

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL - 624 001

AAA INTERNAL AUDIT 2021- 2022

The Heads of the Departments, Co- ordinators and Incharge faculty are requested to make necessary arrangements for the IQAC -Academic and Administrative Audit for the period June 2021 – May 2022 (include June, July & August Activities too) as per the following schedule.

S.No.	Dates	Departments	Time
1	01.11.2022	Tamil, English, Economics, History, Commerce & Business Administration	
2	02.11.2022	Physics, Chemistry, Zoology, Maths, Geography, Botany & Computer Science	
3	03.11.2022	Library, NSS, Physical Education, Red Cross, YRC, RUSA, Thatha Patti Club, Red Ribbon, Legal Literacy Club, Leo Club, Competition and Youth Welfare, Rotaract Club, Anti-Ragging Cell, Conduct of Examination, Jal Shakthi Abhiyan, Eco Club	12.00pm – 02.00pm
4	03.11.2022	Co-ordinators – 1. Research and Development Cell – Dr. T. Ramachandran 2. Placement and Career Guidance – Dr. K. Amutha 3. Extension Activities – Dr. M. Rajaram 4. MVM Journal of Research – Dr. K.M. Sumathi 5. SWAYAM – Dr. B. Ashadevi 6. Health and Hygienic Committee – Dr. R. Karthika Devi 7. Discipline Committee – Dr. R. Karthiyayini 8. Women Empowerment Cell – Dr. K. Naganandhini	12.00pm – 02.00pm
5	Audited Report to be submitted to the Principal on 03.11.2022	 Hostel – Dr. P. Sathiya Bama PTA – Dr. M. Eathel Poline OSA – Dr. J. Thenmozhi Energy – Dr. R. Rajammal Environment – Dr. M. Dhanalakshmi Co-operative Stores – Dr. V. Rajalakshmi Green – Dr. J.P. Nikitha 	

LIST OF REGISTERS / FILES / DOCUMENTS TO BE PRESENTED BEFORE THE EXPERT COMMITTEE IN THE DEPARTMENT

The list will be verified in the following week.

- Attendance Register
- 2. Internal Mark Register
- 3. Ward Register
- 4. Counseling Note
- 5. Library Accession / Stock Register
- 6. Library Books Issue Register
- 7. Extension Activity Register
- 8. Placement
- 9. Alumni
- 10. Annual Checking Register
- 11. Seminars / Conferences / Webinars Organized (with supporting documents)
- 12. Feedback Forms
- 13. MoU
- 14. NME (Non-Major Elective)
- 15. Lesson Plan Diary
- 16. Time Table
- 17. Syllabus
- 18. Research Publications (Journals, Conference Proceedings, Book Chapters and Books etc.)
- 19. Participation in Conferences, Seminars, Webinars, Workshops, FDPs
- 20. Student Achievements
- 21. Stock Registers (if applicable)
- 22. Admission Register
- 23. Budget Allocation
- 24. Awards / Honours / Distinctions
- 25. Individual Staff Profile and Supportive Documents

K.M. Sumathi

IOAC- Co-ordinator

K. RamaSamy

எம்.வி. முத்தையா அரசினர் மகளிர் கலைக்கல்லூரி, திண்டுக்கல்-1.

*********** 米 ************** 米 **Academic and Administrative** 米 米 Audit - Internal ************** (2021 - 2022)01.11.2022, 02.11.2022 and 03.11.2022 In the presence of: Dr.D.Lakshmi - Principal Dr.K.M.Sumathi - IQAC-Coordinator Dr.P.Sathiya Bama - NAAC - Coordinator Dr.K.Ramasamy - IQAC - Deputy Coordinator ********** Dr.M.Bala Saraswathy and Dr.D.Sangeetha - Technical Coordinators ******************

Department of Tamil





01.11.2022

Department of English





01.11.2022

Department of History





01.11.2022

Department of Economics





01.11.2022

Department of Mathematics





02.11.2022

Department of Commerce





01.11.2022

Department of Physics





02.11.2022

Department of Chemistry



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02.11.2022

Department of Zoology





02.11.2022

Department of Botany





02.11.2022

Department of Geography





02.11.2022

Department of Computer Science





02.11.2022

Department of Business Administration



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01.11.2022

Other Audits, Club Activities and Committees

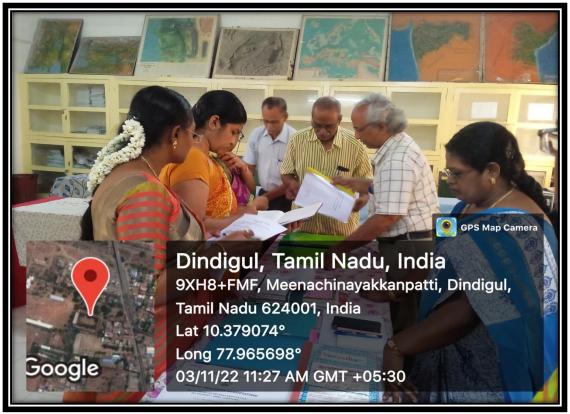
03.11.2022



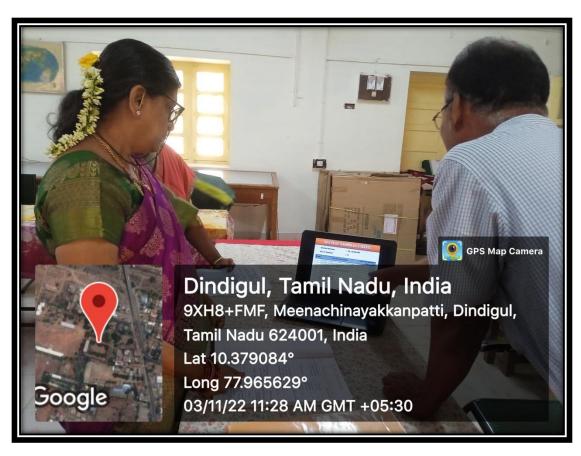


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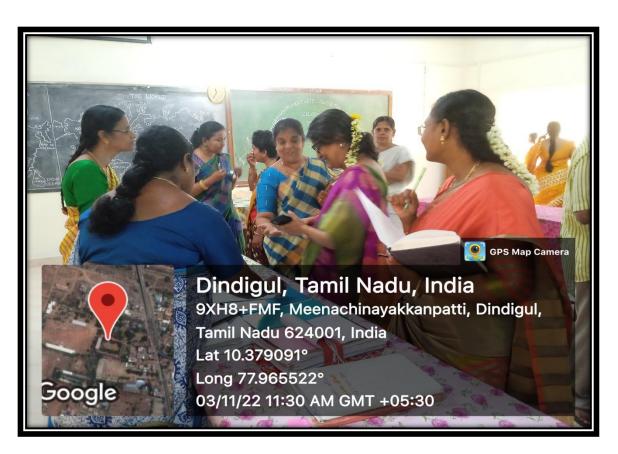


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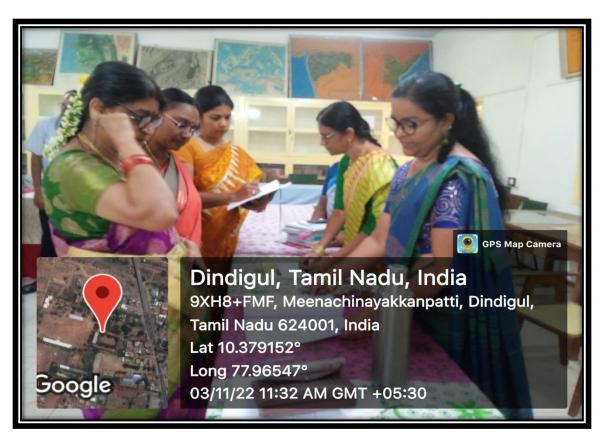


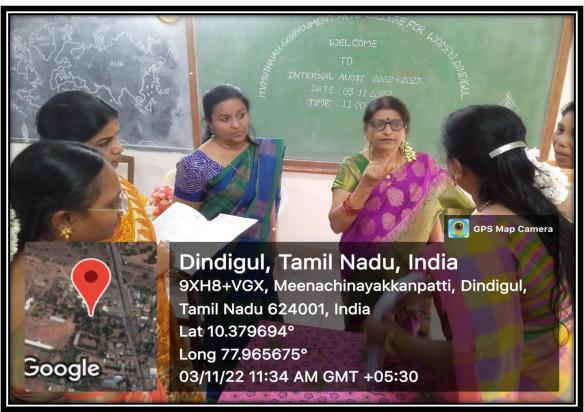
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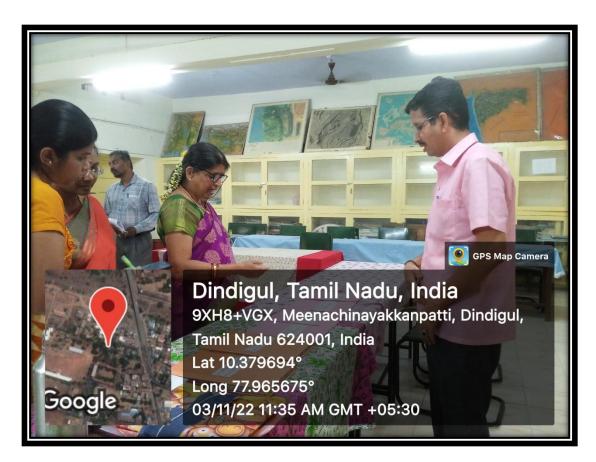


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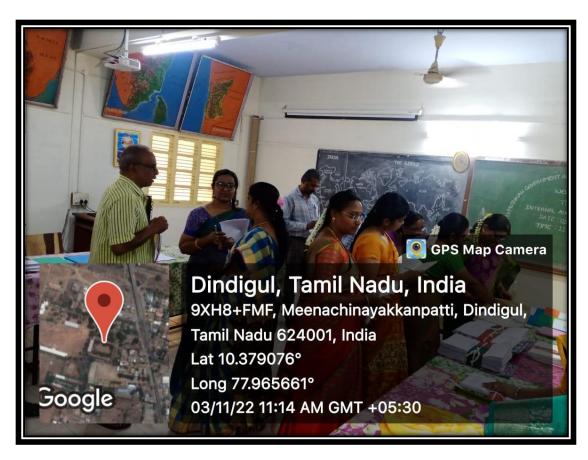






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