

V.V.VANNIAPERUMAL COLLEGE FOR WOMEN



(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University
Re-accredited with 'A' Grade (3rd cycle) by NAAC
Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL



Annual Academic & Administrative Audit 2022-2023



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INTERNAL QUALITY ASSURANCE CELL



Report on Academic & Administrative Audit (AAA)

2022-2023

The Academic & Administrative Audit (AAA) for the academic year 2022-2023 was conducted on 16.05.2023 for the office of the Internal Quality Assurance Cell and the office of the Deans and on 01.06.2023 for the office of the Controller of Examinations.

Dr. S. Cinthana, Assistant Professor of English, the IQAC Coordinator presented the overall activities for the academic year 2022-2023. Dr. A. Rajeshkanna, Associate Professor of Computer Science, Co-ordinator, Internal Quality Assurance Cell, Sri S. Ramasamy Naidu Memorial College, Sattur, reviewed the activities of the IQAC and appreciated the systematic planning and execution of the activities by the IQAC.

On 16.05.2023, Dr. B. Deepa, Associate Professor and Head, Department of Botany, Dean, CDDC, The Standard Fireworks Rajaratnam College for Women (Autonomous), Sivakasi, inspected the functioning of the office of the Deans and commented that the activities carried out under DBT Star College Scheme and the introduction of OBE in the institution are commendable.

Dr. G. Karthigai Lakshmi, B.E., M.B.A., M.Sc., (IT), M.Phil., PGDCA., Ph.D., Associate Professor & Head, Department of Computer Science, the Controller of Examinations, made a Power Point Presentation about the activities of the office of the Controller of Examinations to Dr. G. Sanjeevi, Controller of Examinations, Associate Professor of Mathematics, Vivekananda College, Thiruvudagam West, Madurai on 01.06.2023. The external expert applauded the way of conducting examinations and declaration of result within five days of the completion of the last exam. He appreciated the process of getting feedback about the question paper from the course teacher and the student on the day of examination as the best practice of the office of COE.

The consolidated reports of the administrative units were prepared by the respective external expert and submitted to the 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
(Autonomous)
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VIRUDHUNAGAR



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VIRUDHUNAGAR



ACADEMIC AND ADMINISTRATIVE AUDIT 2022-2023

Name of the Office	: Internal Quality Assurance Cell
Date & Time	: 16.05.2023
Name, Designation and Address of Academic Expert	: Dr. A. Rajeshkanna Co-ordinator, Internal Quality Assurance Cell Sri S. Ramasamy Naidu Memorial College Sattur
Members Present	<ol style="list-style-type: none">1. Dr. S. Cinthana, M.A.,M.Phil.,Ph.D., IQAC, Coordinator, Assistant Professor of English2. Dr. V. Navaneethamani, M.A.,B.Ed.,M.Phil.,Ph.D., Assistant Professor of English3. Dr. I. Rathinamala, M.Sc.,M.Phil.,Ph.D., Assistant Professor of Physics4. Tmt. S. Veni, M.Sc., Assistant Professor of Computer Science5. Dr. E. Synthiya Judith Gnanaselvi Assistant Professor of Computer Applications6. Tmt. K. Kasthuri, M.Sc.,M.Phil., M.Tech., Assistant Professor of Information Technology7. Dr. P. Saritha, M.Com.,M.Phil., Ph.D., Assistant Professor of Commerce8. Dr. R. Salini, M.Sc., Ph.D., Assistant Professor of Biochemistry9. Dr. M. Chandra Kala, M.A.,M.Phil.,Ph.D., Assistant Professor of History10. Tmt. R. Subha, M.Sc.,M.Phil.,D.C.T., Assistant Professor of Home Science11. Selvi. N. Malathi, M.Sc., Assistant Professor of Mathematics12. Tmt. S. Swathi Sundari, M. Sc.,M.Phil., Assistant Professor of Mathematics

AUDIT REPORT – 2022-2023

Criterion	Verification Yes/ No	Recommendations
Student Details	Yes	Centralised student database is proposed to facilitate extraction of student details
Staff Details	Yes	<ul style="list-style-type: none">• Online Submission of staff achievements is recommended.• Teachers under Self finance stream shall be motivated to complete Ph.D.
Feedback System	Yes	Structured feedback system followed by the Institution is commendable.
Promotion of Research	Yes	<ul style="list-style-type: none">• Initiatives taken are appreciated.• Mobilization of funds by the Management is appreciated
Funded Research Projects	Yes	Faculty members shall be motivated to seek funded projects from the Government Agencies
Research Facilities	Yes	Equipments and other physical resources are made available

Research Publications and Awards	Yes	Increasing number of publications is satisfactory
Consultancy	Yes	More focus needed towards consultancy services
Extension Activities	Yes	Initiatives taken for Extension activities are laudable.
Collaborations- MoU	Yes	Admirable number of functional MoU's is applauded.
Physical Facilities	Yes	Physical facilities are adequate
IT Infrastructure	Yes	IT Infrastructure are good enough

Library as Learning Resource	Yes	Library is resourceful.
Maintenance of Campus	Yes	Campus maintenance is found to be satisfactory
Student Support	Yes	Needy students are provided with scholarship from Government and Non-government sources
Students Progression	Yes	Steps may be taken to increase number of students getting placed in multinational companies through on-campus drives.
Student Participation in Activities	Yes	Students' participation in curriculum and extra-curricular activities are commendable
Alumni Engagement	Yes	Alumni has shown active involvement in the welfare of the college.
Internal Quality Assurance System	Yes	The Vibrant functioning of the IQAC is applauded.

Quality Initiatives	Yes	Quality Initiatives taken by the IQAC are commendable
Faculty Empowerment Strategies	Yes	Enough number of Faculty Development Programmes are conducted
Best Practices	Yes	The Best practices stated have been practised effectively.
Institutional Distinctiveness	Yes.	The distinctiveness identified by the Institution is remarkable.
Plan for the next Academic Year	Yes	Suggestions given to be carried out as activities in the next academic year are noteworthy

Comments based on SWOC Analysis	
Strengths:	Systematic Planning and execution
Weakness:	Consultancy Services
Opportunities:	Research Supervisors may guide more number of scholars.
Challenges:	Extending Research towards patent

S. Sathy

16/05/2023

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

S. A. Aghazou Parvathi

16-5-2023

S. Sharmalee

16-5-2023

Dr. S. Sathy

Signature of the Deans

with seal

DEAN

CURRICULUM DEVELOPMENT CELL

V.V. Vanniaperumal College for Women

(Belonging to Virudhunagar Hindu Nadars)

VIRUDHUNAGAR.

S. H. Shunna Rani

PRINCIPAL

with seal

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VIRUDHUNAGAR.

A. Rajeshkanna

16/5/23

Signature of Academic & Administrative
Audit Expert

Name:

A. RAJESHKANNA

Co-ordinator

Internal Quality Assurance Cell

Designation with seal
V.V. Vanniaperumal College for Women
Sattur - 626 203.

Dr. S. Sathy

16.5.23

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.



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ADMINISTRATIVE AUDIT – 2022-2023

Name of the Office	:	Office of the Controller of Examinations
Date	:	01.06.2023
Name, Designation and Address of Academic Expert	:	Dr. G.Sanjeevi Controller of Examinations, Associate Professor of Mathematics, Vivekananda College, Thiruvedakam west, 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 – 2022-2023

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. S. Chitra	
	Typists	Mrs. S. Subha	
	Office Assistants	1) Mrs. S. Jeyalakshmi 2) Mrs. P. Rajeswari 3) Mrs. R. Karthigai Selvi	
	Water Carrier	Mrs. J. Jeya Janaseeli	
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	

AUDIT REPORT – 2022-2023

Criterion	Items	Verification Yes/ No	Suggestions for improvement
Documents	List of Programs	yes	
	Syllabi	yes	
	Application Forms & Feed back 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	

AUDIT REPORT – 2022-2023

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	
	Time Table (Theory & Practical)	yes	
	Application Forms	yes	
	Student list generation	yes	
	Question Paper <ul style="list-style-type: none">o Structureo Settingo Scrutiny	yes	
Conduct of Examination	Flying Squad	yes	
	Exam materials	yes	
	Hall tickets & Foilcards	yes	
	Scribes	yes	
	Malpractice	yes	

AUDIT REPORT – 2022-2023

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	
	Photo copy of valued answerscripts	yes	
	Supplementary Examination	yes	
Examination Reforms	Internal Improvement Test	yes	
	Internal arrear Exam	yes	
Finance	Remuneration for Setters & Examiners	yes	
	TA/ DA	yes	
	Exam fees & Arrear fees	yes	

Comments :

Power point presentation done by the controller of Examinations was very good. The way in which the registers are arranged was good and neat.

The controller office team members shown all the register in a humble manner.
over all well and good.

AUDIT REPORT – 2022-2023

Strengths	The way of conducting examination and announcement of results within 4 or 5 days is good.
Best Practices	<p>Getting</p> <p>1. Feed back about the question paper from the course teacher and the student on the day of examination is good</p>
Innovations	Software for question paper setter selection is appreciable
Future Plans	Future plan is well and good.

A. Aphogu Parvathi
 re. T. V. Al
 S. Sharmela

Signature of Deans

with seal

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

Signature

Controller of Examinations

Signature of

Controller of Examinations

with seal

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

Signature

Signature of Academic Expert

Name & Designation:

G. SANJEEV
 Dean & Controller of Examinations
 Associate professor of politics
 Virekananda College, Tiruvetkottai

Signature

Signature of Principal

with seal

PRINCIPAL

V.V. Vanniaperumal College For Women (Autonomous)
 Virudhunagar Hindu Nadarkalukku Pathipattathu
 (Accredited with 'A' Grade by NAAC)
 Virudhunagar - 626 001

Signature

Signature of the

IQAC Coordinator

with seal

Dr. S. Cinthana

Coordinator, IQAC

Assistant Professor of English

V.V. Vanniaperumal College for Women

Virudhunagar.



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ACADEMIC ADMINISTRATIVE AUDIT – 2022-2023

Date: 16.05.2023

Name of the Office	: Dean – Curriculum Development Cell, Research Academia & Students Endeavours
Date	: 16.05.2023
Name, Designation and Address of Academic Expert	: Dr. B. Deepa, Associate Professor and Head, Department of Botany, Dean, CDDC, The Standard Fireworks Rajaratnam College for Women (Autonomous), Sivakasi.
Members Present	1. Dr. (Tmt.) A.Azhagu Parvathi, Dean Science 2. Dr. (Tmt.) S.Sharmelee, Dean Arts 3. Dr. (Tmt.) M.Tamilselvi, Dean Research 4. Tmt.A. Prasanna, M.Sc. M.Phil., 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.A.Lakshmi, B.Sc., Technical Assistant 7.Tmt.P.Karthigeswari, M.Com Technical Assistant

AUDIT REPORT – 2022-2023

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: Competent faculties with enough infrastructure.			

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		
	Ph.D - 6		
	UGC – Career Oriented Programme -2		
	University Approved Certificate / Diploma Programmes		
	Certificate Courses - 4	Yes	
	Diploma Courses - 4		
	PG Diploma - 1		
	Institution Oriented Programme		
	Certificate Courses - 8		
	Diploma Courses - 2		
	Value Added Courses		
	Departmental Courses UG - odd- 21 Even- 21 PG - Even - 13		
	Inter Departmental Courses		
	UG - Even - 21		
	PG - odd - 14		
Open Online Courses	SWAYAM, Coursera, edx, etc...		
June-Dec2022	Appeared for Examinations -169	Yes	
	Passed - 127		
	Pass Percentage -75.14%		
January-April2023	Appeared for Examinations - 112		
	Passed - 25		
	Pass Percentage - 22.32%		
Implementation of OBE	Programme Outcomes- PO & Programme Specific Outcomes PSO	Yes	
Courses offered	UG		

under CBCS, and Allotment of Credits	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	Yes	
	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 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	Yes	
	Date of Revised and Updated Contents of the Syllabi	PG Board 07.12.2022 & 09.12.2022 UG Board 07.12.2022 08.12.2022 09.12.2022 & 12.12.2022	
	Date of Academic Council Meeting	31.01..2023	
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 e) Co-operation/Team Work and Multi-Cultural Competence f) Moral and Ethical Awareness	Yes	
	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 • Employee 	Yes	
	Proposal for New Programmes	Yes	

Comments:

- * UGC - Career Oriented Programmes can be offered as Certificate and Diploma Programmes.
- * Allocation of 10 marks for Assignment can be reduced.
- * Under OBE, for the calculation for of attainment for practical courses internal comp^{nt}ente alone can be considered.

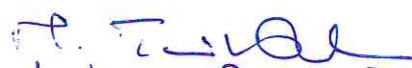
Criterion	Items	Verification Yes/ No	Suggestions for improvement
Research, Extension & Consultancy	Research Promotion Policy	Yes	
	Students' Research Projects funded by Government Agencies	Yes	
	Faculty Research Projects funded by Government Agencies/ Non- Government Agencies	Yes	
	Approved Research 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 	✓	
	House System	✓	
	Ward System	✓	
	Students Welfare Committee	✓	
	Student Council Meeting	✓	
	Students' Achievements	✓	
	Inter Collegiate Competition	✓	
	Personal Counseling	✓	

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

ACADEMIC ADMINISTRATIVE AUDIT – 2022-2023

Strengths	<ul style="list-style-type: none"> * Publication of journal & Books with ISBN * Grants received by the college & Staff. * Publication by the staff * Dedicated Faculty. * Laurels brought by the students
Best Practices	<ul style="list-style-type: none"> * Introduction of OBE. * Activities under DBT-STAR College Scheme. * Publication of papers by the faculty.
Innovations	<ul style="list-style-type: none"> * Patent - Try to file more patents.
Future Plans	<ul style="list-style-type: none"> • Initiative to promote International journal into referred journal - can be taken. • Consultancy services can be increased.



 A. Aphagu Parvathi (Dean Research)
 16/5/2023
 S. Sharmalee
 16/5/2023
 Signature of the Deans
 with seal
DEAN

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


B. A.
 (B. DEEPA) 16/5/23
 Signature of Administrative Audit Expert

Name & Designation

Dr. B. Deepa,
 Associate Professor & Head
 Dean, CDDC,
 SFR College for Women,
 Sivakani.


 16/05/2023
 Signature of the IQAC Co-ordinator
 with seal
Dr. S. Cinthana
 Coordinator, IQAC
 Assistant Professor of English
 V.V. Vanniaperumal College for Women
 Virudhunagar.


 16-5-23
 Signature of the Controller of Examinations
 with seal
Controller of Examinations
V.V. Vanniaperumal College For Women (Autonomous)
 (Virudhunagar Hindu Nadarkalukku Pathipattathu)
Virudhunagar - 626 001.


 Signature of Principal
 with seal
PRINCIPAL
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