













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	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, Thatna 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	

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

The list will be verified in the following week.

1. 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


31.10.2022
Dr. K.M. Sumathi
IQAC- Co-ordinator


31/10/22
Dr. D. Lakshmi
PRINCIPAL

M.V. Muthiah Government Arts College for Women, Dindigul.

IQAC

**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.

S. 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

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8.11.2022
IQAC Coordinator

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

AAA - Internal (Post)

and

External (Pre)

Review Meet (2021 - 2022)

10.11.2022

M.V. Muthiah Government Arts College for Women, Dindigul.
IQAC
AAA – Internal (Post) and External (Pre)
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8.11.2022
IQAC Coordinator


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

Department of Tamil





Department of English

