

**Key Indicator – 6.5 Internal Quality
Assurance System**

Metric No. 6.5.4 – Institution engages in several
quality initiatives such as

Indira

**Consolidated report of Academic Administrative
Audit (AAA)**



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

ACADEMIC AND ADMINSTRATIVE AUDIT REPORT

ACADEMIC YEAR: 2022-2023

Academic and Administrative Audit (AAA) of INDHIRA COLLEGE OF EDUCATION, Pandur, Tiruvallur for academic year 2022-2023 was conducted on **17.05.2023**.

A comprehensive audit related to academics and administrative offices, units & facilities was conducted by an external team comprising of following experts to ensure that the processes are in place.

1. Dr.M.Chithra,
Principial,
Vishwaksenaa College of Education
Polivakkam, Tiruvallur.
Ph: 9790622475
2. Dr.N.Velvizhi
Principal,
Indira Institute of Engineering and Techonology, Pandur.
Ph: 9841039479
3. Mr.Selvaraj
HR, Indira Group of Institutions.
Ph: 9551079559



Ajay Periyar
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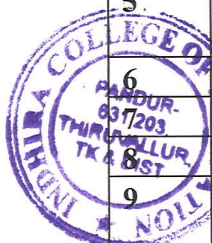
INSTITUTIONAL DETAILS

Name of Institution	INDHIRA COLLEGE OF EDUCATION
Address	NO.1, VGR GARDENS, VGR NAGAR, PANDUR, TIRUVALLUR-631203.
Year of Establishment	2005
College Code	12306
AISHE Code	C-14817
Autonomous/affiliated	Affiliated
Affiliating University	Tamilnadu Teachers Education University Karapakkam, Chennai -600 097
Financial Status	Self-financing
Type of Institution	Co-education
Head of the Institution	Dr.Regina Joel, Principal Ph:9841049379 , Mail Id:icoe.principal@indiraeducational.org
IQAC Co-ordinator	Mrs.N.Jayavardhini, Assistant Professor Ph:9884164692, Mail Id: jayavardhini23@indiraeducational.org
Website Address	www.icoe.in

ACCREDITATION DETAILS NAAC

CYCLE	GRADE	CGPA	YEAR	VALID UPTO
I	B	2.79	2012	2017
II	B++	2.87	2017	2022

S.No	FILE	STATUS
1	Academic Calendar	Regularly planned, prepared and available in website.
2	Governing Council	Meetings conducted regularly and file maintained properly.
3	Board of Studies	Meetings conducted regularly and file maintained.
4	IQAC Meetings	Periodically meetings are conducted. Action Taken is reported
5	Academic Council	Conducted and file maintained.
6	AISHE	Updated regularly
7	PAR (NCTE)	Submitted regularly
8	IAQAR submission	Submission done.
9	Club Activities	Various events, Celebration of Festivals and important days observed and documented.
10	College Committee Meeting	Yes. Maintained regularly



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11	Time table	Prepared and followed promptly
12	Syllabus	Affiliating University TNTEU Syllabus is followed.
13	Question Bank	Maintained in Library and disseminated to students.
14	Entry Behaviour Assessment	Yes. Conducted regularly
15	Exit Behaviour Assessment	Yes Assessed regularly
16	Feed Backs Collected	Collected and Analysed well.
17	Students Details	Records maintained.
18	Students Attendance	Yes maintained
19	Teaching & Non-Teaching Attendance	Yes maintained.
20	Examinations	College served as the Examination center and have maintained all records properly.
21	Student Scholarship Details	Students are oriented with Scholarship details and record documented effectively
22	Faculty Profile	Updated regularly and maintained.
23	Faculty Research Publications	Staff publish papers in UGC care and other journals as well
24	Guest Lectures delivered by Faculty	Staff share their expertise in various academic events in and off the campus.
25	Welfare Measures	Staff and students avail all welfare measures
26	Faculty participation in Conference/Seminars/FDP/Workshops etc.,	Staff participation in Conference/seminars/FDP/ workshop etc., is ample and appreciable.

GENERAL CHECK-LIST - II

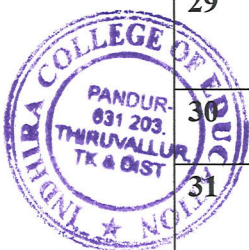
DESCRIPTION	RESPONSE
Programmes offered	B.Ed M.Ed
No. of students on Roll	M.Ed -50 B.Ed – 100
Number of sanctioned seats	M.Ed -50 B.Ed – 100
Number of full-time teachers	22
Number of sanctioned posts	26

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OVERALL ASSESSMENT AND COMMENTS

INDHIRA COLLEGE OF EDUCATION
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27	Magazine	Yes .Available
28	News Letter	Yes. Available
29	Alumni Association	Alumni Association could be registered and meetings could be documented.
30	Grievance Cell	Effectively carried out and documented.
31	Awards and Achievements	Received awards for NSS. Staff and students could achieve more laurels.
32	Seminars/Conferences/Workshops/FDP etc., organized	Sufficient number of programmes organized.



33	Co-Curricular Activities-Cultural, Sports etc.	Staff and staff involvement in co-curricular and cultural events is sufficient. Sports activities can be strengthened.
34	Extension and Outreach Activities	NSS play a significant role and have won laurels to college.
35	Canteen	Yes. Available at nominal cost.
36	Computer Laboratory	Sufficient number of computers available and students avail it
37	Hostel	Yes. Needed staff and students avail it
38	Infrastructure	Well maintained and sufficient as per the norms.
39	Medical facility	Health card provided. Free medical treatment Ambulance service available.
40	Laboratory Availability	Department wise Laboratories available and maintained properly.
41	Audit Status	Internal and External audit regularly and effectively done by a chartered accountant.

Comments:

Research Projects shall be undertaken both funded by Government and non-government could be more beneficial and would add more strength to the Institution.

Date: 17.05.2023

Place: Tiruvallur



Member 3

Member 2

Dr. N. VELVIZHI M.Tech., Ph.D.
PRINCIPAL
INDIRA INSTITUTE OF ENGG. & TECH.
PANDUR-631203, TIRUVALLUR

Member 1

Dr. M. CHITHRA, M.Sc., M.Ed., M.Phil., Ph.D.
Principal
Vishwaksena College of Education
Poilivakkam, Tiruvallur - 602 002.



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