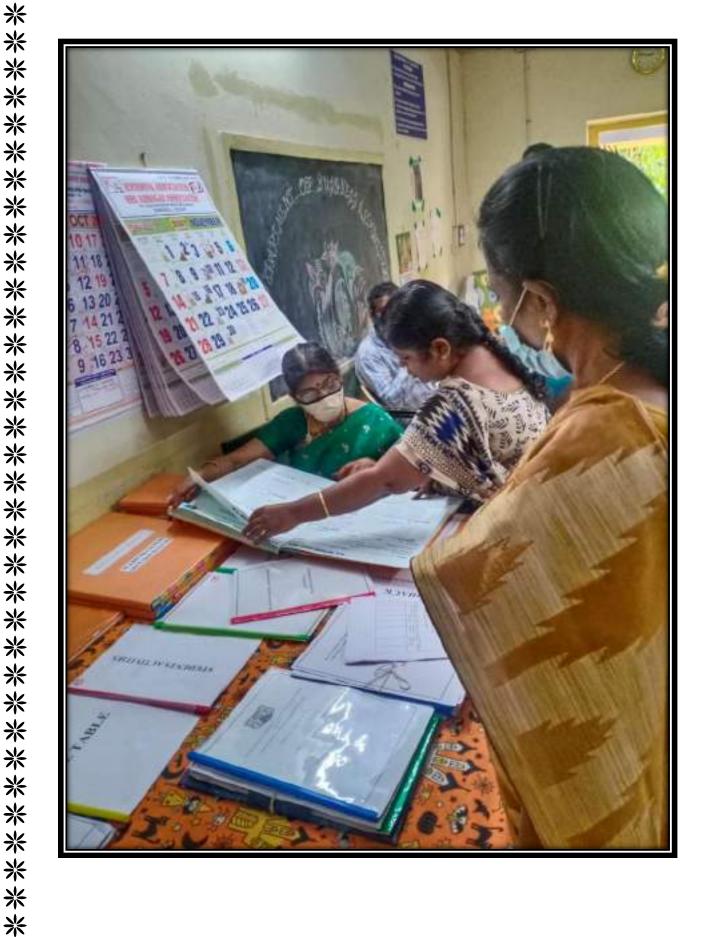
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# MLV.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN DINDIGUL - 624 001 AAA INTERNAL AUDIT 2021- 2022

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	12.00pm – 02.00pm
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	
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	1. Hostel – Dr. P. Sathiya Bama 2. PTA – Dr. M. Eathel Poline 3. OSA – Dr. J. Thenmozhi 4. Energy – Dr. R. Rajammal 5. Environment – Dr. M. Dhanalakshmi 6. Co-operative Stores – Dr. V. Rajalakshmi 7. Green – Dr. J.P. Nikitha	

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

The list will be verified in the following week.

- Auendance Register
- laternal Mark Register
- Ward Register
- Counseling Note
- 5. Library Accession / Stock Register
- Library Books Issue Register
- Extension Activity Register
- Placement
- Alumni
- 10. Annual Checking Register
- 11. Seminars / Conferences / Webinars Organized (with supporting documents)
- 12. Feedback Forms
- 13. Moli
- 14. NME (Non-Major Elective)
- 15. Lesson Plan Diary
- to. Time Table
- 17. Syllabus
- 18. Research Publications (Journals, Conference Proceedings, Book Chapters and Books etc.)
- 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
- Individual Staff Profile and Supportive Documents

IQAC- Co-ordinator

PRINCIPAL

#### M.V. Muthiah Government Arts College for Women, Dindigul. 1QAC AAA – Internal (Post) and External (Pre) Review Meet (2021 – 2022)

Greetings from IQAC to the Heads of the Departments and the Faculties!

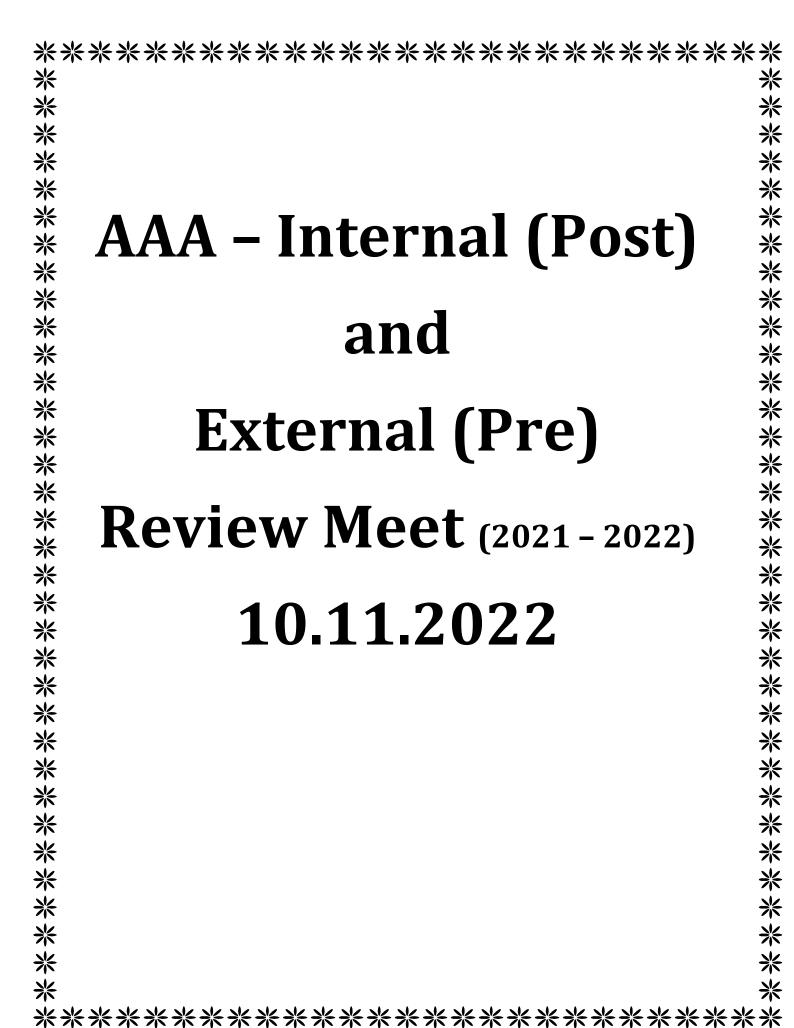
As our Principal intend to discuss and suggest her views and opinions with reference to the AAA – Internal (Post) and External (Pre), the Principal would like to conduct a Review Meet on 10.11.2022 with every individual Department (Regular, GL and PTA) personally at the Principal's Chamber.

Kindly do adhere to the following Time Schedule.

. No.	Departments	Time
1	Botany	10.30 am - 10.50 am
2	Physics	10.50 am - 11.10 am
3	Economics	11.10 am - 11.30 am
4	Geography	11.30 am - 11.50 am
5	History	11.50 am - 12.10 pm
6	Commerce	12.10 pm - 12.30 pm
7	Business Administration	02.30 pm - 02.50 pm
8	Chemistry	02.50 pm - 03.10 pm
9	Zoology	03.10 pm - 03.30 pm
10	Tamil	03.30 pm - 03.50 pm
11	English	03.50 pm - 04.10 pm
12	Mathematics	04.10 pm - 04.30 pm
13	Computer Science	04.30 pm - 04.50 pm

IQAC Coordinator

PRINCIPAL Principal M.V. Muthiah Govt. Arts College (W) Dindigul - 1.



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IQAC Coordinator

M.V. Muthiah Govt.
Arts College (W)
Dindigul - 1.

### **Department of Tamil**



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**Department of English** 



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