

Villupuram
11.02.2020

From

Dr. A. Maiyammal
Assistant Professor, Convener - Internal Audit Team &
Mr. K. Klaimugam
Assistant Professor, Member - Internal Audit Team

To

The Chairman - IQAC / The Principal,
Sri Vidhyodhaya College of Education
Villupuram

Through

IQAC Coordinator
Sri Vidhyodhaya College of Education
Villupuram

Sir,

Sub: Submission of Academic and Administrative Audit Report for 2019-2020 – Reg.,

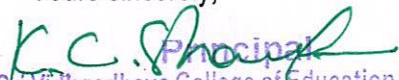
We are pleased to submit the Academic and Administrative Audit (AAA) Report for the academic year 2019-2020. The audit was conducted on 04.02.2020 by the undersigned internal auditors. The purpose of this audit was to evaluate the performance of SVCE in accordance with the quality assurance standards mandated by NAAC. The audit identified several shortcomings: limited industry interaction with insufficient collaboration, and an ineffective system for collecting student feedback.

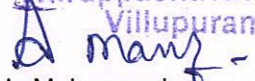
We believe that addressing these areas will significantly enhance the overall efficiency and effectiveness of the institution. We request the IQAC to initiate follow-up actions based on the suggestions provided in the report.

We would like to extend our gratitude for the opportunity to serve as internal auditors and contribute to the continuous improvement of our esteemed institution. We hope our findings and recommendations will be beneficial for future growth and excellence.

Thanking you,

Yours sincerely,


Principal
Sri Vidhyodhaya College of Education (130311)
7/21, Ellischathiram Road,
Thiruppachavadimedy,
Villupuram.


Dr. A. Maiyammal


Mr. K. Klaimugam

Academic and Administrative Audit Report (2019-20)

Institution: Sri Vidhyodhaya College of Education (SVCE)

Audit Date: 04.02.2020

Internal Auditors:

1. Dr. A. Maiyammal, Assistant Professor - Convener
2. Mr. K. Klaimugam, Assistant Professor - Member

The internal audit (AAA) was conducted to assess the institution's performance for the academic year 2019-2020. Below are the identified strengths and shortcomings in both academic and administrative activities, and suggestions for improvement.

Academic Activities

Strengths

1. **Qualified Faculty:** The institution boasts a team of highly qualified and experienced faculty members.
2. **Student-Centric Learning:** Innovative teaching methodologies and student-centric learning approaches are in place.
3. **Curriculum Development:** Regular updates and revisions to the curriculum to keep pace with current educational trends.
4. **Infrastructure:** Well-equipped classrooms and laboratories that support effective teaching and learning.

Shortcomings

1. **Limited Industry Interaction:** Insufficient collaboration with industry for internships and practical exposure.
2. **Feedback Mechanism:** Inefficient system for collecting and analyzing student feedback on teaching and learning.

Suggestions for Improvement

1. **Industry Collaboration:** Establish partnerships with industry to provide internships and real-world experience for students.
2. **Extracurricular Activities:** Increase student participation in extracurricular and co-curricular activities through better promotion and organization.
3. **Feedback System:** Implement a robust feedback mechanism to regularly collect and analyze student feedback for continuous improvement.
4. **Technology Integration:** Promote the use of advanced technology in teaching through training programs and workshops for faculty.


Administrative Activities

Strengths

1. **Efficient Processes:** Streamlined administrative processes ensuring smooth functioning of the institution.
2. **Supportive Management:** Strong support from management in implementing policies and procedures.
3. **Staff Development:** Regular professional development programs for administrative staff to enhance their skills.

Shortcomings

1. **Documentation:** Inconsistent documentation practices leading to difficulties in data retrieval and analysis.
2. **Grievance Redressal:** Inefficient grievance redressal mechanisms for both students and staff.


Principal
Sri Vidhyodhaya College of Education (13031)
7/21, Ellischathiram Road,
Thiruppachavadimedu,
Villupuram.

Suggestions for Improvement

1. **Communication Channels:** Establish effective communication channels to ensure timely and transparent information flow between administration, faculty, and students.
2. **Documentation Practices:** Standardize documentation practices to ensure consistency and ease of data retrieval and analysis.
3. **Grievance Mechanism:** Develop an efficient and transparent grievance redressal system for students and staff.

Mr. K. Klaimugam
[Member - Internal Audit Team]

Dr. A. Maiyammal
[Convener - Internal Audit Team]

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