



SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN
UGC-PARAMARSH MENTOR INSTITUTION
 Autonomous & Affiliated to Bharathiar University
 Accredited at \mathcal{A}^+ Grade by NAAC
 Udumalpet – 642128, Tamil Nadu.



Preliminary Audit of NAAC related Files, Documents and Records at Mentee Institutions

PARAMARSH team members visited the mentee institutions and conducted Preliminary audit of NAAC related files, Documents of Criteria I, II and V at Mentee institutions. The members of the team inspected the documents and brief report is given below.

Date	Name of the Institution
06.01.2021	Maharani Arts and Science College, Dharapuram
08.01.2021	RVS Kumaran Arts and Science College, Dindigul.
11.01.2021	Cheran College for Women, Tiruppur
29.01.2021	Pollachi College of Arts and Science, Pollachi
05.02.2021	Sree Abiraami Arts and Science College for Women, Gudiyattam.
01.04.2021	Rev. Jacob Memorial Christian College, Ambilikkai.

Consolidated Report of the Preliminary Audit of NAAC related Files and Records:

- **Regarding admission**, communications from Tamilnadu government Reservation policy to be maintained in the office .
- Rank list file to be maintained in the office for all the five years.
- **Regarding Curriculum**, more Add-on and Certificate Courses may be offered to the students to enhance employability skill to provide an edge in the job market and also to become as Entrepreneurs.
- Industry -Academia linkages & MoUs are needed to fill the gap between the industry & Academics.
- Students may be encouraged to take up Projects & Internships in different fields.
- Mentor Mentee Manual, Parent Teachers Association, Remedial Coaching Registers to be maintained,

- **With regard to Teaching- Learning Criteria**, Programme approval documents & related communications from the affiliated University are to be maintained in the office and also in the departments.
- Online Teaching screen shots, assessments, PPTs, Webinars are to be documented (if possible recorded videos)
- Ward details to be properly documented
- All the events organised by the institution shall be documented. For each event, communications related to the event, Invitation, Certificate, description of the event, resource person details, Geo tagged photos, Report of the event and press release shall be maintained.

- **With regard to Student support and Progression**
- To identify more Government, Non Government and Institution scholarship and to maintain the documents.
- To organise more capacity development activities under the heads given in NAAC SSR.
- Students participation at university/ State/ National / International competitions are to be documented.
- To have the documents of Student Council, Mandatory Committees and PTA .

Annexure VIII

- Alumni Association is to be registered , alumni activities to be documented and Alumni database are to be maintained.
- To identify institution best Practices and to work on it.
- Awards / Incentives / Certificates shall be given for the faculty who have
 - published Research Articles ,authored books
 - earned Doctoral degree,
 - Developed e-content
 - Largely contributed to Institutional activities and initiatives
- Faculty should be encouraged to participate in week long FDP, Short Term Courses, Orientation and refresher Courses

B. Neeraj

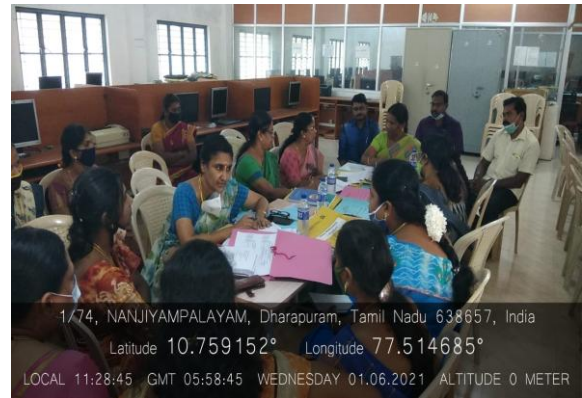
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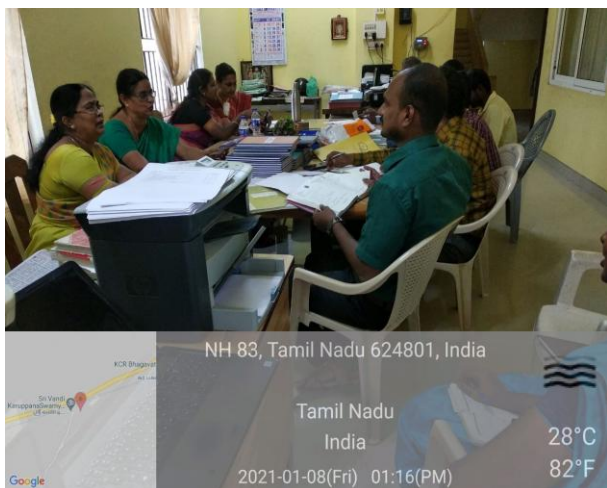
Dr.N.Rajeswari
Principal & Accreditation Ambassador

Dr.N.RAJESWARI
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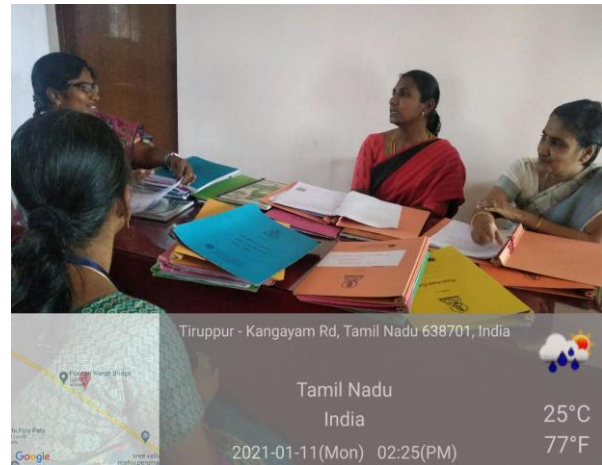
Maharani Arts and Science College, Dharapuram (06.01.2021)



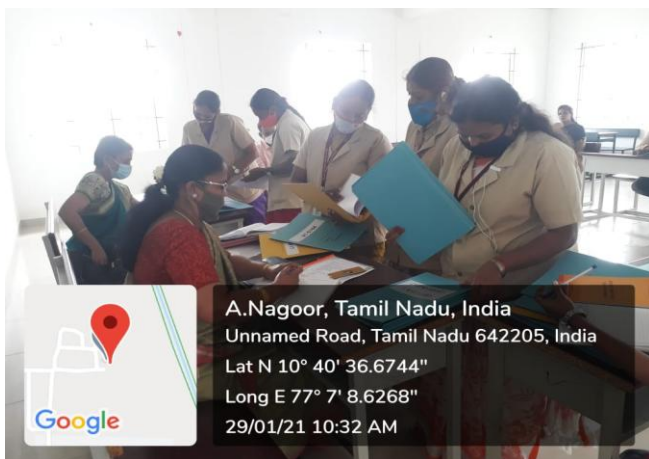
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