



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3rd Cycle) by NAAC

VIRUDHUNAGAR



INTERNAL QUALITY ASSURANCE CELL



Annual Academic & Administrative Audit

2021-2022

16.08.2022 & 17.08.2022



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Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL



Report on Academic & Administrative Audit (AAA)

2021-22

The Academic & Administrative Audit (AAA) for the academic year 2021-22 was conducted on 16th and 17th August 2022. The Audit was done for individual Departments and Administrative units as well.

Prof. B. Ramya, Head Department of History, Associate Director, IQAC, Kristu Jayanthi College (Autonomous), Bengaluru audited the IQAC of our College on 16.08.2022. Dr. S. Cinthana, Assistant Professor of English and IQAC Coordinator presented the overall activities for the academic year 2021-2022.

Dr. K. Aruna Devi, Associate Professor, Department of Computer Science (PG), Member, Internal Quality Assurance Cell, Kristu Jayanti College (Autonomous), Bengaluru audited the Departments of Computer Science (Aided) & MCA on 16.08.2022. The heads of the Department of Computer Science (Aided) & MCA made a Power Point Presentation focusing on Curriculum, Teaching – Learning methods, Research, Infrastructure, Innovation & Best practices, Research, Consultancy and other activities of the Department for the year 2021-2022.

Dr. A. Gubendran, Associate Professor, Department of Chemistry, Saraswathi Narayanan College, Madurai audited the office of the Controller of Examinations on 17.08.2022 and Office of the Deans-Curriculum Development Cell, Research Academia & Student Endeavors on 17.08.2022.

Dr. E. Joy Sharmila, Associate Professor & UG Head, PG & Research Dept. of Zoology, The American College, Madurai audited the Departments of Zoology, Home Science, Biochemistry, Allied Botany, History and Tamil (Aided) on 17.08.2022.

Dr. K. Muthu Kumaran, Associate Professor of Mathematics, Saraswathi Narayanan College, Madurai audited the Departments of Chemistry, Physics (Aided), Mathematics (Aided), Commerce (Aided) and English (Aided) on 17.08.2022. The Heads of the Departments presented their departmental activities for year 2021-2022 on various parameters such as, Curriculum Design, Teaching learning methods, Assessments, Research, Consultancy and Extension Activities.

The Peer team assessed the strengths and weaknesses of the Departments and Administrative Units and suggested the methods for improvement for overcoming the weaknesses. The bottlenecks in the existing administrative mechanisms were evaluated and the opportunities for academic reforms, administrative reforms and examination reforms etc. were suggested by the team. Further, the methods for continuous improvement of quality as prescribed by NAAC and other bodies were suggested. The consolidated reports of the departments and administrative units were prepared by the respective external expert and submitted to IQAC.

IQAC Coordinator

Dr. S. Cinthana
Coordinator, IQAC
Assistant Professor of English
V.V. Vanniaperumal College for Women
Virudhunagar.

PRINCIPAL

PRINCIPAL
V.V. Vanniaperumal College for Women
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VIRUDHUNAGAR.

AUDIT REPORT – 2020-2021

Criterion	Verification Yes/ No	Recommendations
Student Details	Yes	Requested to clarify regarding part time ph.d students and m.phil students.
Staff Details	Yes	To work on policy of full time unaided faculty members – 90% workload/9 months employment
Feedback System	Yes	✓ To include teachers ✓ To display in website
Research	Yes	To enhance research publications 10/2
Promotion of Research	Yes	Institutional publications with ISBN –

Resource Mobilization	<div data-bbox="699 297 754 342">✕</div> <div data-bbox="691 454 754 510">✓</div>	
Research Facilities	<div data-bbox="691 667 754 712">✓</div>	<div data-bbox="874 667 1201 723">Appreciations</div>
Research Publications and Awards	<div data-bbox="675 1081 746 1137">✓</div>	<div data-bbox="858 1037 1233 1093">Appreciations.</div>
Consultancy	<div data-bbox="659 1451 722 1507">✓</div>	<div data-bbox="858 1417 1417 1619">To showcase types of consultancy and amount generated.</div>
Extension Activities	<div data-bbox="659 1720 722 1776">✓</div>	<div data-bbox="850 1686 1425 1798">Revisiting labels of extension programmes</div>

Collaborations- MoU	✓	
Physical Facilities & IT Infrastructure	✓	
Library as Learning Resource	✓	ebooks- to be purchased.
Maintenance of Campus	✓	Appreciation
Student Support	✓	fee waivers fee concessions } can be considered to be included.
Students Progression	X	

Student Participation and Activities	✓	Appreciations.
Alumni Engagement	✓	Excellent. Amount to be calculated for all types of alumni contributions.
Faculty Empowerment Strategies	✓	Excellent.
Internal Quality Assurance System	✓	Excellent - future Benchmarks to be set
Best Practices	✓	→ redefine measurable outcomes
Institutional Distinctiveness	✓	Appreciations

Future Plan for the next Academic Year	✓	Constructing a State-of-the-art Multi-media Recording Theatre
Comments: <ol style="list-style-type: none"> 1) Excellent committed efforts by the Institution 2) Appreciations to IQAC for organising FDP/ Staff Development programmes / student skill development activities. 		

Comments based on SWOC Analysis	
Strengths:	Capacity enhancement & Personality development programmes for teachers, non-teaching faculty & students
Weakness:	Less number of Research Publications and funded Research Projects
Opportunities:	Scope to enhance our eco-friendly campus
Challenges:	Working for grant of patent

S. Sathya
16/08/2022

Signature of the IQAC Co-ordinator

with seal
Dr. S. Cinthana
Coordinator, IQAC
Assistant Professor of English
V.V. Vanniaperumal College for Women
Virudhunagar.

A. Arshad Parvaiz
16/8/2022

M. T. V. 16/8/2022

M. S. B. 16.08.2022

Signature of the Deans

with seal

DEAN

CURRICULUM DEVELOPMENT CELL
V.V. Vanniaperumal College for Women
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR.

J. H. Theena Rani
PRINCIPAL

with seal

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(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR.

K. Arun
16/8/22

Signature of Academic & Administrative
Audit Expert

Name: Prof. B. RAMYA

Designation with address:

ASSOCIATE DIRECTOR,
IQAC, KRISTU SATYANTIC COLLEGE,
BENGALURU.

Arul
16.8.2022

Signature of the Controller of Examinations
with seal

Controller of Examinations

V.V. Vanniaperumal College For Women (Autonomous)
(Virudhunagar Hindu Nadarkalukku Pathiappattathi,
Virudhunagar - 626 001.



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ADMINISTRATIVE AUDIT – 2021-2022

Name of the Office	:	Office of the Controller of Examinations
Date	:	17.08.2022
Name, Designation and Address of Academic Expert	:	Dr. A. Gubendran Associate Professor Department of Chemistry Saraswathi Narayanan College Madurai
Members Present	:	1. Dr. G. Karthigai Lakshmi Controller of Examinations 2. Dr. C. Amirtha Selvi Deputy Controller of Examinations 3. Mrs. A. Prasanna Assistant Controller of Examinations

AUDIT REPORT – 2021-2022

Criterion	Designation		
Staff details	Controller	Dr. G. Karthigai Lakshmi	
	Deputy Controller	Dr. C. Amirtha Selvi	
	Assistant Controller	Mrs. A. Prasanna	
	Technician	Ms. P. Vinnarasi	
	Assistant	Mrs. R. Uma Devi	
	Typists	Mrs. S. Subha	
	Office Assistants	1) Mrs. S. chitra 2) Mrs. S. Jeyalakshmi 3) Mrs. P. Rajeswari	
	Water Carrier	Mrs. S. Punniyavathi	
Criterion	Items	Verification Yes/ No	Suggestions for improvement
Infrastructure	Adequate no. of rooms	yes	
	Computers	yes	
	Printers	yes	
	Servers	yes	
	Xerox Machines	yes	
	Scanners	yes	
	Internet Facility	yes	
	Software used	yes	
	Use of College Website	yes	
Comments: Excellent Infrastructure facilities			

AUDIT REPORT – 2021-2022

Criterion	Items	Verification Yes/ No	Suggestions for improvement
Documents	List of Programs	yes	
	Syllabi	yes	
	Application Forms & Feedback forms	yes	
	Examination Guidelines	yes	
	Instructions to Candidate	yes	
	Stock Register	yes	
	Examination Committee Minutes	yes	
	Awards Committee Minutes	yes	
	Setters/ Evaluators/ Malpractice details	yes	
	Result Galley & Statistics	yes	
	Revaluation Result	yes	
	Supplementary Result	yes	
	Attendance Sheet	yes	
Comments	well - documented -		

AUDIT REPORT – 2021-2022

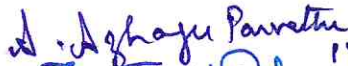
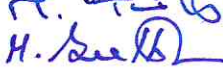
Criterion	Items	Verification Yes/ No	Suggestions for improvement
Mode of Evaluation	Adherence to CBCS	yes	
	Continuous Internal Assessment	yes	
	Summative Examination	yes	
	Grade system	yes	
	Class	yes	
	Ranking	yes	
Pre-examination Process	Examination Committee Meetings	yes	
	Exam Schedule (Theory & Practical)	yes	
	Application Forms	yes	
	Student list generation	yes	
	Question Paper <ul style="list-style-type: none"> ○ Structure ○ Setting ○ Scrutiny 	yes	
Conduct of Examination	Flying Squad	yes	
	Exam materials	yes	
	Hall tickets & Foil cards	yes	
	Scribes	yes	
	Malpractice	yes	
Comments: <div style="text-align: center; font-size: 1.2em; font-family: cursive;">Excellent</div>			

AUDIT REPORT – 2021-2022

Criterion	Items	Verification Yes/ No	Suggestions for improvement
Post-examination process	Valuation	yes	
	Results Publication	yes	
	Result Analysis/ Statistics	yes	
	Mark Statements	yes	
	Revaluation	yes	
	Photocopy of valued answer scripts	yes	
	Supplementary Examination	yes	
Examination Reforms	Feedback from the External Examiners	yes	
Finance	Remuneration for Setters & Examiners	yes	
	TA/ DA	yes	
	Exam fees & Arrear fees	yes	
Comments: Mark statements are state-of-the-art- post-examination processes are very good,			

AUDIT REPORT – 2021-2022

Strengths	Confidentiality - Strict confidentiality is maintained throughout the examination process. Students' welfare is given priority. Quality Sustenance - Flying Squad make surprise visits to examination halls. Transparency - Students can get the photocopy of answer scripts and apply for revaluation.
Best Practices	<ul style="list-style-type: none"> • Continuous Internal Assessment • Feedback from course teachers, students and external evaluators are received. • Students who pursue More courses are given extra credits • Internal Improvement Test is conducted for needy outgone students
Innovations	<ul style="list-style-type: none"> • Maintenance of question paper Setter database • Soft copy of the question papers received from the question paper setters • Online core courses Assessment for final year UG students and Online SET/NET- General Preparative Examination for final year PG students
Future Plans	<ul style="list-style-type: none"> • Online verification of documents • Use of customised software for selecting question paper setters.
Comments:	Allowing students to improve Internal marks are innovative steps to improve students academic achievements. Student-friendly and adopting best policy.


 17.8.2022

 17.08.2022

Signature of Deans
with seal **DEAN**

CURRICULUM DEVELOPMENT CELL
V.V. Vanniaperumal College for Women
 (Belonging to Virudhunagar Hindu Nadars)

VIRUDHUNAGAR

Signature of Controller of Examinations

Controller of Examinations
 V.V. Vanniaperumal College for Women (Autonomous)
 (Virudhunagar Hindu Nadars)

Virudhunagar - 625 001.


 17/08/2022


Signature of the
 IQAC Coordinator
 with seal

Dr. S. Cinthana
 Coordinator, IQAC
 Assistant Professor of English
 V.V. Vanniaperumal College for Women
 Virudhunagar


 17/8/22
 Signature of Academic Expert

Name & Designation:

Dr. A. GUBENDRAN
 Controller of Examinations
SARASWATHI NARAYANAN COLLEGE
MADURAI - 625 022.


 Signature of Principal
 with seal

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ACADEMIC ADMINISTRATIVE AUDIT – 2021-2022

Name of the Office	: Dean – Curriculum Development Cell, Research Academic & Students Endeavours
Date	: 17.08.2022
Name, Designation and Address of Academic Expert	: Dr. A. Gubendran Associate Professor Department of Chemistry Saraswathi Narayanan College Madurai
Members Present	1. Dr. (Tmt.) A. Azhagu Parvathi, Dean of Science 2. Dr. (Tmt.) M. Tamilselvi, Dean of Research 3. Dr. (Tmt.) M. Geetha, Dean of Students Endeavours 4. Dr. (Tmt.) R. Mallika, Co-ordinator, Value Added Courses 5. Tmt. S. Balasarawathi, M.Sc.,M.Phil.,M.C.A.,PGDCA.,PGDPP.Ed., Co-ordinator, Part- V Courses 6. Tmt. P. Karthigeswari, M.Com Technical Assistant 7. Tmt. S. Punitha Latha, B.Sc., Technical Assistant 8. Tmt. K. Jessimedona, M.Sc., Technical Assistant

AUDIT REPORT – 2021-2022

Criterion	Items	Verification Yes/ No	Suggestions for improvement
Members of Curriculum Development Cell	Dean Arts	yes	
	Dean Science	yes	
	Dean Research	yes	
	Dean Student Endeavors	yes	
	Technician	yes	
	Typist	yes	
	Attender	yes	
Infrastructure of Curriculum Development Cell	No. of Computers	yes	
	No. of Printers	yes	
	No. of Xerox Machines	yes	
	No. of Scanners	yes	
	Internet Facility	yes	
	Use of College Website	yes	
Comments: <p style="text-align: center;"><i>Excellent Infra-structure facilities</i></p>			

AUDIT REPORT

Criterion	Items	Verification Yes/ No	Suggestions for improvement
Academic Programmes	Adherence to CBCS	yes	
	Semester Pattern	yes	
	Number of Programmes UG - 20 PG - 14 M.Phil - 6 Ph.D - 6	yes	
	Certificate/ Diploma/ Advanced Diploma/ PGDCA Courses - 22 Value Added Courses Departmental Courses - 24 Inter Departmental Courses - 23		
Open Online Courses	SWAYAM, Coursera, edx, etc...		
June-Dec2020	Appeared for Examinations -224 Passed - 154	yes	
January-April2021	Appeared for Examinations - 63 Passed - 33		
Implementation of OBE	Programme Outcomes- PO & Programme Specific Outcomes PSO	yes	
Courses offered under CBCS, and Allotment of Credits	UG Part I -Tamil/ Hindi Part II - English Part III- Core Courses including Practical & Allied Courses including Practical Core Course – Project (Science) Discipline Specific Elective Course Core Course Quiz - Online Project	yes	

	Part IV 1. Skill Enhancement Courses (SEC) 2. Non-Major Elective Course (NMEC) 3. Field Project/ Internship 4. Ability Enhancement Compulsory Courses (AECC) 5. Generic Elective Courses (GEC) 6. Practice for Competitive Examinations – Online 7. Extra Credit Course – Project (Arts)	yes	
	Part V Courses		
	National Service Scheme	yes	
	Physical Education	yes	
	Youth Red Cross Society	yes	
	Red Ribbon Club	yes	
	Science Forum	yes	
	Eco Club	yes	
	Library and Information Science	yes	
	Consumer Club	yes	
	Health and Fitness Club	yes	
	National Cadet Corps	yes	
	Rotaract Club		
	PG Core Courses including Practicals Project	yes	

	Elective Courses – PG Discipline Specific Elective Course Non -Major Elective Course Practice for SET/NET Preparation - General	yes	
	Credit allotment UG - 140 PG - 90 M.Phil - 20 Theory 1 credit/hour Practical 1 credit / 2 hours Self Study Courses UG Extra credits - 1 Open Online Courses 4 weeks -1 credit 8 weeks -2 credits 12 weeks -3 credits	yes	
Board of Studies	Constitution as per UGC guidelines Members of BOS University Nominee -1 Subject Experts from other Universities - 2 Industrialist - 1 Meritorious Alumnae -1 Post Graduate Meritorious Alumnae -1 Students' Representative-1	yes	

	Frequency of Board of Studies Meeting		
	Date of Revised and Updated Contents of the Syllabi	PG Board MCA- 10.01.2022 UG Board 10.01.2022 & 12.01.2022	
	Date of Academic Council Meeting	11.02.2022	
Curriculum Design	Relevance of the Units in Syllabus to the Course	yes	
	Availability of Text Books and Reference Books	yes	
	Adequate Learning Resources (Print and E-resources)	yes	
	Relevance of the Practical Courses to Core Courses	yes	
	Outcome Based Education Syllabus	yes	
	Scope of the Curriculum a) Higher Studies and Research b) Skill Development/ Employability/ Entrepreneur c) Societal Needs (Local /National /Global) d) Digital Literacy, Self - directed and Lifelong Learning	yes	

	e) Co-operation/Team Work and Multi-Cultural Competence	yes	
	f) Moral and Ethical Awareness		
	g) Extra Learning or Self Learning	yes	
	h) Women Empowerment	yes	
Mode of Evaluation	Internal Assessment UG - 25 marks Core Course - 25 marks Test - 15 marks Assignment - 5 marks Quiz - 5 marks SEC/NME/AEC -40 marks SEC/ NMEC Test - 25 marks Quiz - 5 marks Assignment - 10 marks AECC Test - 30 marks Assignment - 10 marks PG - 40 marks Test - 25 marks Assignment - 5 marks Seminar - 10 marks	yes	
	Audit Report of the Syllabus	yes	
Functions of Curriculum Development Cell	Conduct of BOS and Academic Council Meetings	yes	
	Question papers for Internal Assessment	yes	

	Credits verification for Migration Students	yes	
	Feedback Analysis <ul style="list-style-type: none"> • Teacher • Students • Alumini • Parents 	yes	
	Proposal for New Programmes		

Comments:

Enrolling students for NPTEL, and mooc courses is a commendable work done by staff members.

For SET/NET papers - credits may be increased from 1 to 2.

Criterion	Items	Verification Yes/ No	Suggestions for improvement
Research, Extension & Consultancy	Research Promotion Policy	yes	
	Students' Research Projects funded by Government Agencies	yes	
	Faculty Research Projects funded by Government Agencies/ Non- Government Agencies	yes	
	Approved Research Centers	yes	
	List of Research Supervisors	yes	
	List of Research Scholars	yes	
	Approval of ISBN & ISSN	yes	
	International Multidisciplinary Innovative Research Journal	yes	
	Publications UGC CARE Listed Articles/Scopus Indexed Articles	yes	

	Consultancy Service	yes	
	IPR	yes	
Student Endeavours	<ul style="list-style-type: none"> Students Exchange Programme Cluster of Colleges Programme 	yes	
	House System	yes	
	Ward System	yes	
	Students Welfare Committee	yes	
	Student Council Meeting	yes	
	Students' Achievements	yes	
	Inter Collegiate Competition	yes	
	Personal Counseling	yes	

Comments:

Excellent consultancy service and Research promotion policy - Doing good service under DBT star college scheme - motivating students through endowment prizes - Sakala/Kala Valli

The following activities are done in an excellent way

1. Counseling forum
2. Grievance Redressal cell.
3. Institution Innovation Council. - IET and Soft Skills.
4. Life-style Club - 5. Placement

Maintenance of the Documents			
S.No	Items	Verification Yes/ No	Suggestions for improvement
1.	List of Programs	yes	
2.	Syllabi	yes	
3.	Programme Code	yes	
4.	Stock Register	yes	
5.	Finance Committee Minutes	yes	
6.	Governing Body minutes	yes	
7.	Board of Studies Minutes	yes	
8.	Academic Council Minutes	yes	
9.	Audit Report of Syllabus	yes	
10.	Members of BOS	yes	
11.	Feedback – <ul style="list-style-type: none"> • Teachers • Students • Alumni • Parents 	yes	
12.	Research Promotion Policy	yes	
13.	Consultancy Policy	yes	
14.	List of Research Scholars	yes	
15.	List of Research Supervisors	yes	
16.	Approval of ISBN	yes	
17.	Financial Support for Research Project - Faculty (SF)	yes	
18.	International Multidisciplinary Innovative Research Journal	yes	
19.	Students' Achievements	yes	
20.	Inter Collegiate Competition	yes	
21.	Personal Counseling	yes	

ACADEMIC ADMINISTRATIVE AUDIT – 2021-2022

Strengths	Grants received from DBT under Star College Scheme
Best Practices	Allotment of 10 marks in Core Course- Project for the completion of one online course for II PG students
Innovations	Established IPR cell for creating awareness in IPR.
Future Plans	To introduce value Added Courses for all PG Programmes. To get more grants for Research from various funding agencies.

A. Jyothi Parvathi

17-8-22

H. S. S. S. 17/8/22

H. S. S. S. 17.08.2022

Signature of the Deans

with seal

DEAN

CURRICULUM DEVELOPMENT CELL

V.V. Vanniaperumal College for Women

(Belonging to Virudhunagar Hindu Nadars)

VIRUDHUNAGAR.

S. S. S. 17/08/2022

Signature of the IQAC Coordinator

with seal

Dr. S. Cinthana

Coordinator, IQAC

Assistant Professor of English

V.V. Vanniaperumal College for Women

Virudhunagar.

Dr. A. Gubendran 17/8/22

Signature of Administrative Audit Expert

Dr. A. GUBENDRAN

Controller of Examinations

SARASWATHI NARAYANAN COLLEGE

Name & Designation **MADURAI - 625 022.**

Dr. S. S. S. 17.8.2022

Signature of the Controller of Examinations

with seal

Controller of Examinations

V.V. Vanniaperumal College For Women(Autonomous)

(Virudhunagar Hindu Nadarkalukku Pathiapattathu)

Virudhunagar - 626 001.

S. H. S. S.

Signature of Principal

with seal

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