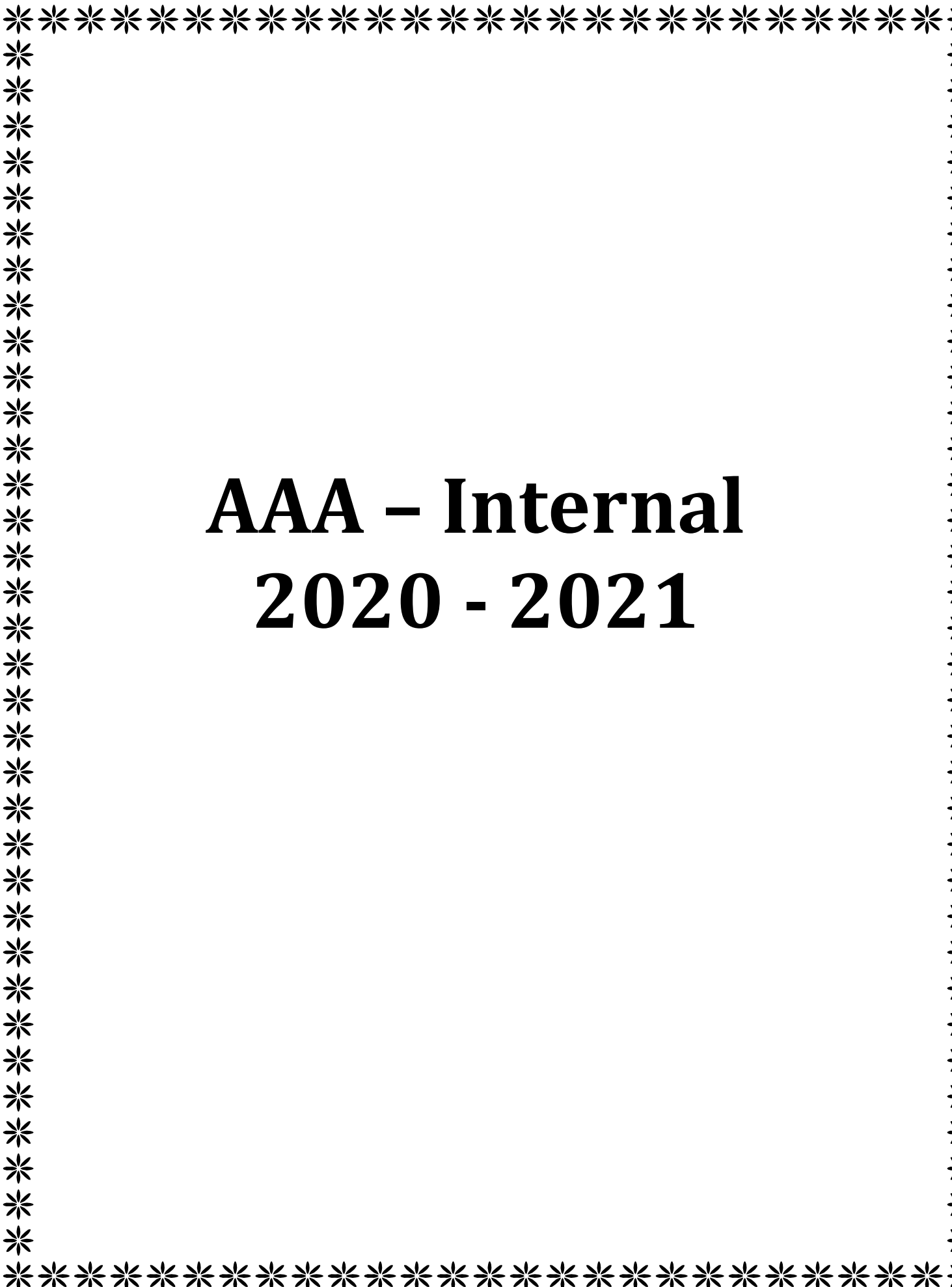


**Academic and  
Administrative  
Audit (AAA)**

**Internal Audit  
Report  
Pre Review Meet  
Report  
AAA - External  
Report**

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**AAA - Internal  
2020 - 2021**

## INTERNAL AUDIT

### INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN,

DINDIGUL - 624001

CONDUCT OF AAA INTERNAL AUDIT: 2018-2021

Venue : Room No. 78

Time : 11.00 AM TO 02.00 PM

Revised Schedule of PPT Presentation

S.No	Date	Departments/ <i>Department</i>
01	11/10/2021 (Monday)	Zoology, Computer Science, BBA, Physics, Chemistry and Botany
02	12/10/2021 (Tuesday)	Maths, Geography, History, Commerce, English and Economics
03	15/10/2021 (Wednesday)	Tamil, Library, Hostel, NSS, Physical Education, Red Cross, Placement cell and Career Guidance, HUSA, OSA and PTA.

Department Visit for Auditing the Documents

Time : 11.00 AM TO 02.00 PM

S.No	Date	Departments/ <i>Department</i>
01	18/10/2021 (Monday)	Zoology, Computer Science, BBA, Physics, Chemistry and Botany
02	20/10/2021 (Wednesday)	Maths, Geography, History, Commerce, English and Economics
03	21/10/2021 (Thursday)	Tamil, Library, Hostel, NSS, Physical Education, Red Cross, Placement cell and Career Guidance, HUSA, OSA and PTA.

#### Internal AAA Committee

- Dr.D.Lakshmi, The Principal, Chairman.
- Dr.J.Nalicham, Associate Professor & Head of the Department of Economics.
- Dr.G.S.Angelin, Associate Professor & Head of the Department of English.
- Dr.P.Sathya Bama, HOD, Dept of Zoology & NAAC Coordinator.
- Dr.K.M.Sumathi, Assistant Professor, Dept. of English, & IQAC Coordinator. (2020 onwards)
- Dr.K.Ramamany, Librarian & IQAC Deputy Coordinator. (2020 onwards)

#### Members:

- Dr.T.Ramachandran, Assistant Professor & Head of the Department of Mathematics (2016-17)
- Dr.S.Sivasangari, Assistant Professor, Department of Botany. (2017-18)
- Mrs.S.Rajathi, Assistant Professor, Department of Computer Science & IQAC Coordinator. (2018-2019)
- Mrs.H.Surva Prabha, Assistant Professor, Department of English & IQAC Coordinator. (2019-2020)
- All the Heads of the Departments.
- IQAC Faculty In-charge of the Individual Departments.

#### Note:-

- The HOD will present the PPT in the presence of the above committee.
- The presentation may last for 25-30 minutes.
- The registers, individual staff profile and the supportive documents should be made available in the department for the internal audit.
- The Principal & Auditing Committee will visit the department to have a perusal of the required documents.

*Dr. Lakshmi*  
Principal  
M.V.Mithan Govt. Arts College for Women,  
Dindigul - 624 001.

**M V MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN, DINDIGUL**

**REPORT OF INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**

Date 03.11.2021

The following members constituted the Expert Committee to conduct Internal Academic and Administrative Audit of the college:

- |  |               |
|--|---------------|
| 1. Dr.D.Lakshmi, Principal   | - Chairperson |
| 2. Dr.J.Nalatham, Associate Professor & Head, Dept. of Economics     | - Member      |
| 2. Dr.G.S.Angelin, Associate Professor & Head, Dept. of English      | - Member      |
| 3. Dr.P.Sathiya Bama, Associate Professor & Head, Dept. of Zoology   | - Member      |
| 4. Dr.K.M.Sumathi, Assistant Professor of English & IQAC Coordinator | -Member       |
| 5. Dr.K.Ramasamy, College Librarian & IQAC Dy. Coordinator           | -Member       |

**Information to the HoDs**

As per the IQAC plan of Action 2020-2021, the IQAC has taken initiatives to conduct AAA Internal Audit for the consequent three years i.e. 2018-19, 2019-20 and 2020-21. The Principal formed the Internal Experts Committee to conduct the Audit. The IQAC convened a meeting to all the faculty members and briefed the 7 criteria based presentation Audit and the documents to be kept ready before the expert committee on the day of Audit.

**PPT Presentation**

As per the schedule of PPT Presentations, the Departments of Zoology, Computer Science, BBA, Physics, Chemistry and Botany presented their PPT on 11/10/2021.

The departments of Maths, Geography, History, Commerce, English and Economics presented their PPT's on 12/10/2021.

The Departments of Tamil, Library, Hostel, NSS, Physical Education, Red Cross, Placement Cell, Career Guidance, SWAYAM, RUSA, OSA and PTA presented their PPT's on 13/10/2021.

The PPTs other club activities were presented on 29/10/2021.

All the departments presented their PPT's elaborately covering all the 7 criteria. The Committee made a valuable commendations and recommendations for the every individual department PPT's.

### **Physical Visits**

Following the PPT Presentation, the physical verification of every department was made as per the given schedule.

18/10/2021 - Zoology, Computer Science, BBA, Physics, Chemistry and Botany

20/10/2021 - Maths, Geography, History, Commerce, English and Economics

21/10/2021 - Tamil, Library, Hostel, NSS, Physical Education, Red Cross, Placement Cell, Career Guidance, SWAYAM, RUSA, OSA and PTA.

### **Comments of the Experts**

Based on the observations made by the internal expert committee, the following suggestions were put forth to:

- Strengthen the Research and Publications of the departments
- Apply research proposals to various funding agencies
- Sign MoUs with industries, educational institutions, NGOs and other relevant academic bodies
- Update mark registers and department libraries
- Develop placement opportunities for the students by organizing campus interviews and job fairs within the college premises



Dindigul, Tamil Nadu, India

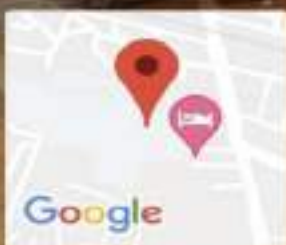
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Dindigul, Tamil Nadu 624001, India

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Long 77.965517°

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Dindigul, Tamil Nadu, India

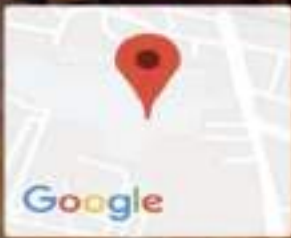
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