

- The syllabi of all UG/PG programmes and Regulations are made available in the University Website.
- The curricula for all programmes are conducted based on a well-planned academic calendar and further, semester activities are planned by the respective department within the common academic calendars for each programme.
- There are 20 numbers of Endowments sponsored by various people/ trustee with an annual outlay of Rs. 45,12,000/-
- Nine Doctor of Letters (D. Litt.) degrees have been awarded by the University since its inception and three numbers during this audit period.
- The meetings of all statutory bodies like Academic Council, Syndicate, Faculty, BoSs are well organised by the Academic branch.
- All academic matters of the University with regard to syllabus, scheme of Examinations, Rules and Regulations are dealt with by the Academic branch.
- The branch has internet connectivity and now planning to have e-governance for strengthening and streamlining its service.
- There are 11 computers with accessories installed in the Academic branch and they are in working conditions.

Suggestions

- A couple of assistants may be provided to the branch.
- A more structured system for resolving complaints may be started in this section.
- A front office to offer services and to address the grievances of students regarding admission /recognition of programmes etc. may be arranged in the branch.

(2) Finance Branch

- This branch is responsible for collecting funds of the university from various sources. It is effectively initiating for collecting funds from the Government and other State and Central Government agencies.
- Effective and efficient use of financial resources, following financial code of State Universities, are in place.
- Accounts of the university both internally and externally audited regularly.

(3) Cash Section

- The cash section is maintaining cash book and allied registers quite nicely.
- There are separate cash books maintained for general receipts, UGC fund and other agency.
- The mode of cash disbursement adopted by the university is either check or RTGS or NEFT.
- There is one computer system in use in this section.
- The staff position in the section is SO-1, Asst. - 2, Clerical Asst. - 1 and OA -2

(4) Estate section

- This section is given the responsibilities related to purchase of all furniture and equipment for University HQ, Main Center and Regional Centres, purchase of stationery items, Purchase of Vehicles, AMC for equipment in HQ and Rcs, Disposal

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of Scraps, Sale of Usufructs, Proceedings related to Space Committee and Canteen Management Committee and Matters related with land at H Q and RCs

- In this section records of telephone lines and payments for EPABX connection are promptly done.
- It maintains registers of payment, advance, EMD, security deposit and tender.
- The number of computers used in this section is four.
- There are five staff members in this section including SO 1 , Asst. 3 and OA 1.

(5) Engineering section

Observations:

- The University has good resources for regular up keep of infrastructure and the mechanism for the same is reasonably good.
- There are 30 staff members in the engineering section of which 9 are regular and 21 on contract/daily wage basis.
- There are 12 computers in use in this section.
- This section maintains master plan of the university.
- The lighting power requirements are met through LED bulbs.
- University has a well maintained system for disposal of paper waste and plastic waste. Through an agreement with the firm M/S. Plan @Earth, Alwaye, the waste from the campus at periodic intervals are taken away by the firm and A4 size papers are given to the university in exchange. Other waste materials like damaged irreparable furniture, equipment, building wastes, ^{and} electronic wastes are disposed through auction.
- Generally major works are awarded to contractors through tender procedure as per PWD manual and executed under the supervision of engineering staff of the university. The technical and structural designs and drawings are prepared by the consultant architect of the university on consultancy charges. Some works are awarded to the government/accredited agencies like CPWD, COSTFORD, Nirmithi Kendra, RUBCO etc.

Suggestions:

- More regular staff members needs to be provided at the leading and supervisory level.
- Sufficient provisions of funds in the Annual Budget may be made for upkeep of infrastructure in the campus.

(6) Examination Branch (A-D Sections)

Observations:

- There is a draft version of the Exam Manual and it is yet to be finalized by the University.
- The pass percentage of different programmes (eg. BA(CBCSS), BFA) during the period of 2014-2019 has a declined trend sliding down from 74.8% to 30.2%.
- The sections are maintaining almost all registers in order.
- There are 13 computers available among these four sections of examinations.
- The time interval between the conduct of examination and the publication of the result during the last five years is not at all promising, with the time duration ranging from a minimum of 16 days to a maximum of 91 days.

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- Automation of the examination is going on.

Suggestions:

- The University may take urgent steps to make the Examination Manual of the University subject to the provisions of Act, Statutes, Ordinances and Regulations of the University.
- Swift remedial measures may be taken to maintain the pass percentage of all programmes at a high level.
- Effective measures may be taken to publish the results of the examination within 2 to 3 weeks' time.
- The Automation process need to be completed quickly and an integrated system of examination-admission-academic-administration is necessary for the effective Examination and result publication procedure

(7) Purchase & Store Branch

Observations:

- The staff members of the branch are trained on various issues as to how to put up a case before the authorities by examining all pros and cons by quoting the relevant rules.
- Every staff is well versed with use of Computers, Photostat machines etc.

Suggestions:

- More staff needs to be recruited on regular basis both at the assistant as well as supervisory level who have the knowledge of latest e-governance technologies.
- The filing system and record keeping needs to be further improved.

(8) Accounts Branch

Observations:

- The university has designed its own software for online collection of fee and issuing cash receipts.

Suggestions:

- More assistants who have knowledge of dealing with accounts matters may be provided to the branch.
- Funds may be mobilized from Non-Government agencies for the developmental activities other than research.
- A complete automation of various process including system of e-payment in the branch may be put in place.

(9) Library Branch

Observations:

- The average number of teachers and students using library per day during the last one year is reported to be 423.

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- There is a total of 31 staff members rendering services in the library.
- The library possesses collection of rare books, text books and reference materials.
- The library is automated using KOHA software.
- However there is no remote access to e-resources of the library.

(10) ISS/Strengthening of Sanskrit studies

Observations:

- University is the nodal agency for strengthening the Sanskrit studies and good initiatives have been taken in this regard.
- Conducting of classes in school centres and disbursement of scholarships to Sanskrit students have been carried out effectively under this section.

Suggestions:

- The University may explore the possibility of generating funds for strengthening of Sanskrit studies from central/state agencies.
- A more structured network system to coordinate the activities under the system may be put in place.
- A platform may be formed for creation, management and dissemination of teaching-learning material.

(11) Press

Observations:

- Various machines installed in the University Press are in working condition.
- Skilled staff members have been provided in the University Press.

Suggestions :

- A complete modernisation of the University press is required.

(12) Planning and Development section. (IQAC)

- Planning and Development Section along with IQAC of the University reviews the progress, transacts the problems and issues and outlines the planning for various developmental aspects of the future years.
- The University submitted AQARs in a timely manner and implemented several quality measures in the ensuing period. These included Outcome-based Education initiatives imbibed into the curricula of teaching programmes and measures for e-governance.

Observations:

- The IQAC was able to make its presence noticed by the Faculties and departments across the institution and has succeeded in establishing itself in more definitive terms.
- The IQAC has been able to effectively coordinate quality initiatives in the University and document the activities in a timely manner. These have been consolidated as Annual Quality Assurance Reports and communicated to NAAC.
- Minutes of the IQAC are displayed in the university website.

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- There is feedback system with a reasonably structured mechanism for analysis.
- There are four computer systems in use in this section.
- LAN, WiFi, Exam digitalization are now operational, Finance Module & E-office implementation are going on in the main campus.
- Documentation activities of IQAC are yet to be automated fully.

Suggestions:

- Automation of IQAC activities be carried out and evolve it as a university level documentation centre.

(13) Office of the Director of student services (DSS)

Observations

- There are 3 units of NSS at Kalady and 12 units at different centres.
- This office has taken a lead role in rescue and support activities during the flood time last year.
- The DSS office organizes health awareness camps

Suggestions:

- More regular support staff may be posted in this office.
- The present office facility needs to be improved.
- An indoor multipurpose multi-media theatre with a capacity of 200 persons for organizing various short term courses, academic and cultural events may be constructed.

(14) Departmental System:

- Based on the response to the data sheet received from each Department and the interaction with the faculty/staff members of the departments during the onsite visit we observe the following.
- Greater care may be given for processing the e-grantz /scholarship/Fellowship applications of students in a time bound manner. The present practice of having a single Section Officer commonly for 4 or 5 Departments may be reviewed for better academic administration.
- There is no computer system in use at the Departments of Sociology, English and theatre while all other Departments have at least one computer system.
- The Infrastructural facilities in all 21 Departments need to be strengthened by augmenting modern teaching learning aids including smart classroom environment, visual/multi-media presentation aids etc.
- Ensure that all teaching departments have sufficient number of classrooms, office room, other student amenities, regular teaching /support staffs, with a sound network system for fast administrative and academic processing.

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(15) Girls' Hostels

Observations:

- Wi-Fi and internet connectivity is available in Girls Hostels for research work and studies.

Suggestions :

- More lady attendant in the girls hostels need to be recruited.

(16) Boys' Hostels

Observations:

- The mess of the hostel is cooperative and managed by the students themselves.
- A faculty member is assigned to work as Warden in a hostel. Every hostel has office staff for proper functioning of hostels.

Suggestions:

- More hostels need to be constructed to cater to the need of all the students.
- One separate hostel be constructed for Foreign National Scholars/Visitors.

Overall Observations and Recommendations:

Governance and leadership of the University are aligned with the institutional vision and mission. There is evidence for effective decentralization and delegation of responsibilities.

Sree Sankaracharya University of Sanskrit has succeeded in establishing its brand identity based on the quality of its educational programs and commitment to research, community services and extension activities. The campus with its good landscaping, gardens and trees provide a healthy environment and enhance the academic ambience.

General Observations:

- The University has a moderate campus area of 56 acres at Kalady headquarters campus and 23.45 acres at different centres.
- The University has initiated steps for adopting the e-governance in the area of administration, finance and accounts, admission, examination.
- The university has well experienced and dedicated staff members.
- The files/cases are being attended to as per the rules and regulations of the University in tune with directions of statutory bodies like UGC, RUSA etc.
- All circulars, notifications, minutes of various statutory bodies/committees are uploaded in the website of the University.
- Examinations are being conducted as per scheduled dates, and but there is significant delay in declarations of results.
- The University has a vibrant IQAC coordinating the development activities of the university.

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- The University has made significant efforts in curricular modifications, imbibing outcome based education (OBE) and has added several new courses with emphasis on research.

Recommendations/Suggestions:

- More staff needs to be recruited in almost every branch of the University.
- The faculty vacancy positions in the university needs to be addressed on top priority.
- More funds may be mobilised from Government and Non-Government agencies for Research and Developmental activities.
- A good storage –retrieval system at stores and examination wing may be installed.
- A better filing and record keeping of system may be brought in through e-governance.
- A systematic training programmes for staff on e-governance may be conducted.
- Examination process may be modified adopting online question papers and online evaluations.
- University may make necessary regulations for the adoption of MOOC in the curricula for various programmes. The students be encouraged to learn through MOOC available for their programmes at the MHRD website. ICT based blended learning through e-resources are to be implemented in the university.
- The University may conduct green audit on a prolonged basis with total environment consciousness.
- International centre for Sanskrit studies may be brought together with the academic departments, in order to have better academic interactions and functioning.
- Vehicle entry to the department premises may be restricted for better academic ambience.
- There is a dearth of signage displays in the campus and within the buildings.
- Writing and pasting of notices/posters on the walls of the University Administrative and Academic Buildings should be avoided by providing display boards at appropriate places in the campus.
- The University may initiate steps to prepare alumni profile for various courses as an additional instrument to indicate the success of the programs. This will add a significant outcome measure and show that the goals and objectives of the program have been successfully met with.
- While the visibility of existing supportive and rehabilitative facilities in the campus needs to be increased, more facilities to help differently-abled students especially in crucial areas like the Central Library and lecture halls may be provided.

Acknowledgments:

The team responsible for this audit would like to thank the Hon'ble Vice-Chancellor and all those individuals who contributed to this process, and particularly, employees who provided insights and comments as part of this audit.



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