



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE  
HAKEEM NAGAR - MELVISHARAM- 632 509  
(Affiliated to Thiruvalluvar University)  
Serkkadu, Vellore District -632115  
Email:mmeswc@yahoo.in website:www.mmeswc.edu.in  
Phone:04172 266167, 266463



## **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

### **2021-2022**

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## *VISION*

To help our wards to nature an organized planning to fit themselves within the framework of an ideal system of academic excellence.

To foster the healthy seeds to enlarge the dimensions of their secular, spiritual and universal knowledge.

To train the young curious questing minds to bloom into dedicated batches of workers of the human society.

## *MISSION*

To persuade to think very high of their potentialities because the ladder of success is always crowded.

To accelerate their capability to bring out the spark in them through their ingenuity.

To offer placement service with an eye on the empowerment of women by activating their zeal to convert every promising challenge into every promising challenge into every promising opportunity.

## 1. About the Institute

M.M.E.S Women's Arts and Science College is a Minority institution established in 2007, M.M.E.S, houses 12 under graduate, 07 post graduate disciplines and 2 Research departments approved by Thiruvalluvar University. M.M.E.S has the honour of sheltering over 2050 students and 92 highly qualified and motivated work force.



M.M.E.S Women's Arts and Science College is included under the section 2(f). The institute has a very strong Institute Partnership Cell. The Institute has signed MoU with Gondar University, Ethiopia.

Institute offers certificate courses like DMLT & Tally ERP 9 for the students. The Institute has digital library with more than 7000 titles and 50+ Journals, including E-Journals. The college has active student cell such as NSS, YRC, RRC & CCC to support issues of social concern. The institute has well equipped multi-gym, indoor and outdoor sports complex. Our students have been doing exceedingly well in the University and state level competitions.

### General Information

Name & Address of the College		M.M.E.S Women's Arts and Science College, Hakeem Nagar, Melvisharam.
Name of the Principal of the College, along with Tel. No. and e-mail ID		Dr.Freda Gnanaselvam Tel. No. : 8903566701 Email ID: principal @mmeswc.edu.in
Departments and Program offered		
<b>S. No.</b>	<b>Department</b>	<b>Title of the Programme offered</b>
<b>1</b>	English	B.A. English
<b>2</b>		M.A English
<b>3</b>		M.Phil(English)
<b>4</b>	Business Administration	BBA
<b>5</b>	Computer Application	BCA
<b>6</b>	Commerce	B.Com(G)
<b>7</b>		B.Com(CA)
<b>8</b>	Computer Science	B.Sc Computer Science
<b>9</b>		M.Sc Computer Science
<b>10</b>		B.Sc Information System Management
<b>11</b>	Biotechnology	B.Sc Biotechnology
<b>12</b>		M.Sc Biotechnology
<b>13</b>		M.Phil (Biotechnology)
<b>14</b>	Mathematics	B.Sc Mathematics
<b>15</b>		M.Sc Mathematics
<b>16</b>	Interior Design	B.Sc Interior Design & Decors
<b>17</b>	Nutrition	B.Sc Nutrition Food Service Management & Dietetics
<b>18</b>	Arabic	B.A Arabic
<b>19</b>		M.A Arabic

## 2. Academic and Administrative Audit (AAA)

The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

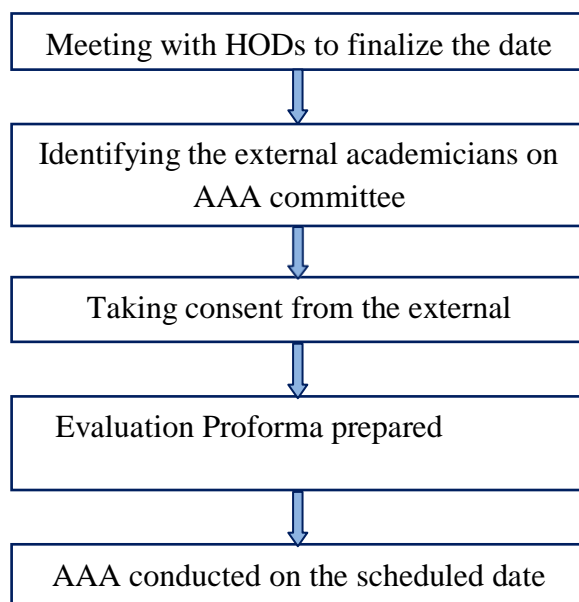
The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the department includes:

- i. Curricular Aspects
- ii. Teaching - Learning Process
- iii. Examination and Evaluation system
- iv. Results
- v. Other activities
- vi. Infrastructure
- vii. Department Administration

The list of documents and proforma for the department level evaluation is given as Appendix-A. The list of documents and facilities for verification and the proforma for the institute level is given as Appendix-B.

### Process Involved:

The process involved for the AAA by the external members is given below.



As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2021-2022 consisting of the following members was constituted by the Principal:

	Name of the external member	Designation	College	
1.	Dr. Shanthi Vijaya Keerthi	Dr. SHANTHI VIJAYA KEERTHI M.Com, M.B.A., M.Phil., Ph.D., Principal & Head, Department of Business Administration, Sri Bharathi Velu Arts & Science College, Sholinghur - 631 102.		Chairman
2.	Dr. V. Ajalya	Asst. Prof	SRM Institute of Science & Technology Chennai	Member
3.	Dr. R.N.MUHAMMAD ILYAS, M.Phil., Ph.D. ASSISTANT PROFESSOR. DEPARTMENT OF COMPUTER SCIENCE. THE NEW COLLEGE, CHENNAI - 14.			Member

The meeting of AAA committee was fixed on 11.6.2022. The AAA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, Deans, Head of Departments and the coordinators during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visited the departments, the infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the member. Individual department evaluation sheets are enclosed with this report.

Also, the members visited the central facilities such as Examination section, Computer center, placement cell, library and auditorium, and had interactions with the coordinators. Other general facilities were also verified. The Committee after completing all stages of inspection and interactions prepared the AAA report for the college covering the summarized observations and recommendations.



**Academic and Administrative Audit Process and schedule:****Date:**

<b>Time</b>	<b>Activity</b>	
10.30 am - 10.45 am	Welcome and briefing by Principal Venue: IQAC Office	Welcome and briefing by Principal regarding the objective of the audit. Venue: IQAC Office
10.45 am to 12.45 pm	Visit to the department by the members	1. Meeting with the faculty members and introduction. 2. Visit to the facilities in the department: Classrooms and labs, any other facility related to advanced learning 3. Verification of the documents. 4. Interaction with the faculty and technical staff after the verification process. 5. Department report preparation.
12.45 pm to 1.30 pm	Visit to central facilities- Library, Placement, Exam section and main office	1. Interaction with the respective heads. 2. Verification of central documents.
1.30 pm to 2.00 pm	Lunch	Lunch
Post lunch	1. Report preparation	College report writing
	2. Exit meeting	Exit meeting with Principal, IQAC CO-ordinator and HoDs

## Glimpses of AAA Committee visit:

### Meeting with principal, IQAC Co-ordinator and HoDs





## Meeting with Staff members



**At the departments: Verification of the documents and Interaction with the faculty members**





## Visit to Library



### 3. Report of AAA committee:

**Assessment Based on Institutional Information**

College Name: M.M.E.S WOMEN'S ARTS & SCIENCE COLLEGE

Date of Visit: 11.6.2022

Category	Description	Available
<b>Approvals and Accreditation Documents</b>	AICTE Approval	Yes /No
	Autonomous by UGC	Yes /No
	Autonomous by University	Yes /No
	Affiliation by University	✓Yes /No
	NBA Accreditation	Yes /No
	NAAC certification	Yes /No
<b>Governance</b>	Governing Body notification	✓Yes /No
	Academic Council notification	Yes /No
	Finance Committee notification	Yes /No
	BoS notification	Yes /No
	Proceedings of Governing Body Meeting	✓Yes /No
	Proceedings of Academic Council Meeting	Yes /No
	Proceedings of Finance committee meeting	Yes /No
	Proceeding of BoS meeting	Yes /No
	Examination section	✓Yes /No
	IQAC and its proceedings	✓Yes /No
	Anti-Ragging Committee	✓Yes /No
	Anti-Sexual Harassment Committee/College internal compliant Committee	Yes /No
	Grievance Redressal Committee	✓Yes /No
	SC/ST/OBC Cell	✓Yes /No
	Alumni Association	✓Yes /No
	Office Automation (ERP software)	✓Yes /No
	Personal files	✓Yes /No
	Budget sanctioned and Audit report	Yes /No
	Students scholarship details	✓Yes /No
	Institution Website	✓Yes /No
	Biometric Attendance System	✓Yes /No
	Notice Boards	✓Yes /No
<b>Other facilities</b>	CCTV Security	✓Yes /No
	Projectors in Class Rooms	Yes /No

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	Fire Extinguisher	✓ Yes /No
	Medical Facility	✓ Yes /No
	Canteen Facility	✓ Yes /No
	Sports Facility	✓ Yes /No
	Hostels	✓ Yes /No
	Vehicle Parking	✓ Yes /No
	Xerox facility	✓ Yes /No
	Backup Electric Supply	✓ Yes /No
	Bank/ATM	✓ Yes /No
	Transport facility	✓ Yes /No
	Sewage Disposal System	✓ Yes /No
	Drinking water facility	✓ Yes /No
	Solid Waste Management	✓ Yes /No
	e-waste Management	✓ Yes /No
	Rain Water Harvesting	✓ Yes /No
	Green Campus Initiatives	✓ Yes /No

Signature of the Audit committee Chairman:

*[Signature]*

Signature of the team members: 1. V. Agal 11/6/22  
(Dr. V. AGALYA)

Signature of IQAC Coordinator:

*[Signature]* 11/6/22

Signature of the Principal:

*[Signature]*

2. *[Signature]* 11/6/22 (Dr. RN ILWAS)




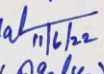
**Score for AAA**

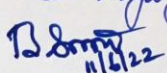
Criteria	Key Indicators (KIs)	Max. marks	Marks awarded
1. Curricular Aspects	1.1 (a) Curriculum Design and Development	NA	
	1.1 (b) Curricular Planning and Implementation	20	20
	1.2 Academic Flexibility	30	30
	1.3 Curriculum Enrichment	30	30
	1.4 Feedback System	20	10
	<b>Total</b>	<b>100</b>	90
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	40	30
	2.2 Catering to Student Diversity	50	20
	2.3 Teaching –Learning process	50	30
	2.4 Teacher profile and quality	60	40
	2.5 Evaluation process and reforms	30	15
	2.6 Student performance and learning Outcomes	60	60
	2.7 Student satisfaction survey	60	40
	<b>Total</b>	<b>350</b>	235
3. Research, Innovation and Extension	3.1 Promotion of Research and Facilities	NA	
	3.2 Resource Mobilization for Research	15	0
	3.3 Innovation Ecosystem	NA	
	3.4 Research Publication and Awards	15	5
	3.5 Collaboration	NA	
	3.6 Extension Activities	60	40
	3.7 Collaboration	20	10
	<b>Total</b>	<b>110</b>	55
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	20
	4.2 Library as a learning resource	20	10
	4.3 IT Infrastructure	30	20
	4.4 Maintenance of Campus Infrastructure	20	15
	<b>Total</b>	<b>100</b>	65
5. Student Support and Progression	5.1 Student Support	50	50
	5.2 Student Progression	30	30

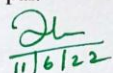



	5.3 Student Participation and Activities	50	
	5.4 Alumni Engagement	10	40
	<b>Total</b>	<b>140</b>	<b>05</b>
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	125
	6.2 Strategy Development and Deployment	10	10
	6.3 Faculty Empowerment Strategies	30	05
	6.4 Financial Management and Resource Mobilization	20	15
	6.5 Internal Quality Assurance System	30	25
	<b>Total</b>	<b>100</b>	<b>70</b>
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	30
	7.2 Best Practices	30	10
	7.3 Institutional Distinctiveness	20	10
	<b>Total</b>	<b>100</b>	<b>50</b>
<b>TOTAL SCORE</b>		<b>1000</b>	<b>690</b>

Date and Signature of the Audit Committee Chairman:  11/6/22

Date and Signature of the peer member: 1. V. V. Agal  11/6/22  
(Dr. V. V. Agal)

Date and Signature of IQAC coordinator:  11/6/22

Date and Signature of Principal:  11/6/22

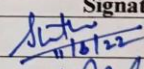
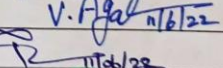
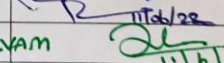
2.  11/6/22 (Dr. R. N. I. L. A. S.)

**Academic and Administrative Audit (AAA)**  
**Academic Year: 2021-2022**  
**Date of Visit: 11.6.2022**

1. Details of the College:

Name of the College:	M.M.E.S Women's Arts & Science College
Address & City with PIN:	Hakeem Nagar, Melvisharam - 632509
Website:	www.mmeswc.edu.in

CRITERION WISE MARKS				
		Marks Assigned	Self Assessment	Assessment by AAA Committee
<b>Part - A NAAC (Refer NAAC manual for additional information)</b>				
1	Curricular Aspects	100	95	90
2	Teaching-learning & Evaluation	350	250	235
3	Research, Innovations & Extension	110	60	55
4	Infrastructure & Learning Resources	100	90	65
5	Student Support & Progression	140	130	125
6	Governance, Leadership & Management	100	80	70
7	Institutional Values & Best Practices	100	70	50
	<b>TOTAL</b>	<b>1000</b>	<b>775</b>	<b>690</b>
<b>Part - B- OAFA</b>				
8	Office Administration and Financial Audit	200	150	100
<b>Part - C- NIRF</b>				
9	National Institutional Ranking Framework	100	100	50
<b>Part - D- Departmental Profile</b>				
10	Department Profile (Average of All Departments)	150	100	100
<b>Part - E - Faculty Profile</b>				
11	Faculty Profile (Average of All Faculty)	50	25	25
	<b>TOTAL</b>	<b>1500</b>	<b>1,150</b>	<b>965</b>

AAA Peer Team Members	Name	Signature
Chairman	Dr. Shanti vilayakanti	
Peer Team Member 1	Dr. V. Agalya	
Peer Team Member 2	Dr. R. N. ILYAS	
Principal/Coordinator	Dr. FREDA GNANASELVAM	