

ACADEMIC & ADMINISTRATIVE AUDIT

VELAMMAL MEDICAL COLLEGE HOSPITAL AND

RESEARCH INSTITUTE

("VELAMMAL VILLAGE", TUTICORIN RING ROAD, ANUPPANADI, MADURAI - 625 009)

CERTIFICATE OF COMPLIANCE

The External Academic and Administrative Audit of VELAMMAL MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE was done on **10/07/2024 & 11/07/2024** for the academic year **2023-2024**.

The Purpose of the audit was to ensure that the process followed in the campus are in accordance with the Academic and Administrative Policies adopted by the College. The methodology used in the audit are Physical Inspection of relevant documents, records review & interviews.

The audit was performed by **Dr. K. Sathyanarayanan** and **Mr. S. M. Raj Bharath**.

The audit report indicate that the academic and administrative process and procedures of VELAMMAL MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE are found to be in order.



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Ambattur, Chennai 600053, Tamil Nadu, India.
Email: info@psqualitycertifications.com

Dr. K. SATHYANARAYANAN

Executive Director
IRCA Registered Lead Auditor
IRCA No: 73114

Certificate No: PSOC914

QC914

Dr. P. THIRUNAVUKKARASU, M.D., D.A.,
Dean

Madurai Medical College Hospital
and Research Institute
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ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

ACADEMIC YEAR 2023-2024



VELAMMAL MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

AFFILIATED TO THE TAMIL NADU DR. M.G.R MEDICAL UNIVERSITY, CHENNAI

ACADEMIC AND ADMINISTRATIVE AUDIT CONDUCTED BY

PS QUALITY CERTIFICATION PVT LTD

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AAA Audit report

2023-2024

External expert observation/ Recommendations/ Remarks

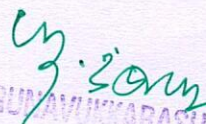
- Good system In-Place.
- Spacious campus with well-structured infrastructure.
- Utilization of staff if efficient and effective.
- Competent teaching staff.
- Well-equipped practical classroom.
- Alumni cell to be functioned in an intense way.
- More focus on Research grant funds generation is required.
- Number of publications in high impact factor journals to be increased

EXTERNAL AUDITORS

1. Dr. K. Sathyanarayanan, Director ISDE Academy, IRCA Registered Lead Auditor
2. Mr. S. M. Raj Bharath, Audit Associate, P S Quality Certification Pvt. Ltd.

INTERNAL AUDITOR

1. Dr. Samir Bele, IQAC Coordinator, Velammal Medical College Hospital & Research Institute


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ACADEMIC AND ADMINISTRATIVE AUDIT

2023-24

SCHEDULE FOR VMCHRI

External Auditor: Dr. K. Sathyanarayanan, Mr. S. M. Raj Bharath	
Internal Auditor: Dr. Samir Bele, IQAC Coordinator	
Day 1 – 10/07/2024	
Time	Department
09:00 am – 10:30 am	Academic Departments – presentation and documents verification
10:30 am - 11.30 am	Clinical Departments – presentation and documents verification
11:30 am – 12:30 pm	HR department
12:30 pm – 1:30 pm	Examination cell
2:30 pm – 3:00 pm	Admin & Finance department
3:00 pm – 3:30 pm	Placement Cell, Gender Sensitization, Disabled Students
3:30 pm – 4:00 pm	Anti-ragging cell, Grievance redressal committee
Day 2 – 11/07/2024	
09:00 am – 10:30 am	Hospital records verification, other facilities visit
10:30 am - 11.30 am	Alumni cell, Students council
11:30 am – 12:30 pm	Library
12:30 pm – 1:30 pm	BOS, Academic council, Maintenance cell
2:30 pm – 3:30 pm	Visit to IQAC
3:30 pm – 4:00 pm	Exit meeting


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PROFILE OF VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

NAME	VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE
ADDRESS	VELAMMAL VILLAGE, TUTICORIN RING ROAD, ANUPPANADI, MADURAI - 625009
WEBSITE	https://velammalmedicalcollege.edu.in/college/
STATUS OF THE INSTITUTION	Private
SOURCE OF FUNDING	Self-Financing
DATE OF ESTABLISHMENT	01/01/2013
DETAILS OF RECOGNITION / APPROVAL OF STATUTORY/ REGULATORY BODIES	NMC/MCI Tamil Nadu Dr. M. G. R. Medical University (Affiliating University)
MAIN CAMPUS AREA	38.97 acres
IQAC ESTABLISHMENT DATE	09/01/2017

GOVERNANCE

CHAIRMAN	Shri. M. V. Muthuramalingam
VICE CHAIRMAN	Shri. M. V. Vivekanand
DIRECTOR	Shri. M. S. Santhosh Kumar
PRINCIPAL/DEAN	Dr. T. Thirunavukkarasu
VICE PRINCIPAL	Dr. B. G. Mahesh Krishna
MEDICAL SUPERINTENDENT	Dr. S. C. Ganesh Prabu
CHIEF ADMIN OFFICER	Er. R. Manivannan

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UNDERGRADUATE PROGRAM OFFERED

1	M.B.B.S.
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POSTGRADUATE PROGRAMS OFFERED

1	MD – Anatomy
2	MD – Anesthesiology
3	MD – Biochemistry
4	MD – Dermatology Venerology and Leprosy
5	MD – General Medicine
6	MD – Microbiology
7	MD – Community Medicine
8	MD – Pharmacology
9	MD – Pathology
10	MD – Pediatrics
11	MD – Physiology
12	MD – Psychiatry Medicine
13	MD – Radio-Diagnosis
14	MS – Orthopedics
15	MS – Oto-Rhino-Laryngology
16	MS – General Surgery
17	MS – Obstetrics & Gynecology
18	MS – Ophthalmology

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AVAILABILITY OF GENERAL AND RESIDENTIAL FACILITIES		
1	Boy's hostel	YES
	Number of hostels	1
	Number of residents	176
2	Girl's hostel	Yes
	Number of hostels	1
	Number of residents	307
3	Auditorium/ Seminar complex with infrastructural facilities	Yes
4	Sports facilities	Yes
	Outdoor	Yes
	Indoor	Yes
5	Cafeteria	Available
6	Health Centre (First Aid facility, Outpatient facility, Inpatient facility, Ambulance facility, Emergency care facility, Health center staff)	Yes
7	Banking, post office, book shop, etc.	Yes
8	Transport facilities to cater the needs of the students and staffs	Yes
9	Herbal Garden	Yes
10	Powerhouse	Yes
11	Fire safety measures	Yes
12	Waste Management facility, particularly bio-hazardous waste	Yes
13	Potable water and water treatment	Yes
14	Renewable / Alternative source of energy	Yes

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EXECUTIVE SUMMARY

INTRODUCTION:

VMCH&RI offers undergraduate course in Medicine (MBBS) with an intake of 150 and Postgraduate Courses in various Disciplines with intake of 49. It is affiliated to the Tamil Nadu Dr. MGR Medical University and recognized by the National Medical Commission (NMC).

The Medical complex is situated in a sprawling, beautiful area of "Velammal Village" Madurai. It's a General and Super specialty hospital with 2100 beds. It has extensive state of the art infrastructure, latest medical equipment's and clinical outcomes matching Global standards with over 35 Pre, Para, Medical and Surgical Super specialties. It has emerged as one of the most preferred healthcare providers in the state of Tamil Nadu.

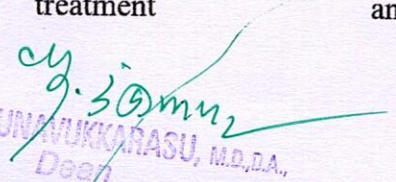
Our charges are 30% lower than other equivalent best hospitals and no unnecessary investigations are carried out. Our doctors are driven by compassion and excellence to duty, not for targets and our priority is always service towards our patients. Our motto – "Patient First". It caters to the medical needs of underprivileged section of society.

VISION

To build a healthy society of sound body, mind and spirit through quality education and health care of global standards. To make these pillars of society affordable and easily accessible to one and all, thus securing the moral and physical well-being of generation to come.

MISSION

By continuously assessing and improving the quality of health care, the nature of service and total dedication of status, let us ensure that all the patients easily receive the benefits of completely satisfying medical treatment and care


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CRITERIA-WISE SUMMARY

CURRICULAR ASPECTS

The Institution is affiliated to Tamil Nadu Dr. MGR Medical University and recognized by National Medical Commission (NMC). It is committed for the effective planning, implementation and delivery of the curriculum prescribed by the university and ensures transparent evaluation process. At the commencement of academic year, Curriculum plan and its delivery is discussed in Curriculum Committee meetings for taking note of, methods of teaching and learning, teaching hours and theory and practical sessions. Demonstrations, small group discussions and clinical session's helps in Problem based learning. Basic skills of clinical procedures are taught in simulation lab. Regular CME programs are held regularly.

College abides by academic calendar prescribed by the affiliating university. It also prepares calendar of events. Curriculum committee implement curriculum. It recommends Value adding courses, interdisciplinary courses. It undertakes review of time tables and identifies curricular gaps for necessary rectification. Faculty are on Board of Studies and Academic Council and give valuable suggestions for improving the curriculum. College has inter-disciplinary and inter-departmental training courses.

Inter-departmental seminars/symposium helps in improving communication skills and creativity. It conducts programs on cross-cutting issues such as gender sensitivity, demographic changes affecting health and illnesses, bioethics, etc. It has a proper system of obtaining feedback from students and other stakeholders and taking appropriate action.

Name of the value-added courses (with 15 or more contact hours) offered during the year	Year of offering
Harnessing artificial intelligence in MS office: Empowering productivity and efficiency	09/03/2024 & 10/3/2024
Pharmacology of emergencies and acute care	09/03/2024 & 10/3/2024
Beyond the screen, beyond the high: finding freedom from addiction	15/6/2024 & 16/6/2024

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Demonstration of usage of virtual dissection table for undergraduates	11/11/2023 & 12/11/2023
Geographic information systems in health	09/03/2024 & 10/3/2024
Ethical clinical practice in different settings (Outpatient/Inpatient/ICU)	16/12/2023 & 17/12/2023
Improving outcomes in chronic disease management	17/08/2023 & 18/08/2023
Good prescription writing for medical graduates	28/06/2023 & 29/06/2023
Strategic human resources management for healthcare	5/3/2024 & 6/3/2024
Handling skills in rehabilitation	16/5/2024 & 17/5/2024
Research methodology for undergraduate students	10/2/2024 & 11/2/2024

TEACHING – LEARNING AND EVALUATION

The admission to UG and PG programs in the college is conducted as per the guidelines laid down by government based on NEET score. The admission process is transparent and the college conducts induction ceremony for the new entry students.

College adheres to regulatory guidelines of education, research and services in teaching learning process. The admission committee follows a transparent admission process complying with all regulatory guidelines. College has implemented student-centric learning methods in all departments. Faculty utilizes various teaching learning methods to improve creativity, analytical skills and innovation in students. It uses interactive instructional techniques for effective delivery of curriculum. Special emphasis is made to evaluate learning levels of students and to facilitate in their special learning needs and bring up inherent capabilities of students.

Clinical skills laboratory for simulation-based training, ICT-enabled tools along with online e-resources are deployed adequately. Faculty is qualitative in terms of qualification, teaching experience, etc. Many faculties have acquired additional qualifications than the requirements

Outcome based education is evolved by proper implementation of PO, CO, PSO, PEOs and mapping with Vision & Mission components. College follows academic calendar for internal evaluation coupled with requisite midcourse improvement and foolproof mechanism to handle examination related grievances. It has clearly stated learning outcomes and graduate attributes as stipulated by University/NMC. The Assessment process is aligned with learning outcomes.

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Parent-teacher meetings conducted regularly. Suggestions emanated are implemented.

Mentorship committee implements mentorship duly maintaining list of mentors, Mentor mentee allotment list etc. Bench marked ratio is maintained for mentorship programme.

Programme name	Number of students who appeared in the final year examination (UG + PG)	Number of students Passed in final year examination (UG +PG)
MBBS	156	154
MD – Anaesthesiology	4	4
MD - Community Medicine	2	2
MD - Dermatology (MD-DVL)	2	2
MS - Oto- Rhino- Laryngology (ENT)	1	1
MD - General Medicine	3	3
MS - General Surgery	4	4
MD – Microbiology	3	3
MS – Ophthalmology	2	2
MS – Orthopaedics	3	3
MD – Pathology	2	2
MD - Pharmacology	1	1
MD - Physiology	1	1
MD - Radio-diagnosis	3	3

RESEARCH, INNOVATIONS AND EXTENSION

College proactively supports and patronize research culture by encouraging faculty and postgraduates to take up basic & inter-disciplinary research and publish their work in national and international indexed journals. They are allowed to attend academic programs, conferences and meetings related to research programs duly reimbursing the necessary investment as per norms. Apart from this, college provides funding to organize National and International seminars / workshops, training programs etc. Sessions and workshops are held on topics such as scientific paper writing, research project writing, and research methodology for faculty and postgraduate students.

Number of papers published in journals notified on UGC-CARE list is 74 during the year 2023-24.

Central Research Laboratory is equipped with cutting-edge technologies and is an integral part of patient care. It operates round the clock with all possible services to support any emergency and also research. VMCH&RI conducted 130 extension and outreach activities in collaboration with industry,



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community, government and non-government organizations. The thrust areas are health education, promotion of preventive health and treatment for needy population, environmental issues like Swachh Bharat, health and hygiene awareness and socio-economic development etc. During 2023-24, 33 collaborative activities conducted for research/faculty exchange/students exchange and 10 MoUs with industries and various institutions for academic, clinical training, project work and collaborative research programme.

INFRASTRUCTURE AND LEARNING RESOURCES

VMCH&RI has 2100 bedded general and super specialty hospital with requisite facilities for quality teaching learning. It has ultra-modern infrastructure coupled with advanced medical equipment's. It has air-conditioned ICT enabled lecture halls, state of the art practical laboratories, demonstration rooms, museums, skill lab with mannequins & simulation instruments.

It has very large ground enabling various outdoor sports activities and dedicated courts for different games. Some of the courts are equipped with floodlit facility. Facilities for indoor games are also adequate. It has provided facilities to students and faculty for conducting various sports & cultural activities. Other general campus facilities are at par with the best ones. It has separate hostels for boys and girls, canteen, gymnasium, Bank, continuous water and electricity supply and round the clock security system.

Central Library is fully automated. It's having innumerable print and electronic resources with curated collection of sources of information. it consists of adequate number of textbooks, journals and membership for various e-library resources. The newly joined teachers and students are acclimatized for in person and remote access usage. The dedicated room has adequate number of computers and seating capacity. Personal textbooks and notebooks are permitted to be taken in this room for effective study. They can use various e-learning resources such as NPTEL, SWAYAM, etc.

VMCH&RI updates IT facilities and provides adequate number of computers, printers, projectors with internet facility for teaching-learning. Wi-Fi / internet connection available. It's empanelled for sponsored patient welfare schemes to downtrodden by government of Tamil Nadu, which in turn enable greater exposure to students. College allocates necessary funds for upkeep of Physical, academic facilities and infrastructure development. These are maintained by qualified professionals with proper SOPs in place.

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ACADEMIC ACTIVITIES		
S. NO	DETAILS	NUMBER
1	CLASS ROOMS	4
2	SEMINAR HALLS	15
3	DEMONSTRATION ROOMS	45
4	LIBRARY	1

ADMINISTRATIVE AREA		
S. NO	DETAILS	NUMBER
1	MEETING HALL	2
2	EXAMINATION	1
3	PLACEMENT CELL	1
4	IQAC	1

AMENITIES AREA

S. NO	DETAILS	Details
1	Girls common room	Available
2	Cafeteria	Available
3	Health center	Available
4	Indoor Sports	Available
5	Girls Hostel	Available
6	Guest House	Available
7	Yoga & Meditation Hall	Available
8	ATM	Available

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STUDENT SUPPORT AND PROGRESSION

College has a robust student support system to enhance academic as well as professional performance of students. VMCH&RI helps students with financial constraints with concession in the tuition fees/ fee waiver / Scholarship from government and non-government agencies.

It conducts capability development Programmes to up skill students. It arranges training for various competitive examinations. Many students qualify in various entrance examinations. It organizes community-oriented teaching in field programs wherein UG /PG students are trained.

Institutional support for various issues is provided through committee approach like the Students' Welfare Association, Gender, Grievance redressal committee, Hostel committee and Anti-ragging committee etc.

VMCH&RI has an established student council. It arranges social, cultural, and academic activities. Students are on board in various administrative and academic committees. Gender equity is adhered by adequate representation of both sexes. Students take part in various sports and cultural activities at state and national level. College also conducts sports and cultural competitions annually wherein students and faculty actively participate. They are suitably rewarded with medals and certificates of appreciation.

Students are involved in NSS, Swachhata Abhiyan, Tree Plantation, Blood Donation, Street plays, and awareness rallies to make them internalise humanitarian values.

VMCH&RI has established various clubs with varied interests. They conduct an array of activities which empowers holistic learning.

Alumni Association has been registered and plays an important role in institutional growth. It conducts career guidance, training and placement programs for students, contributed financially and also donated books to library. VMCH&RI provides great learning experience to students. It enables them with a strong foundation for enriching professional career.

Students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists	184
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GOVERNANCE, LEADERSHIP AND MANAGEMENT

VMCH&RI has declared its vision of continuous improvement in quality of health care with total dedication and with a motto of "Patient First". These averments are embodied in its academic culture. It has a proper hierarchical governance structure as per regulatory bodies' extant guidelines for effective decision-making process. Decentralization and participative management approach are followed in all areas of governance for streamlining the activities.

It has accorded all administrative and academic powers to Dean. He will administer all major activities through committee based participative approach. Dean ably assisted by Vice principal guides Heads of departments to take all important academic decisions. He collects, evaluates and forwards all departmental requirements to governing body for approval.

VMCH&RI has implemented e-governance in all major activities such as finance and accounts, student admission and support, examination, academic planning & development and administration.

It has implemented slew of welfare measures for teaching and non-teaching staff. Faculties are given financial aid to attend conferences and workshops. Structured Performance appraisal for Teaching and Non-teaching staff is in place. Apart from Various statutory bodies, various committees are in place for proper administration. They have well-defined policies, rules and regulations. Periodic evaluation is done to ensure regular improvement.

Velammal Medical Education unit is established in 2014. Various activities are carried out for empowering students and faculty. Institution has an effective financial management system. Financial resources accrued are judiciously utilized. Internal and external financial audits are carried out at the required intervals. IQAC is formed under chairmanship of the Dean. It has contributed immensely in improving quality of teaching-learning.

Description	Details
Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the years	36
Number of teachers who have undergone Faculty Development Programmes including online programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course and any other course year-wise during the years	206
Number of teachers attending programs/workshops/seminars specific to quality improvement year-wise during years	267

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INSTITUTIONAL VALUES AND BEST PRACTICES

VMCH&RI is committed to gender equity and incorporated the same in curricular and co-curricular activities. It conducts several Programmes to sensitize students and faculty about gender related issues at work place. It has an internal complaints committee headed by a female faculty to handle issues like sexual harassment at workplace or any other gender related issues.

VMCH&RI has implemented environmentally friendly initiatives such as planting of trees, banning of plastic usage and ban on tobacco products, etc in campus. Various measures are initiated like Energy Conservation, use of Renewable energy; Rain Water-Harvesting etc. Conservation of water is given the necessary impetus. Water is recycled and used for gardening purposes. Preventive measures are implemented to make the campus eco-friendly. It is having abundant landscaping of trees and plants. It has impregnable waste management system for all types of degradable, non-degradable and biohazard waste. Different types of wastes are collected as per defined policy, segregated and disposed as per Tamil Nadu Pollution Control Board norms.

VMCH&RI has students and faculty with multicultural and multilingual backgrounds hailing from different parts of country. It makes efforts in creating inclusive environment and inculcate secular values in them by organizing events such as Annual Gatherings, national and international commemorative days, Induction Programs, Cultural and Religious Festivals, NSS Activities throughout the year. National and International commemorative days like World Health Day, AIDS day, Blood donation day, World diabetes day etc are held. It has defined code of conduct for students, teachers and administrative staff.

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INTERNAL QUALITY ASSURANCE CELL AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS ACADEMIC YEAR 2023-24

Name of the Department: **VMCHRI - GENDER SENSITIZATION**

S. No	Parameters	Observation & Remark
1	What are the women-related courses/topics introduced in the curriculum in the various subjects taught?	Cross-cutting issues in gender addressed in NMC syllabus
2	Gender segregated data on students and faculty in various departments at UG/PG level.	Percentage of women is more in the campus
3	Participation of women faculty in seminars/conferences/ workshops/ faculty development programmes/ receiving awards/representation in various committees.	Opportunities for women are prominent
4	Percentage of women faculty actively involved in research/ guiding research students/ operating projects/ publishing and extension activities.	Opportunities for women are prominent
5	What are the specific research topics and extension activities related to women?	Research related topics are encouraged in the final year projects
6	Availability of hostel/ separate common room/ toilet/Section for Women Gym/counselling /sports facilities for women.	Adequate Facilities are Available
7	Separate section for Gender-Related Resources in the Library.	Need to be improved.

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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-2024

Name of the Department: **VMCHRI – MAINTENANCE CELL**

S.no	Parameters	Observation & Remark
1	Composition and Minutes of Maintenance committee	Evidenced
2	Policy/SOP for Maintenance Cell in the Campus	Evidenced
3	Maintenance Log	Evidenced
4	Preventive Maintenance Checklist and Plan	Needs improvement
5	Maintenance Cell and its Organogram	Evidenced
6	Budget allocated for Maintenance every year	Evidenced
7	Expenditure Statement for each year	Evidenced
8	Bills/Invoice made for Maintenance	Evidenced
9	Details of AMC made with other enterprises for maintenance	Evidenced
10	Details of Service Records for the AMC done	Evidenced

We hereby declare that the AAA audit was conducted by us, verifying the documents submitted as well as physical inspection of the departments.

Signatures of the Auditor
External Auditor

1. *K. Sagar*

2. *[Signature]*

Internal Auditor

1. *[Signature]*

[Signature]
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INTERNAL QUALITY ASSURANCE CELL EVALUATION FORM FOR ACADEMIC DEPARTMENT

ACADEMIC YEAR 2023-24

Name of the Department: VMCHRI - UG & PG PROGRAMS

S.No	Parameters	Observation & Remark
1	Year of Establishment	2013
2	Is the Department part of a School/Faculty of the College	Faculty of the College
3	Names of programmes offered	1. M.B.B.S. 2. M.D. 3. M.S.
4	Number of teaching posts Sanctioned/Filled	Adequate as per NMC norms (209)
5	Number of Research Projects:	Needs Improvement
	Total grants received	2 LAKHS (Needs Improvement)
6	Areas of consultancy and income Generated	All Department can improve in consultancy
7	E-content and E-courses developed by the Teachers	Available
	student's participation in co-curricular and Extra-curricular activities	Evidenced
	Innovative Teaching-Learning Methodologies introduced	Evidenced

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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-24

Name of the Department: **VMCHRI - HUMAN RESOURCE DEPARTMENT**

S. No	Parameters	Observation & Remark
1	Staff patterns conform to norms and standards prescribed for the purpose.	Evident
2	Clear demarcation of functional responsibilities exists among the personnel	Evident
3	Job analysis, description and specifications have been clearly spelt out	Evident
4	Allocation and actual deployment of manpower is as per sanctioned strength and controls are available for monitoring efficient and effective utilization of manpower	Evident
5	Does the Institution have a manual / process document for guidance and information on Personnel administration related to HR Policies and procedures?	Evident
6	Is Appointment Letter issued to all the new recruits?	Available
7	Do you have the procedure of confirming the new recruits after probationary period?	Evident
8	Does the Institution obtain concurrence / acknowledgment for the job roles / duties assigned to the employees?	Evident
9	Are Time Entry records pertaining to Casual leave, vacation and sick leave and other leaves are up to date?	Evident

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12	Mention the total collection of Documents	
13	Books	Available (13196)
14	Text Books	Available (12067)
15	Reference Books	Available (1129)
16	Current Journals	Available (120)
17	National	Available (60)
18	International	Available (60)
19	Peer reviewed Journals	Available
20	Back Volumes of Journals	Available
21	CD's /DVD's	Evidenced
22	Databases	Evidenced
23	Online Journals	Evidenced
24	Ratio of the library books to the number of students enrolled	13196/750
25	Average no. of users who visited/documents consulted [] per month	1500 Per Month

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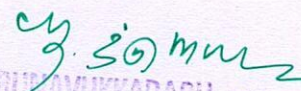
Signatures of the Auditor
External Auditor

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INTERNAL QUALITY ASSURANCE CELL AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS ACADEMIC YEAR 2023-24

Name of the Department: **VMCHRI - Library**

S. No	Parameters on Library	Observations & Remark
1	Does the library function on Saturdays, Sundays and holidays to facilitate use by students and faculty	Yes
2	Does the library have extended and appropriate working hours before/after the class hours	Yes
3	Does the library have separate premises of its own? Does it contain minimum infrastructure facilities such as utilities, staff area, reading hall, periodicals section, circulation counter, service area, Information Display, etc.?	Evidenced
4	What is the ratio of the seating capacity to the users (students and faculty)?	Evidenced (300, 40)
5	Is the Alternate Backup/Generator facility extended to the library?	Evidenced
6	What are the measures for overall maintenance and cleanliness of the library?	Available
7	Does the library have computers and Internet facilities?	Available
8	Are the library functions automated? If yes, are they fully/partially automated?	Partially automated
9	What are the financial/funding sources other than management?	Not available
10	Is there any defined policy for collection development, stock verification, promotion and training of library staff?	Evidenced
11	Data on Availability of Resources	Evidenced

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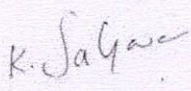
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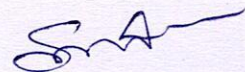
13	Has the travel paths are with tactile Markings?	Evident
14	Has the Elevators have handrails with contrasting colours?	Evident
15	Emergency Intercoms and Braille instructions are available for Communication.	Needs Improvement
16	Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	Evident
17	Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading	Evident
18	Disabled-friendly washrooms	Available

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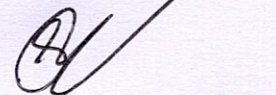
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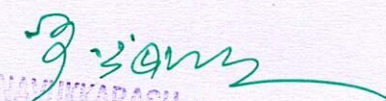
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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-24

NAME OF THE DEPARTMENT: VMCHRI - DISABLE STUDENTS

S.No	Parameters	Observation & Remark
1	Special Coaching centres for differently abled Students	Needs Improvement
2	Physical infrastructure for differently abled Students	Evident
3	Hostel Accommodation available for disabled students?	Evident
4	A Unit formed for Disabled Students. (Comprising of Coordinator, Placement Officer and Student Volunteer)	Available
5	Has the Library has Braille Books, Talking Books, Reading machines, Computers with Speech Software's, Sign Language Interpreters)	Available & Evident
6	Has NIPEA Orientation programmes in Planning and Management for disabled Students given	To be done
7	Has Wheelchairs kept at the Entrance of the Gates?	Available
8	Has Steps and Ramps have handrails?	Available
9	Is Automatic sliding doors available	Not Available
10	Is the Parking spaces are proximity to the elevators within 50m?	Available
11	Parking Slots for disabilities are marked with International Symbols	To be done
12	Is signages available for Drop off Area	Evident

(Signature)
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8	Exclusive Scholarships for Women/ financial support and the students getting placement	Student support through scholarship given to students
9	Availability of women counsellors, sexual harassment cell, woman doctor.	Evidenced
10	Number of women in all selection /promotion committees/ academic/ administrative bodies of the institution.	Evidenced
11	Details on maternity leave, creche for children.	Provision for maternity leave available
12	Number of gender sensitization programmes conducted.	Evidenced the program conducted (05 programs)
13	Number of women- related themes and topics taken up for discussion and debates	Evidenced the program conducted
14	Number of leadership camps organized for the personality development of women students.	To be Improved

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Signatures of the Auditor
External Auditor

1. *K. Sagar*

2. *[Signature]*

Internal Auditor

1. *[Signature]*

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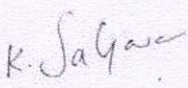
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10	Are sufficient training opportunities provided to improve employee work related competencies in accordance with regulatory requirements?	Evident
11	Are annual performance evaluations given to departmental Employees in accordance with the rules prescribed by the authority concerned?	Evident
12	Are Payroll records made available to employees at appropriate intervals? [Issue of Payslip, Annual Statement of PF Transactions, etc.,]	Evident

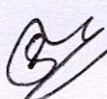
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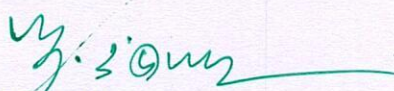
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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-24

Name of the Department: VMCHRI – STUDENT COUNCIL

S.No	Parameters	Observation & Remark
1	Presence of Student Council?	Available
2	Composition and MoM of the Student Council	Activities are evident for the year
3	Participation of the Student members in Library Committee	Committee involves student's Participation
4	Clubs and Extramural activities formation and reports	Available
5	Students participation in cultural and sports activities	Evident
6	Symposia, Conferences, organized by the Students Council	Student participation is evident
7	Provisions made for International students/NRI	Needs Improvement

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K. Sagar

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S. An

Internal Auditor

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AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-24

Name of the Department: VMCHRI - Placement Cell

S. No	Parameters	Observation & Remark
1	Career Guidance and Competitive Examinations programs organized	Yes - Career Development Programs Organized
2	Resume writing and Employability Enhancement Skills awareness given	Topics covered in the Programs
3	Mock Interviews and GD sessions Organized	Topics covered in the Programs
4	Institution -Industry Collaboration made?	Yes - MOU signed
5	No of On-Campus Drives Held in the Campus	80% Placement done
6	Students participation in Off-Campus Drives	Evident
7	Annual Report of the Placement done every year	Available

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AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-24

Name of the Department: VMCHRI - ALUMNI

S.No	Parameters for Alumni	Observation & Remark
1	Is there a Registered Alumni Association?	Yes
2	Alumni Registration Certificate	Available
3	Separate Account for Alumni Activities	Evident
4	Is Institutional Endowments created?	Needs Improvement
5	Annual Reports of the activities of Alumni Association	Available
7	Non-Financial Grants given by the Alumni Batches	Books, Equipment, Awareness programs
8	How many Alumni Meetings Conducted	Evident (02)
9	Minutes of Meeting of the Alumni Meetings	Available
10	Separate Social Media Platforms for Alumni Batches?	Alumni testimonial, WhatsApp

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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-2024

Name of the Department: **VMCHRI – GRIEVANCES CELL**

S.no	Parameters	Observation & Remark
1	Composition and Minutes of Grievances Cell	Evidenced
2	Guidelines/ Norms for Anti-Ragging/Sexual Harassment/Examinations from the Respective SRA	UGC guidelines adopted
3	Online/Offline Grievances form	Grievances box and Online form
4	Report on the Grievances Resolved	Available
5	Grievance file	Available
6	Action taken and the appropriate evidences	Evidenced
7	Online Grievances link	Available
8	Has the Institution has a Anti Ragging Squad	Evidenced

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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-2024

Name of the Department: **VMCHRI – BOS/ACADEMIC/GOVERNING COUNCIL**

S.No	Parameters	Observation & Remark
1	Curriculum Planned at the start of the academic year?	Planning is evident
2	Academic Calendar incorporating VAC/Certificate Courses etc	Value added courses are designed for all the years
3	Minutes of the Meeting of all the Committees with the List of committees	Committees are available as per SRA norms
4	Feedback on curriculum analysed and kept in BOS	Evident
5	Syllabi for VAC, Certificate courses designed as per the feedback obtained from the Stakeholders	Evident
6	Teachers participating in BOS/Academic Council of Universities	Evident
7	Number of New Programs and Courses introduced	Add on courses and VAC introduced

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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-2024

Name of the Department: **VMCHRI – ADMIN AND FINANCE**

S. No	Parameters	Observation & Remark
1	Student Admission Mechanism	Evidenced
2	Demand ratio for each programme	Evidenced
3	Is ERP Software used in Administration and Finance	Evidenced
4	Whether Reservation Policy is followed as per the Government Reservation Policy	Evidenced
5	The List of Government Scholarships Received by the Students	Evidenced
6	Fee- Waivers given by the Institution	Evidenced
7	Fee Waiver Policy	Evidenced
8	Students Admitted from Other States and Abroad	Needs improvement
9	No of Male and Female Students Ratio	Evidenced
10	Approval Letters from the Respective SRA	Evidenced
11	Affiliation Letters from the Respective University	Evidenced
12	Whether recognized by Section 2F and Section 12B of UGC act	Not available
13	Any Grants received under General Development Grants under XII plan from UGC	Nil
14	Whether Institution Submits the AISHE Reports	Evidenced
15	Details of Students Debarred and Discontinued	Evidenced
16	Resource Mobilization Policy	Evidenced
17	Internal Audit Committee and its Composition	Evidenced
18	Internal Audit Plan and inspection reports	Evidenced
19	Fee- Description for each program	Evidenced
20	External Financial Audit done for all years	Evidenced
21	Is Faculty login is provided at the time of Joining	Evidenced
22	Organogram of the Department	Evidenced
23	List of Different Committees and its activities	Evidenced

[Signature]
THIRUNAVUKKARASU, M.D., D.A.,
Dean
Velammal Medical College Hospital
and Research Institute
"Velammal Village"
Madurai-Tuticorin Ring Road
Anuppanadi, Madurai-625 009, T.N.



VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr. MGR Medical University)

"Velammal Village", Madurai-Tuticorin Ring Road, Anuppanadi, Madurai - 625 009.

Phone : 0452 711 3333, Email : info@velammalmedicalcollege.edu.in

We hereby declare that the AAA audit was conducted by us, verifying the documents submitted as well as physical inspection of the departments.

Signatures of the Auditor
External Auditor

1. K. Sagar

2. S. An

Internal Auditor

1. B.

cy. S. An
Prof. T. THIRUNAVUKKARASU, M.D., D.A.,
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INTERNAL QUALITY ASSURANCE CELL

AAA EVALUATION FORM FOR THE ADMINISTRATIVE DEPARTMENTS

ACADEMIC YEAR 2023-2024

Name of the Department: VMCHRI – Examination Cell

s.no	Parameters for Examination Cell	Observation & Remark
1	Is the Infrastructure of the Examination cell has the provision of Confidential space, Waiting Room and security at the premises	Yes - Evidenced
2	Is Internal assessment date is announced giving a sufficient time until the conduct of the exam	Evidenced
3	Has the Portions for the test has been completed before the conduct of the exam	Evidenced
4	Has the Pattern for the Test has been communicated	Evidenced
5	Components for the Internal Marks	Evidenced
6	Examination Reforms Made?	Evidenced
7	Internal & External Examination Grievances Reported and Resolved	Evidenced
8	Mechanism for the examination related grievances	Evidenced
9	Does the examination cell adhere to the CIE according to the Academic Calendar	Evidenced
10	Is e-governance implemented in Examination Related Functions	Evidenced
11	Is Documents related to examination Cell Maintained	Evidenced
12	Teachers participated in the Question paper setting for the affiliating university	NIL
13	Teachers participated in the Evaluation of the Answer scripts for the affiliating University	Evidenced
14	Is the College premises used for the conduct of competitive examinations	Evidenced
15	Is the Conduct of Examination robust using IT facilities	Evidenced
16	Examination Policy/manual available?	Evidenced
17	Availability of Spacious tables and lighting for the ease of conducting the exams	Evidenced

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Internal Auditor

1. *B.*

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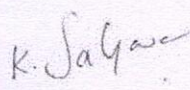
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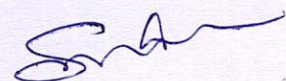
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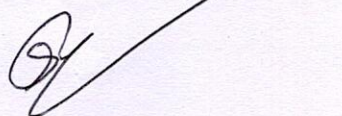
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External Auditor

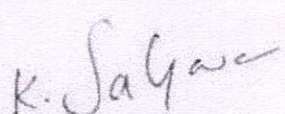
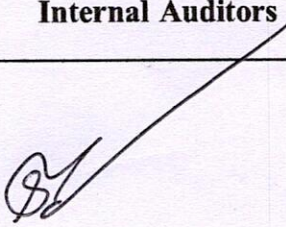
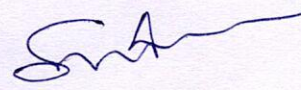
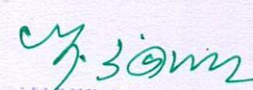
1. 

2. 

Internal Auditor

1. 

The Academic and Administrative audit was performed by **P S Quality Certification Pvt. Ltd**, with the data submitted by the institution. We attest to the validity of the above report.

External Auditors	Internal Auditors
 Dr. K. Sathyanarayanan, Director, ISDE Academy, IRCA Registered Lead Auditor	 Dr. Samir Bele, IQAC Coordinator, VMCHRI
 Mr. S. M. Raj Bharath, Audit Associate, P S Quality Certification Pvt. Ltd.	 Dr. S. S. Srinivasan, M.B.B.S., Dean Velammal Medical College Hospital and Research Institute "Velammal Village"

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