

From Dr.K.C.Shankaraiah, Principal, Sri Vidhyodhaya College of Education, Villupuram	To All the Faculty Members, Sri Vidhyodhaya College of Education, Villupuram
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03.08.2018

Circular

I am to inform you that the Internal Quality Assurance Cell (IQAC) is planning to organize a brainstorming session to decide on the Value Added Courses to be offered to students for the next five academic years, starting from this academic year. This initiative is crucial to aligning our institution with the standards required for NAAC accreditation.

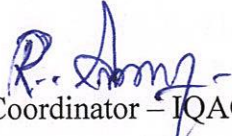
Details of the Session: August 7, 2018, 10.00 AM @ Multipurpose Hall.

All faculty members are hereby instructed to come prepared with ideas and suggestions for the courses to ensure a meaningful and productive discussion. Your contributions are vital for the successful planning and implementation of these courses.

Agenda

1. Introduction and objectives of the session.
2. Review of current Value Added Courses.
3. Identification of new Value Added Courses to be introduced.
4. Discussion on the relevance and impact of proposed courses.
5. Planning and scheduling of courses for the next five years.
6. Any other matters related to NAAC accreditation.

Please make it convenient to attend the meeting without fail. Your active participation and preparation are essential for the success of this initiative.


Coordinator – IQAC


Chairman – IQAC / Principal
Principal
Sri Vidhyodhaya College of Education
7/21, Ellischathiram Road,
Thiruppachavadimedu,
Villupuram.

Sri Vidhyodhaya College of Education, Villupuram

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

A brainstorming session on Value Added Courses was held in the Multipurpose Hall of Sri Vidhyodhaya College of Education on 07.08.2018, at 10:00 AM.

Members Present

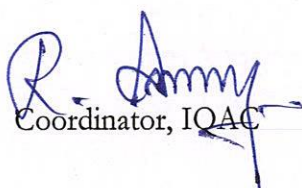
- Dr. K. C. Shankaraiah, Principal, Chairman- IQAC
- Dr. G. Krishna, IQAC Coordinator
- Faculty Members

The agenda included an introduction and objectives of the session, review of current Value Added Courses, identification of new courses to be introduced, discussion on the relevance and impact of proposed courses, planning and scheduling of courses for the next five years, and other matters related to NAAC accreditation. Dr. K. C. Shankaraiah opened the session, pointing out the importance of such initiatives to get NAAC accreditation.

Resolutions

The following resolutions were made in the meeting:

- A review of current Value Added Courses, presented by Ms. V. Anitha, highlighted the strengths, areas for improvement, and feedback from students and faculty.
- The following new courses were proposed by faculty members: "Digital Literacy for Educators," "Inclusive Education Techniques," "Classroom Management Skills," "Advanced Pedagogical Techniques," and "Educational Technology Integration."
- Each proposed course was discussed for its relevance and impact, with an emphasis on enhancing employability and teaching effectiveness.
- A tentative five-year schedule for the introduction of new courses was outlined, prioritizing based on immediate needs and available resources.
- Dr. G. Krishna, IQAC Coordinator, compiled a list of proposed courses and requested faculty members to prepare detailed course contents.


Coordinator, IQAC


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

From Dr.K.C.Shankaraiah, Principal, Sri Vidhyodhaya College of Education, Villupuram	To All the Faculty and Administrative Staff, Sri Vidhyodhaya College of Education, Villupuram
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20.01.2020

Circular

I am to inform you all that the Internal Quality Assurance Cell (IQAC) of SVCE is to conduct an internal Academic and Administrative Audit (AAA) on 04.02.2020 to assess the institution's performance during 2019-2020, as mandated by NAAC for quality assurance. In this connection, all faculty and administrative staff are instructed to update and prepare their documents for review by internal auditors. You are expected to give your utmost cooperation to the internal auditors listed below. Your cooperation and prompt action are vital for the successful execution of this audit and are greatly appreciated. Faculty and administrative staff are advised not to take leave on the audit date, as leaves will be permitted on a case-by-case basis.

Internal Auditors:

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

Thank you for your dedication and support.


IQAC Coordinator


Principal
Principal
Sri Vidhyodhaya College of Education (13031)
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Thiruppachavadimedu,
Villupuram.

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.

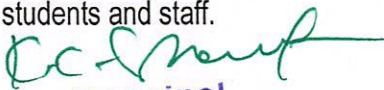
Administrative Activities

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.


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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]

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

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.,

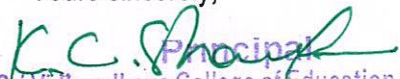
We are pleased to submit the Academic and Administrative Audit (AAA) Report for the academic year 2019-2020. The audit was conducted on 04.02.2020 by the undersigned internal auditors. The purpose of this audit was to evaluate the performance of SVCE in accordance with the quality assurance standards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

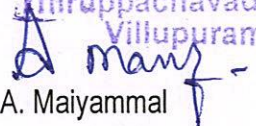
We believe that addressing these areas will significantly enhance the overall efficiency and effectiveness of the institution. We request the IQAC to initiate follow-up actions based on the suggestions provided in the report.

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,
Thiruppachavadimedu,
Villupuram.


Dr. A. Maiyammal


Mr. K. Klaimugam

From Dr.K.C.Shankaraiah, Principal, Sri Vidhyodhaya College of Education, Villupuram	To All the Faculty Members, Sri Vidhyodhaya College of Education, Villupuram
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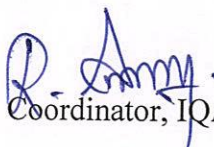
18.08.2022

Circular

Subject: Roundtable Discussion on Institutional Policies

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a roundtable discussion to decide on the policies of our institution. This initiative is crucial to ensure transparency, continual progress, and alignment with both national and international accreditation requirements, such as NIRF and NAAC. The session will be held on 02.09.2022 at 3.00 PM in the Multipurpose Hall. All faculty members are hereby instructed to come prepared with ideas and suggestions for the new policies to ensure a meaningful and productive discussion. Your contributions are crucial for the successful planning and implementation of these policies.

Thank you in advance for your support.


Coordinator, IQAC


Chairman, IQAC
Principal
Sri Vidhyodhaya College of Education (13031)
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