

M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN**DINDIGUL – 624 001****AAA INTERNAL AUDIT****2022- 2023**

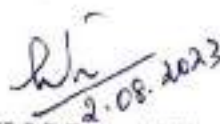
The Heads of the Departments, Co- ordinators and Incharge faculty are requested to make necessary arrangements for the IQAC -Academic and Administrative Audit for the period June 2022 – May 2023 (include June, July & August Activities too) as per the following schedule.

S.No.	Dates	Departments	Time
1	10.08.2023	Tamil, English, Economics, History, Commerce & Business Administration	10.00am – 12.00pm
2	10.08.2023	Physics, Chemistry, Zoology, Maths, Geography, Botany & Computer Science	
3	10.08.2023	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	10.08.2023	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 10.08.2023	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 8. Naan Muthalvan – Dr.B.Murugeswari 9. Puthumaipen – S.Rajathi	02.00pm – 03.00pm

**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


2.08.2023

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


2/8/23

Dr.D.Lakshmi
PRINCIPAL

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

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

IQAC

AAA – Internal (Post) and External (Pre)

Review Meet (2022 – 2023)

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 **17.08.2023** 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	Tamil	10.30 am – 10.50 am
2	English	10.50 am – 11.10 am
3	History	11.10 am – 11.30 am
4	Economics	11.30 am – 11.50 am
5	Mathematics	11.50 am – 12.10 pm
6	Commerce	12.10 pm – 12.30 pm
7	Physics	02.30 pm – 02.50 pm
8	Chemistry	02.50 pm – 03.10 pm
9	Zoology	03.10 pm – 03.30 pm
10	Botany	03.30 pm – 03.50 pm
11	Geography	03.50 pm – 04.10 pm
12	Computer Science	04.10 pm – 04.30 pm
13	Business Administration	04.30 pm – 04.50 pm

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16.08.2023
IQAC Coordinator

D. Lakshmi
16/8/23
PRINCIPAL

Principal
M.V. Muthiah Govt
Arts College (W)
Dindigul - 3

**Academic and Administrative
Audit – Internal
(2022 – 2023)
10.08.2023**

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



Department of History



Department of Economics



Department of Mathematics



Department of Commerce



Department of Physics



Department of Chemistry



Department of Zoology



Department of Botany



Department of Geography



Department of Business Administration

