



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



Date: 19.08.2021

CIRCULAR

The **Internal Audit** for the academic year 2020-2021 will be conducted on 25.08.2021 & 26.08.2021 for all the Departments.

The Heads of the Departments are asked to get ready with all the registers duly signed by Principal Madam (mentioned in the enclosed list). If the registers have not yet been got signed (for the previous years also), they may be submitted at the Receptionist's Desk on or before 23.08.2021.

The Schedule for the visit to the departments and the check list for the files and registers have been enclosed herewith.

Date	Time	Dr. V. Navaneethamani	Dr. B. Nandhini	Tmt. M. Rajakumari, M.Sc., M.Phil.,	Dr. R.P. Aditya	Dr. P. Saritha
25.08.2021	02.30 p.m. – 03.00 p.m.	Commerce UG & PG (Aided)	English UG & PG (Aided)	Computer Applications	Biochemistry UG&PG	Mathematics UG & PG (Aided)
	03.00 p.m. – 03.30 p.m.	Economics	Tamil (Aided)	Business Administration	Chemistry UG	Mathematics (SF)
	03.30 a.m. – 04.00 a.m.	Zoology UG & PG	Tamil SF	Commerce PA	Chemistry PG	Physics (Aided)
26.08.2021	02.30 p.m. – 03.00 p.m.	Botany	Computer Science (Aided)	Costume Design & Fashion	History UG&PG	Microbiology
	03.00 p.m. – 03.30 p.m.	Home science UG	Computer Science (SF)	English (SF)	Commerce CA (SF)	Biotechnology
	03.30 a.m. – 04.00 a.m.	Home science PG	Hindi	Commerce (SF)	Physics (SF)	Information Technology

Dr. R. Barani
IQAC Coordinator

Dr. S.M. Meena Rani
Principal

Encl : List of Registers/Documents

S. No.	Registers / Documents for the Academic Year 2020-2021
1.	Staff Profile
2.	Work-load and Time table
3.	Subject Allotment
4.	Department Duty Allotment
5.	Council meeting Register
6.	Association Register / Files
7.	Syllabus coverage & Lesson Plan
8.	Faculty Outgoing Register
9.	Laboratory (Lab Manuals) - Stock & Accessories - Maintenance
10.	Staff-Leave work arrangement Register
11.	PTA meeting Register
12.	Circular File
13.	Department Extension Activities Register
14.	Department Library / Book Bank (Stock & Issue Register)
15.	Faculty Development (Participation in seminars, workshops, webinars, orientation/refresher/short-term courses, Research Publications, Books Published , Paper Presentations)
16.	Year Planner / Diary of Events
17.	Students' Profile / Students' Address Register
18.	Syllabus
19.	Internal Exam Schedule & Internal Question papers
20.	Slow Learners (Remedial Coaching Register)
21.	Students' Absentee Register & Leave Letter File
22.	Placement Details
23.	Extra-curricular / Co-curricular Activities - Winners List
24.	Students' Counselling Register
25.	Ward meeting Minutes Register
26.	Alumni Details
27.	Department Magazine
28.	Other Documents relevant to the respective departments



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Virudhunagar-626 001

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INTERNAL QUALITY ASSURANCE CELL

Internal Audit Report

The Internal Audit for the academic year 2020 - 2021 was conducted on 25.08.2021 & 26.08.2021 for all the departments by the Internal Quality Assurance Cell of our college. IQAC constituted a committee with five faculty members as Auditors to conduct an Internal audit in the departments. The audit committee comprised the following members as an Internal Auditors.

Dr. V. Navaneethamani, Assistant Professor of English (Aided)

Dr. B. Nandhini, Assistant Professor of Commerce (Self)

Mrs. M. Rajakumari, M.Sc., M.Phil., Assistant Professor of Biochemistry (Self)

Dr. R.P. Aditya, Assistant Professor of Mathematics (Aided)

Dr. P. Saritha, Assistant Professor of Commerce (Aided)

The schedule for the visit to the departments and the check list comprising the files and registers were planned beforehand. All the academic activities of the departments, research contribution and academic updation of the faculty and students participation in Co-Curricular and Extra-Curricular activities have been audited.

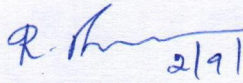
Based on the information/data gathered from the available documents and the interactions with the faculty, the Audit committee had made certain observations and recommendations.

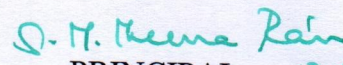
Observations

- Most of the departments maintained the documents up to date.
- The registers were verified and found to be maintained in a proper manner.
- Extension services were few due to Pandemic situation.
- Documents were maintained in either soft copy or hard copy.
- Many other documents were also maintained by each department according to their needs.

Recommendations

- ✓ Only one syllabus coverage might be maintained for one course even if the content of the courses is shared by two or more faculty members.
- ✓ Arrangement of Internal Question Paper and Scheme of Valuation in one file in the sequential order.
- ✓ Large size registers might be maintained instead of small size registers for subject allotment, Department duty allotment.
- ✓ The uniform format for Remedial Coaching Register may be followed.


2/9/2021
IQAC Coordinator


PRINCIPAL 17-9-21



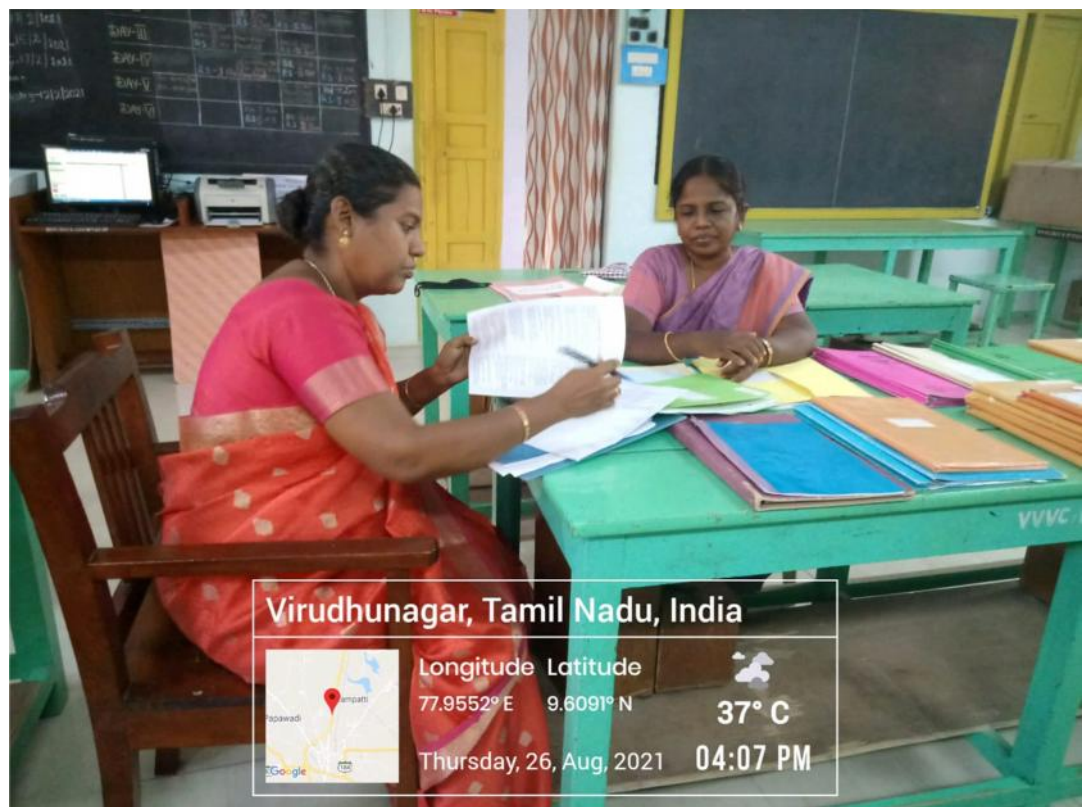
Virudhunagar, Tamil Nadu, India

parasakthi nagar, bypass road, east pandiyan colony, Unnamed Road, GT Nagar, Virudhunagar, Tamil Nadu 626001, India

Lat 9.608484°

Long 77.953944°

26/08/21 05:05 PM



Virudhunagar, Tamil Nadu, India



Longitude Latitude

77.9552° E 9.6091° N



37° C

Thursday, 26, Aug, 2021

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