English, Queen Mary's College, Chennai – 600 004	<a href="tel:9840576864">9840576864</a> <a href="mailto:megaladevisugumar@gmail.com">megaladevisugumar@gmail.com</a>

*M. Jayalakshmi*  
**Head**  
Department of English Literature  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai 600 106

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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	57
2	Post-Graduate	---	---	---	---	---	---
3	M.Phil.	---	---	---	---	---	---
4	Ph.D.	---	---	---	---	---	---

  
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## Overall Result of Department

Sl. No	Particulars	2019 – 2020 UG VI sem	2019 – 2020 PG IV sem
01	No. of students appeared for examination	61	---
02	First class	27	---
	Second class	31	---
	Third class	3	---
03	No. of students failed	NIL	---
04	Pass percentage	100	---

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	51	57	63	---	---
02.	No. of students passed	40	55	63	---	---
03.	Pass percentage	78.43	96.49	100	---	---

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		Yes / No		improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	YES	EXCELLENT	
	Contents of the Curriculum	YES	Introduction of Choices in Electives is a good initiative	
	BOS	Verified the record.	Regular and systematic	
	Credits allotted / distribution – logic	Yes	Logical	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Satisfactory	

  
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Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NIL					
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NIL		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Commendable despite the pandemic	
	E-learning modules	Yes	Highly satisfactory	

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Project work UG/PG	No	-	-
Internal assessment - components - Uniqueness	Yes	Usage of Blooms taxonomy is very innovative Measure	
Student support - remedial coaching	Yes	Extra classes are conducted for slow-learners	
Parents meeting - evaluation of student's progress	Yes	Virtual Meeting Conducted over Zoom	Appreciable Effort

  
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	Feedback from students	Yes	Highly Satisfied	Efforts can be sustained
	Steps taken on the feedback	Yes	Corrective Measures have been taken on the basis of students feedback Special Feedback conducted by Dept. Staff.	"

## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
BA English	25	1:25	Good initiative	
---	---	---	---	---
---	---	---	---	---

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
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III. Faculty Profile	Projects completed / on going	Yes	Opportunities not made available	Staffs to be given impetus to take up projects
	Seminars / conferences attended	Yes	Taken great strides in Webinars and Conferences	
	Papers / articles / books published	Yes	Initiative taken satisfactory	Can interest themselves in Research
	FDP / RC / OC / Training Program / Workshop	Yes	Workshops are being attended for FDP	Opportunity to attend RC/OC should be provided.
	Preparation of E-learning materials / Content	Yes	Highly Commandable	The practice can be continued even after the Pandemic

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	Acted as resource persons	Yes	Initiative has been taken	Entire department do participate in such initiatives
	M.Phil. & Ph. D awarded	Yes	Research Work On-going	"

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NIL							
NIL							
NIL							

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement



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IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength) $395/70 = 5.64$	Yes	Highly in demand	—
	Students involvement in extra-curricular & Co-curricular activities	Yes	Virtual Conduction of Co-curricular activities is Commendable	
	Study tour / industrial visits / exhibitions / Internship / Training	Yes —	Commendable —	—

  
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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format



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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Sriguru	17E3003		BA English	DG Vaishnav College	MA English
Ramyra	17E3004		BA English	DG Vaishnav College	MA English
Haritha	17E3006		BA English	WCC	MA Mass Communication
Shruthy	17E3007		BA English	DG Vaishnav College	MA English
Sangeetha	17E3008		BA English	Theivanai Ammal College for Women, Villupuram	MA English
Reshma	17E3013		BA English	WCC	MA Mass Communication
Aishwarya	17E3014		BA English	DG Vaishnav College	MA English
Rajalakshmi	17E3015		BA English	DG Vaishnav College	MA English
Praveen Kumar	17E3019		BA English	DG Vaishnav College	MA English
Priyanka K	17E3025		BA English	DG Vaishnav College	MA English
Dhanush	17E3028		BA English	DG Vaishnav College	MBA
Divya V	17E3034		BA English	MGR UNIVERSITY	B.Ed
Tharika	17E3038		BA English	MGR UNIVERSITY	B.Ed
Niranjan	17E3041		BA English	DG Vaishnav College	MA English
Divya K	17E3042		BA English	DG Vaishnav College	MA English

  
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Dharshana	17E3043	BA English	DG Vaishnav College	MA Journalism
Beryl Johanna	17E3057	BA English	DG Vaishnav College	MA English
Raj Kumar	17E3066	BA English	Madras University Distance Education	MBA
Shiny	17E3068	BA English		MA English
Haris	17E3067	BA English	Madras School of Social Work	MSW

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Kotak Life	2	2	2

## Students qualifying in State/ National/ International Level Examinations during the Year

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NIL	NIL
SET	NIL	NIL
SLET	NIL	NIL

*(Handwritten Signature)*

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		Number/Roll for the Exam	Number
NET		NIL	NIL
SET		NIL	NIL
SLET		NIL	NIL
GATE		NIL	NIL
GMAT		NIL	NIL
CAT		NIL	NIL
GRE		NIL	NIL
TOFEL		NIL	NIL
Civil Services		NIL	NIL
State Government Services		NIL	NIL
Any Other (Please specify details)		NIL	NIL

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Details of Student Achievements/Awards during the year (2020-2021)



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National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
NIL	---	---	---	---	---

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructur e in the Department	No. of class rooms - 3	Yes	Well maintainings	-
	No. of laboratories	-	-	Language Lab can be provided
	No. of computers – for teachers	Yes	good	-
	No. of computers – for students	-	-	-
	No. of computers – research scholars	-	-	-

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	No. of instruments	—	—	—
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	Good	Increase the number of MoU's to ensure employability
	Consultancy	—	—	—
	Collaborations	Yes	Inter departmental	—
	Association Meetings	Yes	Regular	Efforts to can be continued
	Guest lectures	Yes	Virtual Webinar conducted	"
	Conference /	Yes	Workshops	"

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	Seminar / Workshop conducted			
	Extension Activity	Yes	Satisfactory measures taken to suit the need of the hour	
	Interaction with Industry / Research Centres / Educational Institutions	—	—	—
	Newsletters / Magazine	Yes	News Letter Work in progress Innovative Effort	Continue the practice

## 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

*[Signature]*

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Sl. No.	Name of the Student	Year/Sem/Sec &	Attendance Register	Internal Test Marks	Assignments / Tutorials	Students Practical /	Counseling Records
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		Roll No.				Project Files	
1.	<u>Enclosed</u>						

Student Quality Council records during the year				
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department				Nature of the Activity
S.No	Roll Number	Register Number	Name of the Student	
1	18E3027	1813101008103	ANDREW PAUL R	Placement Cell Coordinator
2	18E3044	1813101008126	THOLKAPIAVOLI A	Rotract Club
3	18E3076	1813101008138	DHARSHINI P G	Department News Letter
4	18E3001	1813101008142	JUBILIN V N VINIFA	Department Activities
5.	18E3072	1813101008143	KADAMBARI R	Department News Letter

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6.	18E3056	1813101008155	VINISHA R	Placement Cell Coordinator
7.	18E3020	1813101008164	KEERTHANA M	Sports Coordinator
8.	19E0117	1913101008152	VASANTHAMARY W	Department Activities
9.	19E0133	1913101008159	NANDANA KRISHNAN J R	Cultural Activities
10.	19E0151	1913101008164	LOKAJIT S	Sports Coordinator and NCC
11.	19E0143	1913101008124	PRANAV K	Department Activities
12.	20E0154	2013101008127	AISHWARYA S M	Rotract Club
13.	20E0104	2013101008137	PRATHAYANKA S J	Department Activities
14.	20E0123	2013101008157	NITHYASREE K	Cultural Activities
15.	19E0114	1913101008132	SYED AAQIB S N	Rotract Club

Average percentage of Student complaints/grievances during the year

	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	NIL	NIL	NIL

*R. Das*  
PRINCIPAL

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Abuse / Harassment related issues	NIL	NIL	NIL
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL	NIL	NIL
Evaluation in End semester examination	NIL	NIL	NIL

## 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	Papers Published Scopus/UGC
---------	---------------------	-------------	--	-------------------	--	-----------------------------

  
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					than in-house)	approved journals
1.	Ms. M. Jayalakshami					
2.	Ms. Nandhini Praveen					
3.	Ms. Deepa Balendran					
4.	Mr. J. Praveen Prabhu					✓
5.	Ms. S. K. Rahmath					

### 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	Yearly Course Semester Plan / Calendar	Arumbakkam, Chennai - 600106. preference handling

*[Handwritten Signature]*

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						Activities carried out in the semester		
		YES	YES	YES	Regular	YES	YES	YES

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## SWOC Analysis

STRENGTHS	WEAKNESS
<p>Need based Curriculum Innovative Online Teaching methods Periodical Revision of Syllabus, Conduct of BOS, Academic Audit Young and energetic faculty with good Profile - initiative taken in FDP, Conferences, Publication of Articles; E-Content creation</p>	<p>Lack of Language Lab - a severe Constraint</p>
OPPORTUNITIES	CHALLENGES
<p>Research initiatives to be taken</p>	<p>Aspiring for quality output during the pandemic Motivating diverse group of students in using e-resources</p>

*R. Kar.*

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

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Any specific recommendations on Faculty Development.

Extra Computer's to be provided for efficient work



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Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
	Any specific instance of Excellence				
NIL	NIL	NIL	NIL	NIL	NIL
Meetings/Activities Organized By Alumni Association :					

IVAlumni Records

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	Chennai – 600 008 9841200025 <a href="mailto:pvtenminni@gmail.com">pvtenminni@gmail.com</a>	
2	<b>Ms. S. Lakshmi</b> , Assistant Professor, Department of English, Government Arts College for Men (Autonomous), Nandhanam, Chennai – 600035. 9941434435 <a href="mailto:lakshmishri67@gmail.com">lakshmishri67@gmail.com</a>	
3	<b>Ms. M. Megala Devi</b> , Assistant Professor, Department of English, Queen Mary's College, Chennai – 600 004  <a href="tel:9840576864">9840576864</a> <a href="mailto:megaladevisugumar@gmail.com">megaladevisugumar@gmail.com</a>	



**Head**  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 26/02/2021

Name of the Department		Sociology		
Year of Establishment		2015		
Timing of the Department		9.00 am to 1.30 pm		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. P. Sritharan	Assistant Professor	The New College Chennai	9840516501
2	Dr.SudhaKrishnakumar	Assistant Professor	Department of sociology, MOP Vishnav college, Chennai-34	9884901185

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3	3	Dr.S.Sakthi	Associate Professor & Head	Department of Sociology Queen Mary's College Chennai	9865846531
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Follow-up of previous Audit:

Previous Audit suggestions and recommendations were considered and it had been rectified.

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 Sociology	3 years	Higher Secondary (Any Stream)	English	70	70
2	Post-Graduate	Nil	Nil	Nil	Nil	Nil	Nil
3	M.Phil.	Nil	Nil	Nil	Nil	Nil	Nil
4	Ph.D.	Nil	Nil	Nil	Nil	Nil	Nil

  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020 UG VI sem	2019 – 2020 PGIV sem
01	No. of students appeared for examination	57	
02	First class	22	
	Second class	33	
	Third class		
03	No. of students failed	2	
04	Pass percentage	96.49	

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	66	62	65		
02.	No. of students passed	64	58	63		
03.	Pass percentage	96.69	93.54	96.92		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes		
	Contents of the Curriculum	Yes		
	BOS	Yes		
	Credits allotted / distribution – logic	Yes		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Lecture Method Innovative methods are used by the teachers	
	E-learning modules	Yes	Websites related to subjects core used	
	Project work UG/PG	Yes		
	Internal assessment – components – Uniqueness	Yes		
	Student support – remedial coaching	Yes	Encouraged peer group learning & group studying	
	Parents meeting – evaluation of student's progress	Yes	Record is maintained	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NA		
	Seminars / conferences attended	Yes	National Seminar, Workshop Guest/Special Lecture	
	Papers / articles / books published	Yes	Two Faculties	
	FDP / RC / OC / Training Program / Workshop	Yes		
	Preparation of E- learning materials			

  
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	/ Content			
	Acted as resource persons	Yes	Dr C Chidambaranathan	
	M.Phil. & Ph. D awarded	-NA		

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	1:4	
	Students involvement in extra-curricular & Co- curricular activities	Yes	National sports persons are studying  Have well maintained record	
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Field visit	

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
Abiraami. S			BA Sociology	Madras School of Social Work	MA Development Management
David Livingston C			BA Sociology	Madras School of Social Work	MA Development Management
ShashtiPrithan K			BA Sociology	Christ University, Banglore	MSW HRM
Hari Krishnan S			BA Sociology	D G Vaishnav College	MA Journalism & Communication
Thilkaraj			BA Sociology	D G Vaishnav College	MA Journalism & Communication
Jeevand C			BA Sociology	University of Madras	MA Sociology
Avinash			BA Sociology	University of Madras	MA Sociology



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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NIL	
SET	NIL	
SLET	NIL	
GATE	NIL	
GMAT	NIL	
CAT	NIL	
GRE	NIL	
TOFEL	NIL	
Civil Services	NIL	
State Government Services	NIL	
Any Other (Please specify details)	NIL	

  
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Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
NIL	NIL	NIL	NIL		NIL

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	3 class rooms	
	No. of laboratories			
	No. of computers – for teachers	Yes	2	

  
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	No. of computers – for students	Yes	Nil	
	No. of computers – research scholars	Yes	NA	
	No. of instruments	Yes	NA	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes		
	Consultancy	Yes		

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	Collaborations	Yes		
	Association Meetings	Yes		
	Guest lectures	Yes		
	Conference / Seminar / Workshop conducted	Yes		
	Extension Activity	Yes		

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	Interaction with Industry / Research Centres / Educational Institutions	Yes		
	Newsletters / Magazine	Yes	NIL	

## 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	NIRMALA .M	18E2801	95%	22/25	8/10		 <b>PRINCIPAL</b>



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2	AADHITYA.A.VENDAN	18E2835	97%	24/25	9/10		
3	ARUNA DEVI .N	18E2836	100%	24/25	9/10		
4	YOKESH K K	19E0414	88%	20/25	7/10		
5	SREE HASTINI .R	19E0416	86%	17/25	7/10		

Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
NIL	NIL

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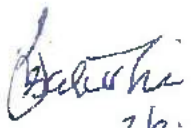
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. P. Sritharan Assistant Professor Department of Sociology, The New College, Chennai	 26/02/2021
2	Dr. Sudha Krishnakumar Assistant Professor Department of sociology, MOP Vishnav college, Chennai-34	 26/2/21
3	Dr. S. Sakthi Associate Professor & Head Department of Sociology Queen Mary's College Chennai	 26.2.21

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**Head**  
Department of Sociology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shri .i)  
Arumbakkam, Chennai-600 106



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ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 12/03/2021

Name of the Department		PSYCHOLOGY		
Year of Establishment		2015		
Timing of the Department		9:00 AM - 1:30 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	DR. RAGITHA RADHAKRISHNAN	ASSISTANT PROFESSOR & HEAD	DEPT OF PSYCHOLOGY, DE. MAR JANAKI COLLEGE FOR WOMEN, CHENNAI - 600020	9600102949
2	DR. ILAKKIYA	ASSISTANT PROFESSOR & HEAD	DEPT OF PSYCHOLOGY, SDNB VAISHNAV COLLEGE, CHENNAI - 600044	9840157874
3	Mrs. S. DURGA DEVI	ASSISTANT PROFESSOR	DEPT OF PSYCHOLOGY, SDNB VAISHNAV COLLEGE, CHENNAI - 600044	9840869865 

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Follow-up of previous Audit: Most of the recommendations of the previous audit have been implemented. Due to pandemic, many activities were conducted, Peer review was well structured and reported.

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 Psychology	3 years	12 <sup>th</sup> std	English	50	50
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

*R. L. L.*

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020 UG VI sem	2019 – 2020 PGIV sem
01	No. of students appeared for examination	44	
02	First class	42	
	Second class	2	
	Third class		
03	No. of students failed	NIL	
04	Pass percentage	100%	

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	46	48	44		
02.	No. of students passed	46	48	44		
03.	Pass percentage	100%	100%	100%		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	University of Madras Syllabus is followed		Department is working on completely revamping the syllabus.
	Contents of the Curriculum	YES		
	BOS	YES		
	Credits allotted / distribution – logic	YES		
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	YES		

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NIL					Dept can organise online certificate courses.
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	YES	GOOD	
	E-learning modules			
	Project work UG/PG	YES	GOOD	
	Internal assessment – components – Uniqueness	YES	GOOD	

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	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	Many students have reported Infrastructural problems	The department block is under renovation.

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Sc Psy	48	1:16		Department is under staffed. Recruitment of faculty is the need of the hour.
II B.Sc Psy	48	1:16		
III B.Sc Psy	45	1:15		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NIL		
	Seminars / conferences attended	NIL		
	Papers / articles /	NIL		

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	books published			
	FDP / RC / OC / Training Program / Workshop	NIL		
	Preparation of E- learning materials / Content	NIL		
	Acted as resource persons	YES		
	M.Phil. & Ph. D awarded	NIL		

  
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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NIL	-	-	-	-	-	-	-

  
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	Conference / Seminar / Workshop conducted	Yes		
	Extension Activity	Yes		
	Interaction with Industry / Research Centres / Educational Institutions	-		
	Newsletters / Magazine	-		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Good	
	Students involvement in extra-curricular & Co-curricular activities	YES	Good	
	Study tour / industrial visits / exhibitions / Internship / Training	NO	Due to pandemic	

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL			
			

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NIL	
SET	NIL	
SLET	NIL	
GATE	NIL	
GMAT	NIL	
CAT	NIL	
GRE	NIL	
TOFEL	NIL	
Civil Services	NIL	
State Government Services	NIL	
Any Other (Please specify details)	NIL	

Details of Student Achievements/Awards during the year					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
NIL					

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	3 YES		
	No. of laboratories	1 YES		
	No. of computers – for teachers	1 YES		
	No. of computers – for students	NIL		
	No. of computers – research scholars	-		
	No. of instruments	44 YES		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VL Activities of the Department	MoUs signed	-		
	Consultancy	-		
	Collaborations	-		
	Association Meetings	-		
	Guest lectures	-		

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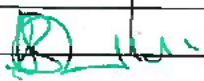
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## I. Student Records

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.	SHWETHA . K	6 <sup>th</sup> SEM 18E2327	YES	YES	YES	YES	YES
2.	PONMATHI	4 <sup>th</sup> SEM 19E3245	YES	YES	YES	YES	YES
3.	ROHITH	2 <sup>nd</sup> SEM 20E3246	YES	YES	YES	YES	YES

  
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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
VISHALI - 19E3249 . MEMBER ROTARACT CLUB	- Organising events . - formal & informal Emcee for events .

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	NIL		
Abuse / Harassment related issues	NIL		
Internal Question paper/ transparency of Internal Marks/ evaluation	NIL		
Evaluation in End semester examination	NIL		

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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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Arumbakkam, Chennai - 600 106

## 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. R. VJAYALAKSHMI	YES	YES	YES	YES	-
2.	MR. VARSHITH. P. K	YES	YES	YES	YES	-



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## 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

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## SWOC Analysis

STRENGTHS	WEAKNESS
A YOUNG TEAM OF A FACULTY STUDENT'S COOPERATION MANAGEMENT'S SUPPORT	INADEQUATE NO. OF FACULTY HIGH WORK LOAD.

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OPPORTUNITIES	CHALLENGES
USE OF AUTONOMY	STUDENT TEACHER RATIO .

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

NIL

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**Any specific recommendations on Faculty Development.**

Faculty should take part in FDPs.

**Any specific instance of Excellence**

Final year project reports are well above the standards of UG Programme. However, instead of Project, elective papers can be offered like its done in many other colleges.

*D.D.*

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					
Online Alumni Association meetings have been conducted twice during the academic year 2020-2021					

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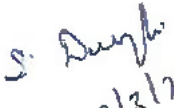
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Audit Panel Member's Name & Affiliation	Signature with Date
1 DR. RAGUTHA RADHAKRISHNAN, ASSISTANT PROFESSOR AND HEAD, DEPARTMENT OF PSYCHOLOGY, DR. MGR JAWAKI COLLEGE FOR WOMEN, CHENNAI-20	 12/03/2021
2 DR. ILAKKIYA ASSISTANT PROFESSOR AND HEAD, DEPARTMENT OF PSYCHOLOGY, SDNB VAISHNAV COLLEGE, CHENNAI-44	 12/03/2021
3 MRS. S. DURGA DEVI ASSISTANT PROFESSOR, DEPARTMENT OF PSYCHOLOGY, SDNB VAISHNAV COLLEGE, CHENNAI-44.	 12/3/2021

  
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Head  
Department of Psychology  
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## ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 31/03/2021

Name of the Department		B.COM FINANCE & TAXATION		
Year of Establishment		2019-2020		
Timing of the Department		SHIFT-II		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. B. S. CATHERINE	ASSOCIATE PROFESSOR & HEAD, PG DEPT. OF COMMERCE, W.C.C	Womens Christian College, Chennai 600 006	9382816994
2	CMA S. A. MADHAVAN	Assistant Professor Dept: of Commerce	Agarchand Manmull Jan College, Chennai-600114	9940427097
3	Dr. C. JAYAMALA	Assistant Professor Dept: of Commerce	Vels Institute of Science, Technology and Advanced Studies, Pallavaram, Chennai 600117	7904361039

  
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Follow-up of previous Audit:

1. The department has taken steps to improve the documentation of all Academic and Non-academic activities initiated by the department.
2. The department also focused on Mentoring System as recommended.

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 - Finance & Taxation	3yrs	10+2	English	55	56
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination	ON-GOING SECOND YEAR BATCH ONLY (NA)		
02	First class			
	Second class			
	Third class			
03	No. of students failed			
04	Pass percentage			

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	56	42	(NA)	(NA)	(NA)
02.	No. of students passed	56	42			
03.	Pass percentage	100%	100%			

  
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Do. M. Akhile  
**Head**  
Department of Finance and Taxation  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Currently following the syllabus recommended by the University of Madras	To continue with the same curriculum.
	Contents of the Curriculum	Yes	The syllabus is at par with the academic and industrial requirements.	Sufficient and Satisfactory
	BOS	Yes	Conducted as per the norms (online)	To add one more industrial expert as part of BOS panel.
	Credits allotted / distribution - logic	Yes	Credit allotted and distributed as per instructional hours	As recommended by the University of Madras
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	OBE Syllabus has been framed and each course outcome matches with the curriculum.	The objectives and Outcomes clearly defined.

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*Dr. M. Ahluja*

**Head**  
Department of Finance and Taxation  
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Partial integration of ACCA, UK	01-10-2020	56	Yes	ACCA Syllabus integrated with paper exemption	-
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NIL		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Efficiently adopting and using ICT tools for conduct of Online classes	Satisfactory
	E-learning modules	Yes	Using Google class-rooms for lectures and assessment	To incorporate teaching tools that includes E-modules
	Project work UG/PG	Yes	Has undertaken virtual field projects	Internship applicable only in the 3 <sup>rd</sup> year of U.G.
	Internal assessment - components - Uniqueness	Yes	Includes both objective and descriptive assessment pattern	Current assessment pattern is favourable.

  
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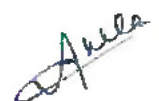
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Student support - remedial coaching	Yes	Conducts remedial coaching for slow learners and conducted outside the regular hours	Satisfactory
Parents meeting - evaluation of student's progress	Yes	Conducted once in each semester to update the academic performance of students.	Can be a blend of teacher's feedback and parents' concern.
Feedback students from	Yes	Conducts Course Exit Survey to collect the feedback	To continue the same through Google forms.
Steps taken on the feedback	Yes	The feedback collected from students is used for follow-up and necessary action will be taken	Action Taken Report is pre- pared.

  
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Do. M. Akhila

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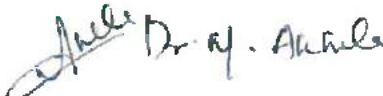
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I year	56	1:25	Satisfactory	NIL
II year	42	1:25	Satisfactory	NIL

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	No	(NA)	To encourage faculties to take up major and minor projects
	Seminars conferences attended	Yes	Have attended online webinars/ workshops	Facilitate to learn new skills

  
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Dr. M. Ananda

**Head**  
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Papers / articles / books published	Yes	Paper publications in Journals	To publish more in indexed Journals
FDP / RC / OC / Training Program / Workshop	Yes	Have attended online FDP's and workshops	Satisfactory
Preparation of E-learning materials / Content	Yes.	faculties have prepared E-content's for effective course delivery	Satisfactory
Acted as resource persons	No	-	-
M.Phil. & Ph. D awarded	No	-	-

  
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h-index of the department publications during the year. (Based on Scopus/ Web of science) — NIL

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Total no. of Applications received for 2021 436 Demand Ratio = 1:8	Good Demand Ratio.
	Students involvement in extra-curricular & Co-curricular activities	Yes	Active participation in Co-curricular activities.	Satisfactory
	Study tour / industrial visits / exhibitions / Internship / Training	Yes.	Conducted virtual field projects and reports submitted.	To take-up more internships & training.

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
(NA) Ongoing	Second Year		Batch only		

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
(NK) Ongoing	Second Year		
	Batch only		

  
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Students qualifying in State/ National/ International Level Examinations during the Year (NA)		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET	(NA) Ongoing Second Year UH Batch	
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021) NIL					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
	-	-	-	-	-

*Achle*  
D.M. Achle

Head  
Department of Finance and Taxation  
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*R. I. M.*

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes.	Classrooms Allotted - 3 Using only 2 classrooms	Satisfactory
	No. of laboratories	Yes	One Computer Lab shared with other departments	Full-fledged lab available
	No. of computers - for teachers	Yes	One in staffroom with printer	May add more number of computers for faculty.
	No. of computers - for students	Yes	70 Computers available in the Computer Lab	Sufficient number of computers available.
	No. of computers - research scholars	-	-	-
	No. of instruments	Yes.	Projector in one classroom.	Projectors may be installed in other classrooms also.

*Akhile* Dr. M. Akhile

Head  
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*B. L. L.*

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	2 MoUs Signed. ① with ACCA, UK ② with ISDC	Helpful to pursue professional qualification
	Consultancy	No	-	-
	Collaborations	Yes.	with Ernst & Young for ITTC	Students have added advantage in placement.
	Association Meetings	Yes	Students' Association meeting conducted.	Satisfactory.
	Guest lectures	Yes	Regularly conducts invited talks	Bridges gap between theory and practice.

*Akhile*  
D. N. Akhile

Head  
Department of Finance and Taxation  
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*D. D. D.*

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	Conference / Seminar / Workshop conducted	Yes	Conducted to improve learning in a more interactive way	Helpful to enhance knowledge and wisdom.
	Extension Activity	Yes	Students assist faculties for E-filing of tax returns	Can be extended to outsiders also.
	Interaction with Industry / Research Centres / Educational Institutions	No	-	-
	Newsletters / Magazine	No	-	To initiate release of Dept: news letter.

*Dr. M. Anula*

Head  
Department of Finance and Taxation  
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*D. Doss*  
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## 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 (Online)	Assignments / Tutorials (Online)	Students Practical / Project Files	Counseling Records
1.	Dasshini Swathi	1-Year, 1-Sem 20E3357	Online Attendance	Verified	Verified	Verified	Verified
2.	Chilash. G.	1-Year, 1-Sem 20E3338	"	Verified	Verified	Verified	Verified
3.	Shyams Jabaraj.S.	1-Year, 1-Sem 20E3352	"	Verified	Verified	Verified	Verified
4.	Punath Srinivasan.M.M	11-Year, 111-Sem 19E4004	"	Verified	Verified	Verified	Verified
5.	Hanoj.J.	11 Year, 111 Sem 19E4009	"	Verified	Verified	Verified	Verified
6.	Gopi.M	11 Year, 111 Sem 19E4030	"	Verified	Verified	Verified	Verified

*Anile*  
Dr. M. Anile

Head  
Department of Finance and Taxation  
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*[Signature]*

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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
<p>I year</p> <p>Bharya Shri - 20E3305 Deepesh.k - 20E3310 Meera Sree - 20E3337 Darshini Swathi - 20E3357</p>	<p>Online class Co-ordination Co-ordinator for Inter-collegiate events Members of various clubs.</p>
<p>II year</p> <p>S. Yogesh - 19E4002 K. Vignajeth - 19E4012 S. Saswath - 19E4033 G. Naveesh - 19E4037 A.P. Prithvi - 19E4042</p>	<p>Department Association office Bearers - MC for webinars/workshops Placement Co-ordinators Online class Co-ordination Members of Student Quality Circle</p>

Head

Department of Finance and Taxation  
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*Dr. M. Ahlu*

*B. L. V.*

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Average percentage of Student complaints/grievances during the year - NIL			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	-	-	-
Abuse / Harassment related issues	-	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	-	-	-
Evaluation in End semester examination	-	-	-

  
Dr. M. Anshu

**Head**  
Department of Finance and Taxation  
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College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai - 600 106

## 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. R. Sindhu	Verified	(Online)	Verified.	Verified	Verified.

*A. Akhile*  
Dr. M. Akhile

Head

Department of Finance and Taxation  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

*D. D. D.*

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## 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
	Conducted Online.	Verified	Verified	Verified	Verified	Students will undergo in the third year	Verified	Verified.

  
Dr. M. Anshu

Head

Department of Finance and Taxation  
Dwaraka Doss Goverdhan Doss  
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## SWOC Analysis

STRENGTHS	WEAKNESS
<p>1) Course curriculum is at par with professional standards</p> <p>2) Signed two MOU's (with ACCA and ISDC)</p> <p>3) Collaboration with Ernst &amp; Young</p> <p>4) Paper Exemption for ACCA → professional course</p>	<p>1) The department was initiated in the AY 2019-20, is in its ongoing development process</p> <p>2) The department has only first year and second year batch, hence lack in student strength and volume.</p>

 Dr. M. Anale

**Head**  
Department of Finance and Taxation  
Dwaraka Doss Goverdhan Doss  
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## OPPORTUNITIES

- 1) The students will be partly qualified for ACCA professional degree on completion of U.G.
- 2) Linkages with Ernst & Young, add value to the qualification.

## CHALLENGES

- 1) The classrooms are ICT enabled, but smart classes are need of the hour.
- 2) Students need to be highly competitive to survive in the current online mode of teaching-learning.

  
Dr. N. Anshu

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

No Deviation observed.

**Any specific recommendations on Faculty Development.**

To focus more on Projects and Research.

**Any specific instance of Excellence**

- 1) Integration of ACCA, UK Curriculum.
- 2) MoU with Ernst & Young for International Taxation

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*Dr. M. Akhila*

**Head**

Department of Finance and Taxation  
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Vaishnav College (Shri  
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IV Alumni Records (NA) → Ongoing second year batch only.

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
-	-	-	-	-	-
Meetings/Activities Organized By Alumni Association : -					

  
Dr. N. Akhile  
Head  
Department of Finance and Taxation  
Dwaraka Doss Goverdhan Doss  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. B.S. Catherine Associate Professor & Head Ph Dept. of Commerce, W.C.C.	 21/3/2021 Dr. B.S. CATHERINE, M.Com, M.Phil, Ph.D. Head & Associate Professor PG. Department of Commerce Women's Christian College, Chennai-600 006
2	Mr. S.A. Madhavan Asst. Prof in Commerce, A.M. Jain College, Chennai-114.	 31-3-2021
3	Dr. C. JAYAMAL ASST. PROFESSOR Dept. of Commerce (Gen) VISTAS, Pallavaram, Chennai.	 21/3/2021 Dr. C. JAYAMALA, M.Com, M.B.A., M.Phil, Ph.D. Assistant Professor & Head of Department Department of Commerce Vidya Institute of Science, Technology & Educational Studies (VISTAS) Pallavaram, Chennai - 600 112.

Dr. N. Akhile

Head  
Department of Finance and Taxation  
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## ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 26.03.2021

Name of the Department		B.com Marketing Management.		
Year of Establishment		2019		
Timing of the Department		9.am to 1.30pm.		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. K. VINOTHA	Associate Professor Head, PG & Research Department of Commerce.	Sei Kanyaka Paramerthani Arts & Science College for Women Ch-1	9790786171
2	Dr. GAYATHRI HARIKUMAR	ASSOCIATE PROFESSOR & HEAD, PGPTDF Commerce (P&F)	GURU NAMAK COLLEGE CHENNAI	99401 71144
3	Dr. K. RAJALAKSHMI	Assistant Prof. & Head, Dept. of Commerce (A&F)	Shri SSS Jain College for Women, Chennai - 17	9087936016

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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 (MM)	3 Years	HSC	English	77	77
2	Post-Graduate	NA					
3	M.Phil.	NA					
4	Ph.D.	NA					

*[Handwritten signature]*

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination		N.A	N.A
02	First class			
	Second class			
	Third class			
03	No. of students failed			
04	Pass percentage			

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	77	54	NA	NA	NA
02.	No. of students passed	70	50			
03.	Pass percentage	91%	93%			

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Satisfactory	Can bring Certificate & Value Added Courses
	Contents of the Curriculum	Yes	At Par Equal with Present Needs of the Industry	NIL
	BOS	Yes	Sufficient Improvement done	NIL
	Credits allotted / distribution – logic	Yes	NIL	NIL
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Highly Satisfactory	NIL

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
Not Applicable		NA			
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Highly Satisfactory	NIL
	E-learning modules	Yes	Highly Satisfactory	NIL
	Project work UG/PG	N.A	N.A	N.A
	Internal assessment - components - Uniqueness	Yes	Highly Commendable	NIL

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	Student support – remedial coaching	Yes	Highly Commendable	NIL
	Parents meeting – evaluation of student's progress	Yes	Satisfactory	NIL
	Feedback from students	Yes	Very good methodology has followed.	NIL
	Steps taken on the feedback	Yes	Course . Exist . (or) Programme Exist survey	NIL 

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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I. B.Com(mm)	78	1: 25	Records are verifying	—
II. B.Com(mm)	54	1: 25	" "	—

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going			
	Seminars conferences attended			
				

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Papers / articles / books published	Yes .	03	NIL
FDP / RC / OC / Training Program / Workshop	Yes.	08	NIL
Preparation of E-learning materials / Content	Yes	Satisfied .	NIL
Acted as resource persons	NIL	NIL	Can go for as resource person for various academic events.
M.Phil. & Ph. D awarded	NIL	NIL	Can focus on research oriented activities.



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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
				N.A			

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes.	Verified	—
	Students involvement in extra-curricular & Co- curricular activities	Yes.	Satisfactory	—
	Study tour / industrial visits / exhibitions / Internship / Training	Yes.	Good	—



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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

Name of the Candidate	Student ID Number	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
	Not Applicable (NA)			

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N-A			

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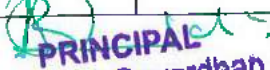
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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	}	N.A
SET		
SLET		
GATE		
GMAT		
CAT	}	
GRE		
TOFEL		
Civil Services		
State Government Services	}	
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID Name of the Student
N.A	N.A			

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	03	Good.
	No. of laboratories	N.A.	N.A.	N.A.
	No. of computers - for teachers	Yes. 02	02	Can provide laptop's to the Department level
	No. of computers - for students	NIL	-	-
	No. of computers - research scholars	N.A	N.A	N.A
	No. of instruments	N.A	N.A	N.A

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	NO	—	Can have MoUs with relevant Industry
	Consultancy	NO	—	—
	Collaborations	NO	—	—
	Association Meetings	NO	—	—
	Guest lectures	Yes	Sufficient Number of Activities are conducted	Good.
	Conference / Seminar / Workshop conducted	Yes	Highly Satisfied	Nil

  
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	Extension Activity	N.A	N.A	N.A
	Interaction with Industry / Research Centres / Educational Institutions	N.A	N.A	N.A
	Newsletters / Magazine	Yes	Highly Commendable	No



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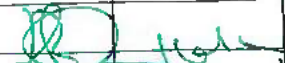
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## I. Student Records

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
	Above Average						
1	S. Narayakumar	I   I   A   20E3439	✓	✓	✓	✓	
2	Manasa. S.J	I   I   A   20E34	✓	✓	✓	✓	
3	Abhishek Srizam .	I   I   A   20E3424	✓	✓	✓	✓	
	Above Average						
1	Prithvi Pauraj	I   I   A   19E104	✓	✓	✓	✓	
2	Rajeev. V.	I   I   A   19E149	✓	✓	✓	✓	
3	Madhan. G.	I   I   A   19E105	✓	✓	✓	✓	

  
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\* Records are maintained by the respective staff members

\* Below average students are verified with slow learners list



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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity

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	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	0%	0	0%
Abuse / Harassment related issues	0	0	0%
Internal Question paper/ transparency of Internal Marks/ evaluation	—	0	0%
Evaluation in End semester examination	—	0	0%

## II. Faculty Records

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## 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. V. Gayathri	Yes	-	Yes	Yes	-
2.	Mr. R. Ashok	Yes.	-	Yes.	Yes.	Yes (03)
3.	Ms. D. Yamuna	Yes.	-	Yes.	Yes.	-

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## 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.	N.A	Verified	Verified	Verified	Verified	Verified	verified	verified

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## SWOC Analysis

STRENGTHS	WEAKNESS
1. well framed Curriculum based on Industrial needs.	Nil

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OPPORTUNITIES	CHALLENGES
<p>An unique set of papers are Present in the Curriculum, are Emerging Trends / Concepts in the marketing which enables the Students to pursue specialised Higher education courses.</p>	

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

— No —

**Any specific recommendations on Faculty Development.**

1. Certificate & Value Added courses can be the part of the Curriculum
2. Can conduct research oriented Programs.
3. Faculty members can participate & do research Journals on Scopus & Ugc care list.

**Any specific instance of Excellence**

NIL

  
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## IV Alumni Records

Since the department has established on. 2019. So there is  
No Alumni for this department - — Not Applicable —

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
		N/A			
Meetings/Activities Organized By Alumni Association :					
N.A					

  
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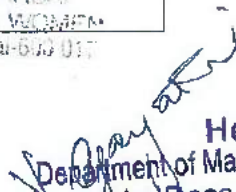
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. K. VINOTHA	 <b>Dr. K. VINOTHA</b> ASSOCIATE PROFESSOR, HEAD, PG & RESEARCH DEPARTMENT OF COMMERCE, SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN No. 1, AUDIAPPA STREET, CHENNAI-600 001.
2	Dr. GAYATHRI HARIKUMAR	 <b>Dr. GAYATHRI HARIKUMAR,</b> M.Com., M.A., MBA., FCMA., Ph.D., Head & Research Supervisor Dept. of Commerce (Accounting & Finance) Guru Nanak College (Autonomous) Velachery, Chennai - 600 042.
3	Dr. K. RAJALAKSHMI	 <b>HEAD</b> DEPARTMENT OF COMMERCE, ACCOUNTING & FINANCE - SHIFT II SHRI SHANKARLAL SUNDARAI SHASUN JAIN COLLEGE FOR WOMEN No.3, Medley Road, T. Nagar, Chennai-600 017

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

  
**Head**  
Department of Marketing Management  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 31-03-2021

Name of the Department		STATISTICS		
Year of Establishment		2019		
Timing of the Department		9.00 AM – 1.30 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Mrs. K.GOKILA	Assistant Professor & Head	Dr.Ambedkar Govt.Arts College(Autonomous), Department of Statistics, Vyasarpadi, Chennai-39.	9884488569
2	Dr. L. PARI DAYAL	Assistant professor	Madras Christian College (Autonomous), Department of Statistics, Tambaram, Chennai-59	9841543718

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3	Dr.S.VISALAKSHI	Associate prof & head	Justice Basheer Ahmed college for women(autonomous), Department of Statistics, Teynampet, Chennai-18	80561100735
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## Follow-up of previous Audit:

The Department of Statistics was established in the Academic year 2019-20 and the first External Audit of the Department held on 05-02-2020. Now, the second Academic Audit of the department held on 31-03-21 and all the comments and suggestions given in the previous Academic Audit are almost fulfilled in the current academic year.

  
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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	44
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020	
		UG VI sem	PG IV sem
01	No. of students appeared for examination	NA	NA
02	First class		
	Second class		
	Third class		
03	No. of students failed		
04	Pass percentage		

Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	36	27			
02.	No. of students passed	36	27			
03.	Pass percentage	100	100			

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>I. Curriculum</b>	Steps followed in the designing of syllabus & curriculum	Yes	Suggestion given by industrial experts and subject experts in BOS Meeting and previous year Academic Audit Comments is going to implemented.	While framing the syllabus, the analytical skills and logical thinking aspects can be focused more
	Contents of the Curriculum	Yes	As per University of Madras Syllabus	Can design the curriculum which is suitable for job oriented and problem solving techniques.
	BOS	No	Plan to conduct in the next month	PROJECT can be introduced with internship training for data collection.
	Credits allotted / distribution – logic	Yes	As per University of Madras Syllabus	Introducing more paper will distribute the credit allocation

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	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Unit implementation wise benefit	Mapping should be done
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
			No		
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			yes		

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>II. Teaching &amp; Learning</b>	Teaching methods & teaching aids	Yes Chalk and Talk Method and Virtual Class room	Good practice of chalk and talk, PPT slide presentation is implemented	Flipped classroom method of learning can be introduced for few selected topics relevant to their curriculum
	E-learning modules	No	Teaching materials are posted in college websites	Websites for E- learning modules Unit-wise can be given while framing the syllabus itself.
	Project work UG/PG	No		PROJECT can be introduced at the end semester along with 15days to 30 days internship will be more challenging for the students to explore the real world problems and acquire deeper knowledge.
	Internal assessment – components –	Yes ( CIA, Assignment, Seminar, Attendance )	There is uniformity for CIA.	Additionally, students can use chart method of pep talk about the topic

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	Uniqueness			which is related to the new technology/advance topic in their fields
	Student support – remedial coaching	Yes	Slow learners trained well to score good percentage	Continue the support to slow and average learners.
	Parents meeting – evaluation of student's progress	Yes	The method of evaluation is monitored by the parents for their wards every semester.	Parents suggests to arrange for campus interview for their wards during the course completion period to enhance their life
	Feedback from students	Yes	Teachers covers the topic well in advance with surprise test .	More Resource person would be invited for a talk about their subject in various fields
	Steps taken on the feedback	Yes	Planning for the campus interview to the final year students will be implement by the forthcoming years	Expose the students to prepare them for competitive exams and Post Graduate studies.

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I	36	1: 25	Rest of the students mentor by language staff	Can appoint the required number of staff to make the productive outcome
II	27	1:25		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	No	Suggestion for applying Major/Minor project	TANSICHE/UGC MINOR/MAJOR PROJECT proposal can be sent in forthcoming years
	Seminars / conferences attended	Yes	State Level/National Level conferences will expose and motivate the students to pursue higher studies	Application oriented topics can be chosen while conducting conferences every year will upgrade the dept

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	Papers / articles / books published	Yes	Can focus more on publishing articles in	Publish the articles in UGC care list will have high credit
	FDP / RC / OC / Training Program / Workshop	Yes	Workshop on SPSS/R language will be benefit for the students	PROJECT based on Statistical software will help the students to understand the subject in a better dimension.
	Preparation of E-learning materials / Content	No	Complex problem solving materials can be posted in website	All the materials can be posted in website for the students to access anytime
	Acted as resource persons	No	Being a Resource person will enhance the deeper knowledge in subject	Specialization topics can be discussed well
	M.Phil. & Ph. D awarded	Yes		

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Effect of Climate Factors on the Prevalence of Childhood Pneumonia	S.SUNDARABALAN	Strad Research	6.1	2021	Nil	Nil	Dwaraka Doss Goverdhan Doss Vaishnav College
ARIMA based Time series analysis to Forecast Coronavirus(COVID 19) Disease	S.SUNDARABALAN	JETIR	7.95	2021	4.9	39	Dwaraka Doss Goverdhan Doss Vaishnav College

  
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FINITE DIFFERENCE SOLUTIONS OF FREE CONVECTIVE FLOW PAST A SLANTED INFINITE PLATE WITH MHD EFFECTS	T.MAHESHWARAN	Advances in Mathematics : Scientific Journal	0.12	2020	5	0	Panimalar Institute of Technology
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes 50 / 173		
	Students involvement in extra-curricular & Co- curricular activities	Yes	participate more cultural events in inter collegiate level . Also attend more webinar, workshop and participate in quiz program	Conducting more in-house program will motivate the students to take leadership quality
	Study tour / industrial visits / exhibitions / Internship / Training	No	Students visiting institutions like ICMR, NIE, ISI develop the interest in pursuing higher studies and make them more research oriented persons	Introduction of PROJECT in the curriculum along with Internship will achieve the goal

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
			NA		

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	NA		

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE	NA	
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
No					

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>V. Infrastructure in the Department</b>	No. of class rooms	Yes -2	More classrooms needed	Separate classroom with ICT : smartboard, Projector can be provided
	No. of laboratories	Yes	Students can work independently	Separate Lab for the department is essential to introduce more Computer Language paper
	No. of computers – for teachers	Yes	Hod cabin only having the system	At least give one more system for the staff members to do their academic work
	No. of computers – for students	Yes (1:1	Good	
	No. of computers – research scholars	NA		
	No. of instruments	NA		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No	Collaboration between education institution will help the students to get an additional certificate course. Joint conferences, exhibition and symposia help exchange ideas among students	Forthcoming years MoU's can be signed with additional certificate courses related to the latest technology topics like data science, Artificial Intelligence etc
	Consultancy	No	Consultancy within the campus could be helpful for research scholars of other department to learn more about statistical analysis and interpretation	Conducting more workshop will be helpful to start consultancy in campus
	Collaborations	No		
	Association Meetings	No	Planning to conduct the inter departmental competition	Conduction more activities

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	Guest lectures	Yes	Updating the subject is very much essential	Bimonthly can organize the guest speakers
	Conference / Seminar / Workshop conducted	Yes	Conduct the two days workshop in R Programming to department students	To do for all Faculties and Students inside and outside the College
	Extension Activity	No	Motivate the students to serve for society is must	Can start club activity
	Interaction with Industry / Research Centers / Educational Institutions	No	Planning the intensive training	Send the students to do the intensive training in any statistics related institute or industries

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	Newsletters / Magazine	Yes	Displayed in the college website	Present in the hard copy and prepare at least once in a semester
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## 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	2 <sup>nd</sup> / III / A 19E4312	Yes	25(25)	Verified	Yes	No
	Ashwinkumar.G	19E4308		25(25)			
	Ashif Rawther. S	19E4310		25(25)			
2	Prasanth.M	19E4304	Yes	21(25)	Verified	Yes	No
	S.Rahul kumar	19E4326		23 (25)			
	Goutham.S	19E4301		22(25)			
3	Sajidh Umar M R	19E4317	Yes	19(25)	Verified	Yes	No
	R.Yogesh	19E4327		17(25)			

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	Partha sarathy	19E4319		20(25)			
4	S.Hari S.Jayasree L.Vasantharaj	1 <sup>st</sup> / I / A 20E3601 20E3620 20E3604	Yes	40(40) 40(40) 40(40)	Verified	Yes	No
5	S.Harishwaran K.Bharathi S.Udhayan	20E3618 20E3621 20E3636	Yes	38(40) 38(40) 38(40)	Verified	Yes	No
6	T.R. Nithinkumar B.Manikandan L.Praveen	20E3638 20E3607 20E3643	Yes	36(40) 35(40) 37(40)	Verified	Yes	No

## Student Quality Council records during the year 2020-21

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department

Nature of the Activity

NO

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	Nil	63	0
Abuse / Harassment related issues	No	63	0
Internal Question paper/ transparency of Internal Marks/ evaluation	Nil	63	0
Evaluation in End semester examination	Nil	63	0

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## 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	No	Yes	Yes	Yes
2	Mr.T.Maheshwaran	Yes	No	Yes	Yes	Yes

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### 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 ( we conduct the meeting in virtual mode)	Yes		No	Yes	No

  
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## SWOC Analysis

STRENGTHS	WEAKNESS
<p>Qualified faculty in the department Pass Percentage is 100% Transparency in CIA Infrastructure in the department Students from all background Student-centering teaching Feedback form analyzed and used for improvement in all aspects</p>	<p>Due to lack of staff adequacy affects the smooth execution of academic activities Due to economic background of students, limitation of implementing of value added course</p>
OPPORTUNITIES	CHALLENGES
<p>Students can access the library</p>	<p>Paucity of time for the teachers for research work</p> <p style="text-align: right;"> <b>PRINCIPAL</b> Dwaraka Doss Goverdhan Doss Vaishnav College Arumbakkam, Chennai - 600106.</p>



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## List of Non-Conformities with University Policy and Unacceptable Deficiency in Standards

- Deficiency in framing syllabus based on blooms taxonomy.
- Consultancy and MOU's are lacking which intern affects the internship or industrial visit.
- E Content learning or swayam is inevitable for students to climb the ladder of better understanding of subjects.
- Lacking of ICT into the Classroom
- Syllabus framing recommended by TANSICHE can be implemented

## Any specific recommendations on Faculty Development.

- Establish the course goals and objectives in the classrooms
- Provide the best learning environment for the students
- Team building plays a vital role among students
- Teaching pedagogy should not be always lecture format instead engage students in a meaningful discussion
- Use Power point as a Visual aid
- The sequence of Blooms outlines can be applied in classroom : Knowledge (fact) Understanding, Application, Analyze
- Basic objective of classroom instruction should be engage students in all levels of thinking and learning through appropriate exercises

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## Any specific instance of Excellence

- Students results are very much appreciated
- Faculty involvement in personal growth shows upward movement especially in research activities and balance with students progress geometrically.

  
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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
		NA			
Meetings/Activities Organized By Alumni Association :					
NA					

  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Mrs. K.GOKILA Assistant Professor & Head Dr.Ambedkar Govt.Arts College(Autonomous), Department of Statistics, Vyasarpadi, Chennai-39.	<i>K. Gokila</i> 31/03/21
2	Dr. L. PARI DAYAL Assistant Professor Madras Christian College (Autonomous), Department of Statistics, Tambaram, Chennai-59.	<i>L. Pari Dayal</i> 31/3/21
3	DR. S. VISALAKSHI Associate Professor & Head Justice Basheer Ahmed college for women(Autonomous), Department of Statistics, Teynampet, Chennai-18.	<i>S. Visalakshi</i> 31/3/2021

*S. Sundarab*

Head

Department of Statistics

Dwaraka Doss Goverdhan Doss

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*R. Doss*

PRINCIPAL

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## ACADEMIC AUDIT REPORT - 2020-2021

Date of Audit: 31.03.2021

Name of the Department		M.A. ENGLISH		
Year of Establishment		2019		
Timing of the Department		9:00 AM TO 1:20 PM		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. V. Ganesan	Associate Professor	Department of English A M Javir Chennai	9840253404
2	Dr. G. V. Narayan	Associate Professor	Dept of English The New College, Chennai	9444977825
3	Dr. K. KANTHIMATHI	ASSISTANT PROFESSOR	Dept of English SDNR VAISHNAV COLLEGE, CHROMEPET CHENNAI	9841112252

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

  
**Head**  
P.S. Department of English  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

Follow-up of previous Audit: *Annexure I*

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	<i>M. A. (Eng)</i>	<i>2</i>	<i>B. A.</i>	<i>English</i>	<i>20</i>	<i>20</i>
3	M.Phil.	-	-	-	-	-	-
4	Ph.D.	-	-	-	-	-	-

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020		2019 – 2020
		UG	VI sem	PG IV sem
01	No. of students appeared for examination			N/A
02	First class			
	Second class			
	Third class			
03	No. of students failed			
04	Pass percentage			

Sl. No	Particulars	2020 – 2021			2020 - 2021	
		UG			PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination				19	16
02.	No. of students passed				17	16
03.	Pass percentage				89.47	100%

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
<b>I. Curriculum</b>	Steps followed in the designing of syllabus & curriculum			
	Contents of the Curriculum		University of Madras Syllabus	can go for syllabus revision
	BOS			
	Credits allotted / distribution – logic		As per university Pattern	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)			Enclosed. Annexure II

  
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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			Enclosed Annexure 3A/30		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids			
	E-learning modules		Contents Available	
	Project work UG/PG	yes	Relevant Topics selected.	
	Internal assessment - components - Uniqueness	YES		

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Student support – remedial coaching		well-planned well-executed	
Parents meeting – evaluation of student's progress		Records Available	
Feedback students from		Records Available	
Steps taken on the feedback		Actions Taken. Reports Available	

  
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## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
	20	1:10		
	16	1:8		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	-	No Projects	Can work on UGC Major/ Minor Projects.
	Seminars / conferences attended	YES	Documents Available.	



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Papers / articles / books published		2 Papers one chapter in a Book	
FDP / RC / OC / Training Program / Workshop		2 FDP Programmes Attended.	
Preparation of E-learning materials / Content		Available	
Acted as resource persons		yes.	
M.Phil. & Ph. D awarded			Can apply for Research Dept. status.

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)		Application Received: 100 Sanctioned Strength: 20	
	Students involvement in extra-curricular & Co- curricular activities			
	Study tour / industrial visits / exhibitions / Internship / Training			

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format

NA

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted

Details of Student Placement during the year (2019-2020)

NA

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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Students qualifying in State/ National/ International Level Examinations during the Year <i>nol</i>		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	—	
SET	—	
SLET	—	
GATE	—	
GMAT	—	
CAT	—	
GRE	—	
TOEFL	—	
Civil Services	—	
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021) <i>nol</i>					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. <b>Infrastructur e in the Department</b>	No. of class rooms		2	
	No. of laboratories		-	
	No. of computers – for teachers		3	
	No. of computers – for students		at Central Library	
	No. of computers – research scholars		NA	
	No. of instruments			NA

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Criterion	Items	Verification Yes / No	Comments	Suggestions improvement for
VI. Activities of the Department	MoUs signed		nil	
	Consultancy		nil	
	Collaborations		nil	
	Association Meetings		nil	
	Guest lectures			Conducted

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	Conference / Seminar / Workshop conducted		4 Webinars	
	Extension Activity		—	
	Interaction with Industry / Research Centres / Educational Institutions		nil	
	Newsletters / Magazine		Newsletter Published	

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## 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	Reshmi	II	100	88			
2	Nisha	II	100	78.4			
3	Gunalan	II	100	69.6			
	Pratiba	I	100	83.25			
	Rajalathomi	I	100	69.75			
	Sajitha. M.M	I	100	50			
		I					

  
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Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity

*[Handwritten signature]*

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	No Complaints Received		
Abuse / Harassment related issues	None		
Internal Question paper/ transparency of Internal Marks/ evaluation	None		
Evaluation in End semester examination	None		

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## 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. Nagesh Radhika			Available	one	one
2	Ms. Priyanka R				one	

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## 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	Conducted	Conducted	Available	Available	—	Available	Yes

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. Well-qualified staff with research potential.</li><li>2. Good Infrastructure.</li></ol>	<ol style="list-style-type: none"><li>1. Need for a Department Library.</li><li>2. Language-lab needed.</li><li>3. Digital classroom Required.</li></ol>

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## OPPORTUNITIES

1. Potential to upgrade the Department to get Research status.
2. Tie up with industry.

## CHALLENGES

1. Support staff Required
2. Conduct of workshops and Seminars.

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

*Nil*

Any specific recommendations on Faculty Development.

*Faculty may be encouraged to pursue Research, special course.*

Any specific instance of Excellence

*Nil*

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IV Alumni Records

NA

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					

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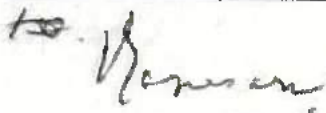
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Audit Panel Member's Name & Affiliation	Signature with Date
1 Dr. V. Ramesan Associate Professor Department of English A.M. Jain College, Ch-114	 31/3/2021



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2	Dr. G. V. NARESH Associate Professor of English The New College Chennai	Kanesh G. 31/3/2021
3	Dr. K. KANTHIMATHI ASSISTANT PROFESSOR OF ENGLISH SDNB VAISHNAV COLLEGE, CHROMPET CHENNAI	Dr. K. Kanthimathi 31/3/2021

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**Head**  
P.G. Department of English  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 12.04.2021

Name of the Department		English (Shift I)		
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. G. Kalvikkarasi	Principal & Head Department of English	DRBCCC Hindu College Pattabhiram, Chennai 600072	8248273275/ 9444080084 Email: <a href="mailto:kalvinakeeran2020@gmail.com">kalvinakeeran2020@gmail.com</a>
2	Dr. P. Poongundran	Head, Department of English,	Ramakrishna Mission Vivekananda College Sivasami Salai, Mylapore, Chennai 600004	9840670951 Email : <a href="mailto:rkmvced@gmail.com">rkmvced@gmail.com</a>
3	Dr. V.S. Ramakrishnan	Head & Associate Professor, Department of English	Presidency College, Chennai	9442741860/ Email: <a href="mailto:dramki14@gmail.com">dramki14@gmail.com</a>

  
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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	Foundation English and Soft Skills	2 Years	+ 2	English		
2	Post-Graduate	Soft Skills	2 Years	UG Degree	English		
3	M.Phil.	-					
4	Ph.D.	-					

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## Overall Result of Department

Sl. No	Particulars	2019 – 2020 UG IV sem	
		I Year	II Year
01	No. of students appeared for examination	1170	727
02	First class	-	-
	Second class	-	-
	Third class	-	-
03	No. of students failed	13	20
04	Pass percentage	98.88%	97.24%

Sl. No	Particulars	2020 – 2021 UG		
		I year I sem	II Year III sem	III Year V sem
01.	No. of students appeared for examination	568	355	
02.	No. of students passed	555	335	
03.	Pass percentage	97.71%	94.37%	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Good	
	Contents of the Curriculum	Yes	Good	
	BOS	Yes	—	
	Credits allotted / distribution – logic	Yes	—	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	—	—	—



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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
English to Excel	11 <sup>th</sup> February, 2021	30	Yes	Good initiative	Could add more batches
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	Adequate	
	E-learning modules	Yes		
	Project work UG/PG	—		
	Internal assessment – components – Uniqueness	Yes	Good	
	Student support –	Yes		

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	remedial coaching			
	Parents meeting – evaluation of student's progress	—	—	
	Feedback from students	Yes	Positive feedback	
	Steps taken on the feedback	Yes	Appropriate steps taken to address issues	

**Students Mentoring System of the Department:**

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
			 <b>PRINCIPAL</b>	

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	—		
	Seminars / conferences attended	Yes		
	Papers / articles / books published	Yes		
	FDP / RC / OC / Training Program	Yes		

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	/ Workshop			
	Preparation of E-learning materials / Content	Yes		
	Acted as resource persons	Yes		
	M.Phil. & Ph. D awarded			

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
Application of Language Learning Intelligence through Technology: An Overview	Mr. V. Mainar	Turkish Journal of Computer and Mathematics Education		2021			Research Scholar- Part time, SRM Institute of Science & Technology

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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE


(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	—		
	Students involvement in extra-curricular & Co- curricular activities	—		
	Study tour / industrial visits / exhibitions / Internship / Training	—		

  
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NA

**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

  
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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student

  
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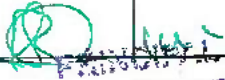
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	—		
	No. of laboratories	1	Well-equipped language lab	
	No. of computers – for teachers	3	Good	
	No. of computers – for students	40	Good	
	No. of computers – research scholars	---		
	No. of instruments			

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	—		
	Consultancy	—		
	Collaborations	—		
	Association Meetings	—		
	Guest lectures	—		
	Conference / Seminar / Workshop	3		Beneficial to the students

  
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	conducted			
	Extension Activity	—		
	Interaction with Industry / Research Centres / Educational Institutions	—		
	Newsletters / Magazine	—		

I. Student Records NA

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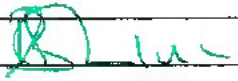
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. Note: Year wise, Section wise and category wise (above average, average and below average) minimum of 3 student's records to be audited

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

Student Quality Council records during the year NA

  
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Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
Average percentage of Student complaints/grievances during the year	

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	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year			
Abuse / Harassment related issues			
Internal Question paper/ transparency of Internal Marks/ evaluation			
Evaluation in End semester examination			

## II. Faculty Records

Files of the following faculty members were audited

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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. Aparna Sundaram	Yes	--	--	Refresher course	--
2.	Mr. V. Mainar	Yes	--	--	--	1

### III. HOD records

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

  
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. G. Kalvikkarasi Principal & Head, Department of English, DRBCCC Hindu College, Chennai 600072	 Dr. (Mrs.) G. Kalvikkarasi, M.A., M.Phil., Ph.D.PGDTE Associate Professor & Head Dept. of English DRBCCC Hindu College Pattabiram, Chennai - 600 072.
2	Dr. P. Poongundran Head, Department of English, Ramakrishna Mission Vivekananda College, 70-72, Sivaswami Salai, Mylapore, Chennai 600004	 Dr. POONGUNDRAN, M.A.M.Phil,M.Ed. Head., Department of English RAMAKRISHNA MISSION VIVEKANANDA COLLEGE (Autonomous) Mylapore, Chennai-600 004.



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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

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>• Textbooks compiled by the department</li><li>• Certificate course on Spoken English</li><li>• Workshops organized helps slow learners and groom students</li></ul>	<ul style="list-style-type: none"><li>• Faculty research and publications</li></ul>

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## OPPORTUNITIES

- Department can organize conferences and seminars
- Faculty can take-up research projects

## CHALLENGES

- Department caters to a large number of students thereby paying individual attention is difficult

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

NA

**Any specific recommendations on Faculty Development.**

—

**Any specific instance of Excellence**

—

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IVAlumni Records

NA

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
Meetings/Activities Organized By Alumni Association :					

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3	Dr. V. S. Ramakrishnan Head & Associate Professor, Research Department of English, Presidency College, Chennai	 Dr. V.S. RAMAKRISHNAN M.A(Eng), M.A.(Jour), M.Phil., Ph.D., Head / Associate Professor Research Department of English PRESIDENCY COLLEGE (Auto) CHENNAI - 600 005.

  
Associate Professor & Head  
Department of English  
Dwaraka Doss Goverdhan Doss  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 23.03.2021

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. SLOT II: 11.45 A.M – 4.30 P.M. SLOT III: 1.45 P.M – 6.30 P.M.		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. P. PRIYA	ASSISTANT PROFESSOR	DEPARTMENT OF ENGLISH, MEENAKSHI COLLEGE FOR WOMEN, KODAMBAKKAM, CHENNAI – 600 024.	9884312546 priyababu23@gmail.com

Head  
Department of English  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
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2	Dr. SUNITHA ANILKUMAR	ASSISTANT PROFESSOR	PG AND RESEARCH DEPARTMENT OF ENGLISH, PACHAIYAPPA'S COLLEGE, CHENNAI – 600 030.	9600061889 sunithaanilkumar01@gmail.com
3	Dr. BALA AGARWAL	ASSISTANT PROFESSOR	DEPARTMENT OF ENGLISH, QUAID – E – MILLATH GOVT. COLLEGE FOR WOMEN, MOUNT ROAD, CHENNAI – 600 002.	9841118993 balaagarwal07@gmail.com

Follow-up of previous Audit:

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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

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### Overall Result of Department

Sl. No	Particulars	2019 - 2020 UG VI sem	2019 - 2020 PG IV sem
01	No. of students appeared for examination	NA	NA
02	First class		
	Second class		
	Third class		
03	No. of students failed		
04	Pass percentage		

Sl. No	Particulars	2020 - 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	2213	904	NA	NA	NA
02.	No. of students passed	2149	878			
03.	Pass percentage	97.1%	97%			

Enclosure 1 - Print out of the Overall Result of the department.

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	YES		
	Contents of the Curriculum	YES		
	BOS	YES		
	Credits allotted / distribution – logic	Foundation English: 3 Soft Skills: 3		
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	NA		

Enclosure 2 : a) Syllabus b) BOS Minutes

  
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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NA	NA	NA			
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Lecture Tutorial Activity Presentation Role Play		

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	E-learning modules	Video Clippings Quiz		
	Project work UG/PG	NA		
	Internal assessment - components - Uniqueness	1. CIA - I - 50 marks 2. CIA - II - 50 marks 3. Module - III 100 marks (To assess the students for streaming in the semester) 4. Generic Skills - 10 marks 5. Poster-Making		

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		6. Quiz 7. Oratory 8. Essay writing 9. Recorded Video presentation 10. Group Discussion 11. PPT slides preparation		
	Student support – remedial coaching	Not required as the result percentage is 97%		
	Parents meeting –	NA (Done by the concerned departments)		

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	evaluation of student's progress			
	Feedback from students	Obtained from the students using Google Forms as Course Exit Survey.		
	Steps taken on the feedback	Under Process		

Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
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NA	NA	NA		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NIL		
	Seminars / conferences attended	YES - 137		
	Papers / articles / books published	YES - 05		



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	FDP / RC / OC / Training Program / Workshop	YES – 57		
	Preparation of E-learning materials / Content	NIL		
	Acted as resource persons	NIL		
	M.Phil. & Ph. D awarded	NIL		

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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	NA		
	Students involvement in extra-curricular & Co- curricular activities	NA		
	Study tour / industrial visits / exhibitions / Internship / Training	NA		

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format					
Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
NA	NA	NA	NA	NA	NA

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	NA

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NA	NA
SET	NA	NA
SLET	NA	NA
GATE	NA	NA
GMAT	NA	NA
CAT	NA	NA
GRE	NA	NA
TOFEL	NA	NA
Civil Services	NA	NA
State Government Services	NA	NA
Any Other (Please specify details)		

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Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID Number	Name of the Student
NA	NA	NA	NA	NA

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	NA		
	No. of laboratories	NA		
	No. of computers – for teachers	02		

  
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	No. of computers – for students	NA		
	No. of computers – research scholars	NA		
	No. of instruments	NA		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	NIL		
	Consultancy	NIL		

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	Collaborations	NIL		
	Association Meetings	NIL		
	Guest lectures	NA		
	Conference / Seminar / Workshop conducted	YES 1. National Level Online Quiz on 'ESSENTIALS OF ENGLISH LANGUAGE'. 2. Webinar on the USE OF ONLINE GAMES IN LANGUAGE LEARNING. 3. E-Workshop on Scrabble. 4. E-Workshop on Scrabble Game - An		

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		Enthralling Language Enhancer. 5. E-Workshop on 'EMOTING IN THE NEW NORMAL'.		
	Extension Activity	YES - Literary and Debating Society 1. ORATORICAL ESSAY WRITING		
	Interaction with Industry / Research Centres / Educational Institutions	NA		

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	Newsletters / Magazine	YES SKYLARK - The department Newsletter was launched as an Annual issue on January 2021.		
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### 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.	ARAVIND R. I B. Sc. Visual Communication 'A' Stream A.	I/II/A/20E2811	Google Classroom <a href="https://classroom.google.com/c/MjkyNDYxMDM5MjE2?cjc=vs6fuxl">https://classroom.google.com/c/MjkyNDYxMDM5MjE2?cjc=vs6fuxl</a>	30/40	Google Classroom <a href="https://classroom.google.com/c/MjkyNDYxMDM5MjE2?cjc=vs6fuxl">https://classroom.google.com/c/MjkyNDYxMDM5MjE2?cjc=vs6fuxl</a>		

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2.	SOUNDARYA M I BA Journalism Stream A.	I/II/20E3511	Google Classroom <a href="https://classroom.google.com/c/MjcxNTg0MDU1NzE1?cjc=xziix7n">https://classroom.google.com/c/MjcxNTg0MDU1NzE1?cjc=xziix7n</a>	23/40	Google Classroom <a href="https://classroom.google.com/c/MjcxNTg0MDU1NzE1?cjc=xziix7n">https://classroom.google.com/c/MjcxNTg0MDU1NzE1?cjc=xziix7n</a>		
3.	VIKRAM L II B. Com. C.S. 'B' Stream B.	II/IV/B/19E1281	Google Classroom <a href="https://classroom.google.com/c/MjUwNDU5MzE0MjQ3?cjc=5bkx6ft">https://classroom.google.com/c/MjUwNDU5MzE0MjQ3?cjc=5bkx6ft</a>	17/40	Google Classroom <a href="https://classroom.google.com/c/MjUwNDU5MzE0MjQ3?cjc=5bkx6ft">https://classroom.google.com/c/MjUwNDU5MzE0MjQ3?cjc=5bkx6ft</a>		
4.	PRIYADARSHINI M. I B.Com. A&F 'A'.	I/II/A/20E1658	Google Classroom <a href="https://classroom.google.com/c/MjcxNTg0MDU1NzE1">https://classroom.google.com/c/MjcxNTg0MDU1NzE1</a>	31/40	Google Classroom <a href="https://classroom.google.com/c/MjcxNTg0MDU1NzE1">https://classroom.google.com/c/MjcxNTg0MDU1NzE1</a>		

  
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			U0?cje=dei olag		NzU0?cje=d eiolag		
5.	KARTHIKEYAN V.B. I BCA 'A'	I/II/A/20E2225	Google Classroom <a href="https://classroom.google.com/c/MjkyNTYzMDewMDc4?cje=qsk56c">https://classroom.google.com/c/MjkyNTYzMDewMDc4?cje=qsk56c</a>	24/40	Google Classroom <a href="https://classroom.google.com/c/MjkyNTYzMDewMDc4?cje=qsk56c">https://classroom.google.com/c/MjkyNTYzMDewMDc4?cje=qsk56c</a>		
6.	ABUBUCKER SIDDIQ ROWFEEQ S. I B.Com. A&F 'A'	I/II/A/20E1674	Google Classroom <a href="https://classroom.google.com/c/MjcxNTg0MDU1NzU0?cje=dei&lt;br/&gt;olag">https://classroom.google.com/c/MjcxNTg0MDU1NzU0?cje=dei olag</a>	16/40	Google Classroom <a href="https://classroom.google.com/c/MjcxNTg0MDU1NzU0?cje=dei&lt;br/&gt;olag">https://classroom.google.com/c/MjcxNTg0MDU1NzU0?cje=dei olag</a>		
7.	SUKESHRAJ S.V. II B.Com. C.S. 'A' Stream A.	II/IV/A/19E1104	Google Classroom	30/40	Google Classroom		

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			Ex?ejc=i4u b7ui		50TEx?ejc= i4ub7ui		

Student Quality Council records during the year	
Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
NA	NA

  
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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	NIL		
Abuse / Harassment related issues	NIL		

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Internal Question paper/ transparency of Internal Marks/ evaluation	NIL		
Evaluation in End semester examination	NIL		

### 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

*(Handwritten signature)*

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1.	Ms. S.P. Mathumathi.					
2.	Dr. S. Hemalatha.					
3.	Ms. S.R. Shiny.					

### 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	Year / Semester / Plan / Calendar	Course preference handling
-------	--	---	----------------------------------	---------------------------------	-----------------------------	--	-----------------------------------	----------------------------

  
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						carried out in the semester		
1.	NA	NA	NA	YES	NA	NA	YES	NA

  
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### SWOC Analysis

STRENGTHS	WEAKNESS
<p>The HOD has been an excellent leader which is witnessed in the team spirit of the department</p> <p>→ Strong focus, attitude in keeping with dept others. Shows proper leadership of head of the Department</p>	<p>Recommend the faculty to enroll for research so that the department can be upgraded to a research department</p> <p>Language Lab plays an indispensable role in enhancing LSRW skills. Also the practical classes have their ability</p>

I personally & strongly suggest urgent need for Language Lab.

Audio-Visual aids i.e. a sound educational tool need to be added for further enhancement.

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### OPPORTUNITIES

Young faculty members therefore  
a good platform for more  
innovative ideas.

### CHALLENGES

Re command faculty members to  
Present and publish articles in  
peer reviewed journals

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

Any specific recommendations on Faculty Development.

Any specific instance of Excellence

The faculty has made use of the IT tools in a commendable way. Seems to have ably adapted to the online mode.  
The News letter brought out by the department was very appealing and informative.

*D.D.*

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### IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
1.	NA	NA	NA	NA	NA
Meetings/Activities Organized By Alumni Association :					
NA					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. P. PRIYA, ASSISTANT PROFESSOR, DEPARTMENT OF ENGLISH, MEENAKSHI COLLEGE FOR WOMEN, KODAMBAKKAM, CHENNAI – 600 024.	 Dr. P. PRIYA, M.A., M.Phil., B.Ed., Ph.D., Assistant Professor of English Meenakshi College for Women (Autonomous) Chennai-600 024, Tamilnadu, India
2	Dr. SUNITHA ANILKUMAR, ASSISTANT PROFESSOR, PG AND RESEARCH DEPARTMENT OF ENGLISH, PACHAIYAPPA'S COLLEGE, CHENNAI – 600 030.	 Dr. Sunitha Anilkumar Assistant Professor, Department of English PACHAIYAPPA'S COLLEGE Chennai-600 030.
3	Dr. BALA AGARWAL, ASSISTANT PROFESSOR, DEPARTMENT OF ENGLISH, QUAID – E – MILLATH GOVT COLLEGE FOR WOMEN, MOUNT ROAD, CHENNAI – 600 002.	 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.



Head  
Department of English  
Dwaraka Doss Goverdhan Doss  
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## ACADEMIC AUDIT REPORT: 2020 - 2021

Date of Audit : 24.03.2021 - AN

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. P.VIMALA	Head, PG and Research Department of Tamil	Chellammal Women's College 112, Anna Salai, Little Mount Guindy, Chennai - 600 032.	9444231514
2	Dr. B. DHANANJAYAN	Associate Professor & Research guide Department of Tamil	Sir Theagaraya College Thiruvottiyur High Rd, Chellapa Colony, New Washermenpet, Chennai - 600 021.	9003500499
3	Dr. P. SHANMUGAM	Head, Department of Tamil	St.Thomas College of Arts and Science 140/6, AKR Road, St Thomas Nagar, Koyambedu, Chennai, 600107	9444836232

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## Follow-up of previous Audit :

சென்ற கல்விக்குழுக் கூட்டத்தில் கடைபிடிக்கப் பெற்ற வலிமை (Strengths) இக்கல்வியாண்டிலும் தொடர்ச்சியாகச் சிறப்பாகக் கடைபிடிக்கப் பெற்றுள்ளது. மாணவர்களின் வாய்ப்புப் பகுதியும் (Opportunities) அவ்வாறே மிகச்சிறப்பாக இக்கல்வியாண்டிலும் பின்பற்றப் பெற்றுள்ளது.

## 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	Foundation course - Tamil	Two Year	HSC	Tamil		Shift I - 630 Shift II - 2388
2	Post-Graduate						
3	M.Phil.						
4	Ph.D.						

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## Overall Result of Department

Sl. No.	Particulars	Year 2019-2020						Year 2020-2021					
		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
1	Appeared for Examination		1934		1042			2067		992			
2	First Class with Distinction												
	First Class												
	Second Class												
	Pass Class		1934		1042			2056		977			
3	Failed		Nil		Nil			11		15			
4	% Passing		100		100			99.58		99.58			
5	Drop-out rate (if any)												

*(Handwritten signature)*

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus is framed according to UGC norms.	
	Contents of the Curriculum	Yes	The students were able to pursue their career related to all the Tamil field.	
	BOS	Yes	BOS conducted every Year.	
	Credits allotted / distribution - logic	Three Credits (3)	Three Credits offered for each paper is Justified	

  
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	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	Good	
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## Value - Added Courses imparting transferable and life skills offered during the year (2020-2021)

Name of the Value Added Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NA					
NA					

## Certificate Courses offered by the Department during the year

Name of the Certificate Courses Offered	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement

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NA					
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes		
	E-learning modules	Yes		
	Project work UG/PG	-NA-		
	Internal assessment components - Uniqueness	Yes		
	Student support - remedial coaching	Yes		

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	Parents meeting – evaluation of student's progress	-NA-		
	Feedback from students	Yes		
	Steps taken on the feedback	Yes		

## Students Mentoring System of the Department:

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
II BBA	25	1:25		
II B.A. Tamil	25	1:25		
III B.A. Tamil	25	1:25		
II B.A. Economics	25	1:25		
I B.Com	25	1:25		
I B.Com	25	1:25		
II B.Sc PB & PBT	25	1:25		
I B.Sc Maths MPC	25	1:25		
II B.Sc Maths MAN	25	1:25		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	-NA-		
	Seminars / conferences attended	Yes	Due to Pandemic all the staff members participated in webinars, workshops, conferences in virtual mode	
	Papers / articles / books published	Yes	Articles and Papers published with ISBN and ISSN	
	FDP / RC / OC / Training Program / Workshop	Yes	Faculties participated in FDP & Orientation Programme	
	Preparation of E-learning materials / Content	Yes	Faculties are preparing PPT and using other E learning materials	
	Acted as resource persons	Yes	Faculties given lectures and participated BOS and Academic Audit in other Institutions	
	M.Phil. & Ph. D awarded	Nil		

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h-index of the Department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NA							

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	-NA-		
	Students involvement in extra-curricular & Co-curricular activities	Yes	Very active Participants	
	Study tour / industrial visits / exhibitions / Internship / Training	-NA-		

Student Progression to higher education details during the year : Enclose Attachment in the given format

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted

*(Handwritten signature)*

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-NA-	-NA-			
-NA-	-NA-			

Details of Student Placement during the year		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-NA-	-NA-		

Students qualifying in State/ National/ International Level Examinations during the Year : -NA-

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	-NA-	
SET	-NA-	
SLET	-NA-	
GATE		
GMAT		

  
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CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)	-NA-	

Details of Student Achievements/Awards during the year					
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student Number	ID	Name of the Student
-NA-	-NA-				

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the	No. of class rooms	Yes		

  
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Department	No. of laboratories	-NA-		
	No. of computers for teachers - 02	Yes		
	No. of computers – for students	-NA-		
	No. of computers – research scholars	-NA-		
	No. of instruments	No		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No		
	Consultancy	No		

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Collaborations	Yes	Dharmapuram Adhinam Arts College, Dharmapuram, Mayiladuthurai - 609 001.	
Association Meetings	Yes	1. Ilakkiya Inbam 2. Thiruppavai Vizha	
Guest lectures	Yes	1. Bharathiyar Vizha 2. Mutthamizh Vizha 3. Thiruvembavai Thiruvizha	
Conference / Seminar / Workshop conducted	Yes	1. National Seminar 2. International Seminar 3. International Conference	
Extension Activity	Yes	Department has conducted intention activity through Dinamani, Hindu Tamil Thisai, Religious in sangam	
Interaction with Industry / Research Centres / Educational Institutions	No		
Newsletters / Magazine	Yes	Sengurali	

  
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## 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	G. PONROJA	First year - 2 <sup>nd</sup> Sem - Botany Dept - Roll No: 19D1765	100%	40	10	NA	V.Good
2	M. SURESH KUMAR	Second year - IVth Sem - Economics Dept - Roll No : 19D0125	90%	32	8	NA	Good
3	L. SRIKANTH	First year - 2 <sup>nd</sup> Sem - B.Sc Maths MAN Dept - Roll No : 20D3737	70%	25	6	NA	Satisfied

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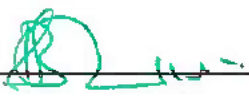
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Student Quality Council records during the year : - NA -

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
NA	NA
	

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Average percentage of Student complaints/grievances during the year : - NA -			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	-		
Abuse / Harassment related issues	-		
Internal Question paper/ transparency of Internal Marks/ evaluation	-		
Evaluation in End semester examination			

### II. Faculty Records

Files of the following faculty members were audited

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

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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.P.Murugan	Verified	NA		Verified	Verified
2	Dr.K.Sudhakar	Verified	NA		Verified	Verified
3	Dr.S.Suja	Verified	NA		Verified	
4	Dr.A.Ramesh	Verified	NA		Verified	
5	Dr.C.Chellapillai	Verified	NA		Verified	
6	Dr.D.Gajalakshmi	Verified	NA		Verified	Verified
7	Dr.C.Sadhanandan	Verified	NA		Verified	Verified
8	Dr.K.R.Latha	Verified	NA		Verified	Verified
9	Dr.K.Girivasan	Verified	NA		Verified	Verified
10	Dr.V.Ramraj	Verified	NA		Verified	Verified
11	Dr.D.Sivalingam	Verified	NA		Verified	
12	Mr.A.Sadasivam	Verified	NA		Verified	

### III. HOD records

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

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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-	Verified	Yes	Yes	Yes	Yes	Yes	Yes

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ol style="list-style-type: none"><li>1. பாடத்திட்டம் நன்றாக உள்ளது. மேலும் மாணவர்களின் வேலைவாய்ப்பு மற்றும் சுயமுன்னேற்றத்திற்கு உதவக் கூடியதாக உள்ளது.</li><li>2. தேர்வு விழுக்காடு மிகவும் சிறப்பாகப் பாராட்டும்படியாக உள்ளது.</li><li>3. கல்வித்தகுதி (Educational Qualification) வாய்ந்த துறைப் பேராசிரியர்கள் உள்ளனர். தேசியக் கருத்தரங்குகள் (National Seminar), பன்னாட்டுக் கருத்தரங்குகளில் (International Seminar), பங்கேற்று ஆய்வுக் கட்டுரை வழங்கி கல்லூரிக்குச் சிறப்புச் சேர்த்துள்ளனர். மேலும் நூல்கள் எழுதுவதற்குக் கல்லூரி ஊக்கம் கொடுக்கின்ற செயல்பாடு போற்றுவதற்குரியது.</li><li>4. ஒவ்வோர் ஆண்டும் சமுதாயத்திற்கும் பயன்படும் வகையில் பல்வேறு பொருண்மைகளில் தேசிய, பன்னாட்டுக் கருத்தரங்கம் (National Seminar, International Seminar), மற்றும் மாநாடுகளை (International Conference) நடத்தி வருகின்றமை பாராட்டுக்குரியது.</li><li>5. மாணவர்களின் தனித்திறனை வெளிக்கொணரும் வகையில் இக்கல்லூரியிலும் பிற கல்லூரிகளிலும் பேச்சு, கட்டுரை,</li></ol>	<ol style="list-style-type: none"><li>1. அரசின் துணை கொண்டு (Government Aided) சுழற்சி 1 ல் (Shift 1) இளங்கலை (B.A., Tamil) முதுகலை (M.A., Tamil) மற்றும் ஆராய்ச்சி படிப்புகளைக் (M.Phil., Tamil, Ph.D., Tamil) கொண்டு வந்தால் தமிழ்த்துறைக்கும் கல்லூரிக்கும் பெருமை சேர்க்கும் வகையில் அமையும்.</li></ol>

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கவிதை (Oratorical, Essay writing, Poem) முதலானப் பல்வேறு போட்டிகளில் பங்கேற்கச் செய்து பல பரிசுகளைப் பெற்றுக் கல்லூரிக்குச் சிறப்புச் சேர்த்து வருகின்றமை மிகவும் பாராட்டுக்குரியது.

6. தமிழ்த்துறையில் மாதந்தோறும் நடத்தப்படுகின்ற இலக்கிய இன்பம் எனும் இலக்கிய நிகழ்ச்சி மாணவர்கள் இலக்கிய அறிவைப் பெறுகின்ற வகையிலும் வெளிப்படுத்துகின்ற வகையிலும் மிகச் சிறப்பாக உள்ளது.
7. இணைய வழியில் கற்றலுக்கான செயல்பாடுகள், இணைய வழியிலான கணிப்பொறி அறிவு பெறுவதற்குத் தேவையான பயிலரங்குகள் கல்லூரியில் நடத்தப் பெற்றிருப்பது பேராசிரியர்களும் மாணவர்களும் காலத்திற்கேற்பத் தங்களைப் புதுப்பித்துக் கொள்வதற்கு உறுதுணையாக அமைந்திருக்கிறது.

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## OPPORTUNITIES

1. தமிழை மொழிப்பாடமாகப் பயிலும் மாணவர்கள் தமிழ்த்துறை வாயிலாக நடத்தப்பெறும் பல்வேறு நிகழ்ச்சிகளின் மூலம் மொழி அறிவை மிகச்சிறப்பாகப் பெற்றுப் பல்வேறு ஊடகங்களில் (Media - TV, News Papers) பணியாற்றும் வாய்ப்பைப் பெற்றுள்ளனர்.
2. குறிப்பாகப் பேச்சுக் கலையில் வளம் பெற்றுக் கம்பன் கழகங்களிலும் பட்டிமன்றங்களிலும் (Kamban Kazhagam, Pattimavararam) மிகச்சிறப்பாகப் பேசி வருகின்றனர்.
3. பட்டப்படிப்புப் பயின்று வெளியேறும் மாணவர்கள் வேலை வாய்ப்புப் பெறுகின்ற வகையில் TNPSC, IAS முதலான தேர்வுகளுக்குப் பயிற்சி அளிக்கின்றமை பாராட்டுதலுக்கு உரியது.

## CHALLENGES

1. சுழற்சி 1ல் முதன்மைத் தமிழ்ப் பாடம் இளங்கலை (B.A., Tamil) முதுகலை (M.A., Tamil) மற்றும் ஆராய்ச்சி படிப்புகள் (M.Phil., Tamil, Ph.D., Tamil) இல்லாமல் தேசியக் கருத்தரங்குகள், பன்னாட்டுக் கருத்தரங்குகள் மற்றும் அனைத்துலகச் சைவ சித்தாந்த மாநாடு, அனைத்துலகத் தமிழ்ச் சிற்றிலக்கிய மாநாடு நடத்தியது தமிழ்த்துறைக்கு மிகுந்த சவாலுக்குரிய ஒன்றாகும்.

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

- No deficiency is found.

### Any specific recommendations on Faculty Development.

- Faculties can conduct more Webinars, FDP and Workshops to develop Tamil Language.

### Any specific instance of Excellence

- Faculties can focus on more ICT tools and find out different ways of online teaching learning.

IVAlumni Records : NA

  
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Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
NA	NA	NA	NA	NA	NA
Meetings/Activities Organized By Alumni Association :					
NA					

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Audit Panel Member's Name & Affiliation		Signature with Date
1	<b>Dr. P.VIMALA</b> Head, PG and Research Department of Tamil Chellammal Women's College 112, Anna Salai, Little Mount Guindy, Chennai - 600 032. Cell : 9444231514	 <b>முனைவர் ப. விமலா, எம்.ஏ., எம்.பி.ல., பி.எஃப்.,</b> <b>தமிழ்த்துறைத் தலைவர்,</b> <b>செல்லம்மாள் மகளிர் கல்லூரி,</b> <b>கீண்டி, சென்னை - 32.</b>
2	<b>Dr. B. DHANANJAYAN</b> Associate Professor & Research guide Department of Tamil Sir Thegaraya College Thiruvottiyur High Rd, Chellapa Colony, New Washermenpet, Chennai - 600 021. Cell : 9003500499	 <b>Dr. B. DHANANJAYAN, M.A., M.Phil., Ph.D</b> <b>Assistant Professor</b> <b>Department of Tamil</b> <b>Sir Theagaraya College</b> <b>Chennai - 600 021</b>
3	<b>Dr. P. SHANMUGAM</b> Head, Department of Tamil St. Thomas College of Arts and Science 140/6, AKR Road, St Thomas Nagar, Koyambedu, Chennai. - 600107 Cell : 9444836232	 <b>Dr. P. SHANMUGAM, M.A., M.Phil.,</b> <b>Ph.D., Dip. (JAC)</b> <b>H O D IN TAMIL</b> <b>ST. THOMAS COLLEGE</b> <b>KOYEMBEDU, CHENNAI-600 107.</b>

  
**Head**  
Department of Tamil  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit: 25.03.2021

Name of the Department		HINDI		
Year of Establishment		1964		
Timing of the Department		Shift-I - 8.15 a.m. to 1.35 p.m., Shift-II- 2 p.m. to 6.30 p.m.		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr. T. Swapna	Assistant Professor Hindi	BHARATHI Women's college Chennai- 600108	9840665442
2	Dr. N. Lavanya	Assistant Professor & Head Hindi	Ethiraj college for Women Chennai- 600008	9551781799
3	Dr. Anita Patil	Assistant Professor Hindi	Guru Nanak College Chennai-600042	7448812341

  
Head

Department of Hindi  
Dwaraka Doss Goverdhan Doss  
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Follow-up of previous Audit: All the recommendation made by auditing team were implemented.

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	Foundation course Hindi	02 years	12th passed	Hindi	-	Shift- I - 171 Shift-II - 584
2	Post-Graduate	-	-	-	-	-	-
3	M.Phil.	-	-	-	-	-	-
4	Ph.D.	-	-	-	-	-	-

  
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## Overall Result of Department

Sl. No	Particulars	2019 - 2020 UG VI sem	2019 - 2020 PG IV sem
01	No. of students appeared for examination	NA	-
02	First class	-	-
	Second class	-	-
	Third class	-	-
03	No. of students failed	-	-
04	Pass percentage	-	-

Sl. No	Particulars	2019 - 2020 UG			2020 - 2021 UG	
		I year II sem	II Year IV sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	453	163	-	470	154
02.	No. of students passed	453	163	-	462	149
03.	Pass percentage	100%	100%	-	98.50	97.02

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Syllabus is framed according to UGC norms.	-
	Contents of the Curriculum	Yes	The students were able to pursue their career related to all the Hindi field.	-
	BOS	Yes	BOS conducted every Year.	As per UGC guidelines BOS twice in a year.
	Credits allotted / distribution – logic	Yes	03 credits per paper	-
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	Yes	OBE and CBCS following.	-

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Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NA	-	-	-	-	-
-	-	-	-	-	-
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.					

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes, Chalk and talk, ICT using through Google Classroom.	Provide to support other ICT learning tools.	-
	E-learning modules	Google Classroom	-	-
	Project work UG/PG	-	-	-
	Internal assessment – components – Uniqueness	Yes, creativity of students identified.	1. CIA 2. Assignment 3. Presentation 4. Attendance	-



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	Student support – remedial coaching	Yes	Special classes taken for the slow learners and motivational lectures arranged for the advanced learners.	-
	Parents meeting – evaluation of student's progress	Yes, some parents do visit Hindi Dept. to know about their ward's improvements	Due to Pandemic not conducted any external meet.	-
	Feedback from students	-	Online mode	-
	Steps taken on the feedback	Through the google form	-	-

  
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## Students Mentoring System of the Department: Hindi

Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
I B.Com A	25	1-25	Mentor- Mentee Ratio is very good	
I B.B.A	25	1-25		
I B.Com CS	25	1-25		
I B.Com A/F	25	1-25		
I B.Com C	25	1-25		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	-	-	-
	Seminars / conferences attended	Yes	Due to Pandemic all the staff members participated in webinars, workshops, conferences in virtual mode	-

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai - 600 106

Papers / articles / books published	Yes	Articles and Papers published with ISBN and ISSN	-
FDP / RC / OC / Training Program / Workshop	Yes	Faculties participated in FDP & Orientation Programme	-
Preparation of E-learning materials / Content	Yes	Faculties are preparing PPT and using other E learning materials	-
Acted as resource persons	Yes	Faculties given lectures and participated BOS and Academic Audit in other Institutions	-
M.Phil. & Ph. D awarded	Yes	PhD degree awarded to Praveen Kumar Mishra, Assistant Professor Hindi	-

**PRINCIPAL**

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h-index of the department publications during the year. (Based on Scopus/ Web of science)

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NA	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	NA	-	-
	Students involvement in extra-curricular & Co- curricular activities	Yes	Very active Participants	-
	Study tour / industrial visits / exhibitions / Internship / Training	-	-	-

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Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format					
Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
NA	-	-	-	-	-

Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	-	-	-

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Students qualifying in State/ National/ International Level Examinations during the Year		
Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NA	-
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other (Please specify details)		

Details of Student Achievements/Awards during the year (2020-2021)				
National/ International	Number of Awards for Sports	Number of Awards for Cultural	Student ID	Name of the Student
Nil	-	-	-	-

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes	Adequate rooms available	-
	No. of laboratories	No	No Language Lab available for Hindi Dept	-
	No. of computers – for teachers	03 in the Dept. Yes	-	-
	No. of computers – for students	-	-	-
	No. of computers – research scholars	-	-	-
	No. of instruments	-	-	-

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No	-	-
	Consultancy	No	-	-
	Collaborations	No	-	-
	Association Meetings	Yes	Darpan Association- 2 events conducted	-
	Guest lectures	Yes	Guest Lectures organized regularly	-
	Conference / Seminar / Workshop conducted	Yes	Due to Pandemic 10 Seminars and workshops conducted in virtual mode	-
	Extension Activity	Yes	Hindi Students are involved in various extension activities	-

  
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	Interaction with Industry / Research Centres / Educational Institutions	No	-	-
	Newsletters / Magazine	Yes	2 Newsletters published	

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## 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.	Anshika Dwivedi	I.B.Com CS 'A'/Sem-1/ 20D0545	Yes	38/40	5/5	-	-
2.	Kuldeep Singh R.	I.B.Com 'A'/Sem -1/20D2019	Yes	35/40	5/5	-	-
3.	<u>Chandra Prakash Sharma</u>	<u>I B.Com - CS</u> <u>'B'/Sem-</u> <u>1/20E1260</u>	<u>Yes</u>	<u>40/40</u>	<u>5/5</u>	-	-

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## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department	Nature of the Activity
	NA

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Average percentage of Student complaints/grievances during the year			
	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	-	-	-
Abuse / Harassment related issues	-	-	-
Internal Question paper/ transparency of Internal Marks/ evaluation	-	-	-
Evaluation in End semester examination	06	755	.86

  
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## 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. Manoj Kumar Singh	Verified	NA	-	Webinar-20, Faculty Induction Programme-1	-
2.	Dr. Ashok Kumar Dwivedi	Verified	NA	-	Webinar-22, FDP-3	-
3.	Dr. Sunil Patil	Verified	NA	-	Webinar-09	-
4.	Dr. Manoj Kumar Dwivedi	Verified	NA	-	Webinar-12	-
5.	Dr. Kumar Abhishek	Verified	NA	-	Webinar-12, FDP-5	-
6.	Dr. Praveen Kumar Mishra	Verified	NA	-	Webinar-21	-

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## 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	Verified	Yes	Yes	Yes	Yes	Yes	Yes

*B. S. S.*

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## SWOC Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"><li>• Good strength of staffs and students in the Hindi Department.</li><li>• Active participation by both staffs and students in various Academic activities, competitions at National, State and district levels.</li><li>• In spite of Pandemic Hindi Department completed all the Academics works on time and taken part in various Webinars and FDP's.</li><li>• Staffs used different types of teaching methods for online classes.</li></ul>	<ul style="list-style-type: none"><li>• Lack of Language Lab creates difficulty in teaching Hindi to Non-Hindi Students</li></ul>

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## OPPORTUNITIES

- Hindi Department explores and finds opportunities in various fields like Advertisements/ Journalisms/ MC extra on online mode.
- Department of Hindi conducted so many webinars, workshops and Guest lecturers on online mode.
- Department staffs are always active participates on online programme same they encouraged the students..

## CHALLENGES

- Due to Pandemic staffs missed one to one classes in the college campus.
- Due to Pandemic staffs faced so many difficulties to teach language on online mode. In spite of do many technical issues staffs were to complete portion and other activities.
- Online mode become challenging for non Hindi students to learn Hindi Language.

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


- Standard is up to the mark.
- No deficiency is found.

## Any specific recommendations on Faculty Development.

- Faculties can conduct more Webinars, FDP and Workshops to develop Hindi Language.

## Any specific instance of Excellence

- Faculties can focus on more ICT tools and find out different ways of online teaching learning.

  
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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
	NA	-	-	-	-
Meetings/Activities Organized By Alumni Association :					
NA					

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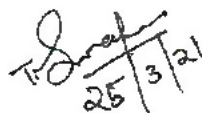
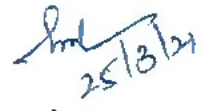
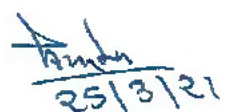
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Audit Panel Member's Name & Affiliation		Signature with Date
1	Dr. T. Swapna Assistant Professor Hindi BHARATHI Women's college Chennai- 600108	 25/3/21
2	Dr. N. Lavanya Assistant Professor & Head Hindi Ethiraj college for Women Chennai- 600008	 25/3/21
3	Dr. Anita Patil Assistant Professor Hindi Guru Nanak College Chennai-600042	 25/3/21

  
**Head**  
Department of Hindi  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
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## ACADEMIC AUDIT REPORT – 2020-2021

Date of Audit : 23.03.2021

Name of the Department		DEPARTMENT OF SANSKRIT		
Year of Establishment		1964		
Timing of the Department		Shift – I (8.15AM - 1.35PM), Shift – II Day slot (09.30 AM – 01.30 PM), Shift – II Evening slot (02.00 PM – 06.30 PM)		
Audit Panel Member's Name		Designation	Address	Contact Details
1	Dr S. Muthu	Associate Professor P G & Research Department of Sanskrit	RKM Vivekananda College, Mylapore, Chennai - 04	8925295380 <a href="mailto:sdrmuthu1@gmail.com">sdrmuthu1@gmail.com</a>
2	Dr. R. Subasri	Assistant Professor Department of Sanskrit	Stella Maris College Chennai – 86.	9380332828 <a href="mailto:ramansubasri@gmail.com">ramansubasri@gmail.com</a>
3	Dr. V. Anusha	Assistant Professor Department of Sanskrit	Ethiraj College for Women, Chennai -08	9962355961 <a href="mailto:sansethiss@gmail.com">sansethiss@gmail.com</a>

  
**Head**  
Department of Sanskrit  
Dwaraka Doss Goverdhan Doss  
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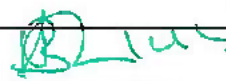
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Follow-up of previous Audit:

The previous Academic Audit meeting was conducted successfully on 04/02/2020. The panel members met in the Department of Sanskrit during the afternoon session between 3 pm – 5pm. The external members of the panel gave their valuable suggestions. The panel suggested to organize more number of workshops & Seminars. It also suggested to have a separate library for the department to encourage reading habit among the students of Sanskrit.

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	HSC	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

  
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## Overall Result of Department

Sl. No	Particulars	2019 – 2020	
		UG VI sem	PG IV sem
01	No. of students appeared for examination	NA	NA
02	First class	NA	NA
	Second class	NA	NA
	Third class	NA	NA
03	No. of students failed	NA	NA
04	Pass percentage	NA	NA

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Sl. No	Particulars	2020 – 2021 UG			2020 - 2021 PG	
		I year I sem	II Year III sem	III Year V sem	I Year I sem	II Year III sem
01.	No. of students appeared for examination	166	76	NA	NA	NA
02.	No. of students passed	162	73	NA	NA	NA
03.	Pass percentage	97.5%	96%	NA	NA	NA
Criterion	Items	Verification Yes / No		Comments	Suggestions for improvement	
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes		The staff members are having lot of ideas in revising the present syllabi.		
	Contents of the Curriculum	Yes		Appreciations are due to the efforts of the staff. Contents are satisfactory.		
	BOS	Yes				

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	Credits allotted / distribution – logic	3 Credits Yes	3 Credits offered for each paper is justified	
	At the last stage of Outcome based Education (OBE), present the evaluation report of the department. (Attach Enclosure)	NA	NA	

Certificate courses imparting transferable and life skills offered during the year (2020-2021)					
Name of the certificate Courses	Date of Introduction	Number of Students Enrolled	Verification Yes / No	Comments	Suggestions for improvement
NA	NA	NA			
NA	NA	NA			
List of Students Enrolled in MOOC-SWAYAM Online Courses. If yes, Enclose attachment.			NA		

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
II. Teaching & Learning	Teaching methods & teaching aids	Yes	The components namely padlet, render forest of google classroom are used.	
	E-learning modules	Yes	Online teaching materials are aptly designed and used.	
	Project work UG/PG	NA		
	Internal assessment – components – Uniqueness	Yes	Components are designed to kindle the skills of the students.	

Students Mentoring System of the Department:

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Student support – remedial coaching	Yes	Appreciation to the department faculty for the efforts taken by them to motivate the learning skill of the students.	
Parents meeting – evaluation of student's progress	NA		
Feedback from students	Yes		
Steps taken on the feedback	Yes	Some of the topics related to HSL have been reduced.	

  
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Class	No. of Students	Mentor: Mentee Ratio	Comments	Suggestions for improvement
NA	NA	NA		
NA	NA	NA		
NA	NA	NA		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
III. Faculty Profile	Projects completed / on going	NA		
	Seminars / conferences attended	Yes		

  
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	Papers / articles / books published	Yes	Commendable efforts of the faculty in updating their professional skill of research writing.	
	FDP / RC / OC / Training Program / Workshop	Yes		
	Preparation of E-learning materials / Content	Yes	Aptly designed and executed.	
	Acted as resource persons	No	Faculty have been invited as resource persons.	
	M.Phil. & Ph. D awarded	No		



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**h-index of the department publications during the year. (Based on Scopus/ Web of science)**

Title of the Paper	Name of the Author	Title of the Journal	Impact Factor	Year of Publication	h-Index	Number of Citations Excluding Self Citations	Institutional Affiliation as mentioned in the Publication
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	NA		
	Students involvement in extra-curricular & Co- curricular activities	Yes		
	Study tour / industrial visits / exhibitions / Internship / Training	No		

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**Student Progression to higher education details during the year (2019-2020): Enclose Attachment in the given format**

Name of the Candidate	Student Number	ID	Name of the Programme Studied in DGVC	Name of the Institution Joined	Name of Programme Admitted
NA	NA		NA	NA	NA
NA	NA		NA	NA	NA
NA	NA		NA	NA	NA
NA	NA		NA	NA	NA
NA	NA		NA	NA	NA
NA	NA		NA	NA	NA
NA	NA		NA	NA	NA

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Details of Student Placement during the year (2019-2020)		On Campus	Off Campus
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	NA
NA	NA	NA	NA

## Students qualifying in State/ National/ International Level Examinations during the Year

Items	No. of Students Selected/ Qualifying	Registration Number/Roll Number for the Exam
NET	NA	NA
SET	NA	NA
SLET	NA	NA
GATE	NA	NA
GMAT	NA	NA
CAT	NA	NA
GRE	NA	NA

  
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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
V. Infrastructure in the Department	No. of class rooms	Yes		
	No. of laboratories	No		
	No. of computers - for teachers	Yes	One more printer may kindly be provided if feasible as it will be ease out the function of the departmental work.	
	No. of computers - for students	No		
	No. of computers - research scholars	No		

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## I. Student Records

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No		
	Consultancy	No		
	Collaborations	No		
	Association Meetings	Yes		
	Guest lectures	No	Department has planned to organize.	

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



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	Conference / Seminar / Workshop conducted	No	Department has planned to organize seminar & workshops in association with Global Sanskrit Forum (Tamil Nadu).				
	Extension Activity	No	Department wishes to collaborate with Global Sanskrit Forum (Tamil Nadu)				
	Interaction with Industry / Research Centres / Educational Institutions	No					
Sl. No.	Name of the Student	Year/Sem/Sec & Roll No.	Attendanc e Register	Internal Test Marks	Assignments / Tutorials	Students Practical / Project Files	Counselin g Records

  
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		Newsletters Magazine	/	Yes			
1	Hari Prasad	20E0626	Verified	Verified	Verified	NA	NA
2	Manasa Y L S	19E2840	Verified	Verified	Verified	NA	NA
3	Kavya Shri Elango	19E3215	Verified	Verified	Verified	NA	NA

## Student Quality Council records during the year

Name of the Student Representatives involved in Academic & Administrative Bodies/Committees of the Institution from the Department

Nature of the Activity

  
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NA	NA
NA	NA

### Average percentage of Student complaints/grievances during the year

	Number of complaints or grievances	Total number of students	Percentage
Practical difficulties of the students addressed during the academic year	NA	NA	NA

  
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Abuse / Harassment related issues	NA	NA	NA
Internal Question paper/ transparency of Internal Marks/ evaluation	No	No	No
Evaluation in End semester examination	No	No	No

## II. Faculty Records

Files of the following faculty members were audited

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

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Sl. No.	Name of the Faculty	Course File	Lab records / Observation note books -	Counseling record	Conferences / Seminars / FDP	Papers Published in Scopus/UGC
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					attended (other than in-house)	approved journals
1	Dr. V. Sowmyanarayanan	Yes	NA	NA	Yes	Yes
2	Dr. S. Ganesh	Yes	NA	NA	Yes	Yes
3	Dr. V. Balaji	Yes	NA	NA	Yes	Yes
4	Dr. B. Keshavaprapannapandey	Yes	NA	NA	Yes	Yes
5	Dr. S. Narasimhan	Yes	NA	NA	Yes	Yes

### III. HOD records

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

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

  
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## SWOC Analysis

STRENGTHS	WEAKNESS
<p data-bbox="421 603 1146 641"><b>Highly Qualified and Experienced Faculty Members.</b></p>	<p data-bbox="1227 606 2049 678"><b>Not a major subject No course or Programme designed with Sanskrit as specific subject</b></p>

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OPPORTUNITIES	CHALLENGES
<p data-bbox="392 576 1133 647"><b>Overwhelming response from Govt &amp; Management to promote Sanskrit</b></p>	<p data-bbox="1234 579 2004 651"><b>To teach Sanskrit – The non-communicative language to linguistic minority.</b></p>

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

No

### Any specific recommendations on Faculty Development.

- To organize more no of FDPs, workshops & Seminars to the growth of Sanskrit Language & Literature.
- To promote the skill and staff upgradation by conducting inter-departmental programs.

### 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 programmes.

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## IV Alumni Records

Alumni Contribution during the Year (In Rupees) :					
S.No.	Name	Present Designation	Degree Completed & Year	Mobile No.	E-Mail Id
NA	NA	NA	NA	NA	NA
Meetings/Activities Organized By Alumni Association :					
NA					

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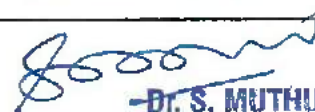
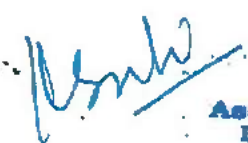

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Audit Panel Member's Name & Affiliation		Signature with Date
1	<p>Dr S. Muthu Associate Professor PG &amp; Research Department of Sanskrit RKM Vivekananda College Mylapore, Chennai – 05.</p>	<p> -Dr. S. MUTHU, M.A., M.Phil., B.Ed., MLIS., Ph.D., Associate Professor, Post Graduate and Research Department of Sanskrit RKM Vivekananda College (Autonomous) Mylapore, Chennai - 600 004.</p>
2	<p>Dr. R. Subasri Assistant Professor Department of Sanskrit Stella Maris College Chennai – 86.</p>	<p> Dr. R. SUBASRI Assistant Professor &amp; H Department of Sanskrit Stella Maris College No: 17, Cathedral Road Chennai-600 086.</p>
3	<p>Dr. V. Anusha Assistant Professor Department of Sanskrit Ethiraj college for Women Egmore, Chennai - 08</p>	<p> Head of the Department Ethiraj College for women Chennai - 600 008.</p>

  
Head  
Department of Sanskrit  
Dwaraka Doss Goverdhan Doss  
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