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		2015-16


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The Meeting of Academic Audit Committee was held as given below:

Name of the Body	Academic Audit Committee
Meeting	Academic Audit Committee Meeting
Meeting No.	1
Date and Time	19/11/2015, 10.00 a.m.
Venue	Library Hall
Members Attended	The details are given in ANNEXURE - I

AGENDA	
1	Curriculum and Syllabus for the year 2015-16
2	Teaching Learning Practices
3	Research Activities
4	Students Progression
5	Any other matters



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		2015-16


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The IQAC Coordinator welcomed all the Committee members for the meeting. The items listed in the agenda were taken for discussion.

The following are the Minutes of the Meeting:

Item 01	Curriculum and Syllabus
Discussion	<p>The members discussed about the Curriculum and Syllabus for the year 2015-16.</p> <ol style="list-style-type: none"> 1. The curriculum and syllabus of the concerned departments shall be assessed in their board of studies meeting for 2015-16 batches of students. 2. Updating the syllabus, contents wherever required. 3. Credit distribution for the courses shall be confirmed as per the syllabus. 4. Extra credits shall be given for the students if they complete the essential courses.
Resolution	The Committee resolved to approve the above discussion.
Item 02	Teaching Learning Practices
Discussion	<p>The members discussed on the following in respect of teaching and learning practices:</p> <ol style="list-style-type: none"> 1. Completion of the portions shall be mandatory. 2. Regular updating of log book shall be compulsory. 3. Subject allotment and work load shall be as per the norms prescribed by the institution. 4. Internal test and model shall be conducted as scheduled by the COE. 5. Time table for practical classes shall be prepared as per the syllabus. 6. The project review shall be conducted for the final year students.
Resolution	The Committee resolved to approve the above discussion.
Item 03	Research Activities
Discussion	<p>The committee members discussed and gave their suggestions in respect of research activities:</p> <ol style="list-style-type: none"> 1. Every semester extension activities are to be conducted. 2. The staff shall undertake consultancy work on regular basis. 3. The students shall be encouraged to participate in the workshops, seminars, conferences, etc. 4. Every semester industrial visit for the students shall be arranged through various industries.



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		2015-16

	5. Internship training shall be undergone by the students during their course of study. 6. The staff and students are to be motivated to publish research papers in reputed journals.
Resolution	The Committee resolved to approve the above suggestions.
Item 04	Students Progression
Discussion	The committee recommended on the following points in respect of students progression: <ol style="list-style-type: none"> 1. Once in a semester class committee meeting shall be conducted for students. 2. Remedial classes shall be taken for arrear students every semester. 3. Awareness on online courses may be created to the students. 4. On duty attendance shall be considered for sports students when they are attending the sports. 5. Motivate the students to participate in cultural activities and competitions conducted by other colleges.
Resolution	The Committee resolved to approve the above recommendations.
Item 05	Any other matters
Discussion	The Committee suggested that Academic Audit shall be conducted, for all the departments during the month of January 2016.
Resolution	The suggestion will be taken for implementation as per the procedures of our institution.

The IQAC Coordinator thanked all the members for their active participation.

Date: 19/11/2015


Dr.P.R.MUTHUSWAMY
PRINCIPAL





Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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AAC

2015-16

ANNEXURE - I

ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING

VENUE : Library Hall

DATE : 19/11/2015

TIME : 10:00 AM


The following members were present for the Academic Audit Committee Meeting:

S.NO.	NAME & DESIGNATION	POSITION	SIGNATURE
1	Dr. B.Sathishkumar IQAC Coordinator	Coordinator	
2	Mr.S.N.Selvaraj Assistant Professor Department of Management Studies	Member	
3	Mrs. Bharathi Anbarasan Assistant Professor Department of Computer Applications	Member	
4	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
5	Mrs. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	

Date: 19/11/2015

Dr.P.R.MUTHUSWAMY
PRINCIPAL



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		2015-16

Date: 16.11.2015


ACADEMIC AUDIT COMMITTEE

It is proposed to convene the **ACADEMIC AUDIT COMMITTEE MEETING** on 19/11/2015 at 10.00 AM in the Library hall.

The following are the agenda for the meeting:


1. Curriculum and Syllabus for the year 2015-16.
2. Teaching Learning Practices.
3. Research Activities.
4. Students Progression.
5. Any other matters.

All the committee members are requested to attend the meeting without fail.


Dr. B.Sathishkumar
 IQAC Coordinator


Dr.P.R.MUTHUSWAMY
 PRINCIPAL



	Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Dr. N.G.P.-Kalapatti Road, Coimbatore – 641 048, Tamil Nadu, India Website: www.drngpasc.ac.in Email: drngparts@kmch.ac.in. Phone: +91 - 422 - 2369100	AAC
		2015-16


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The Meeting of Academic Audit Committee was held as given below:

Name of the Body	Academic Audit Committee
Meeting	Academic Audit Committee Meeting
Meeting No.	2
Date and Time	08/02/2016, 10.00 a.m.
Venue	Library Hall
Members Attended	The details are given in ANNEXURE - I

AGENDA	
1	The external experts conducted Academic Audit for the academic year 2015-16 and the following suggestions were given: <ol style="list-style-type: none"> 1. Curriculum and Syllabus for the year 2015-16 2. Teaching Learning Practices 3. Research Activities 4. Students Progression
2	Any other matters



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		2015-16


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The IQAC Coordinator welcomed all the Committee members for the meeting. The items listed in the agenda were taken for discussion.

The following are the Minutes of the Meeting:

Item 01	Curriculum and Syllabus
Discussion	The academic audit was conducted by external experts in respect of Curriculum and Syllabus for the year 2015-16 and suggested the following: <ol style="list-style-type: none"> 1. Syllabus content may to be updated periodically. 2. Extra credits particulars should be mentioned in the syllabus.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 02	Teaching Learning Practices
Discussion	The external experts conducted academic audit and suggested the following in respect of teaching learning practices for the academic year 2015-16: <ol style="list-style-type: none"> 1. Class adjustment register should be updated. 2. Log book, internal and model marks files to be updated. 3. Lab manuals & records yet to be updated. 4. Final Project review file should be maintained separately. 5. Syllabus Completion report to be updated. 6. Remedial and extra coaching for slow learners maintained. 7. Suggestion given for maintaining Lesson plan. 8. Class register for the current semester to be prepared. 9. Workload file is not updated. 10. Suggested to maintain a separate file for Subject allocation.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 03	Research Activities
Discussion	The external experts were invited for conducting academic audit in respect of research activities for the academic year 2015-16 and they suggested the following: <ol style="list-style-type: none"> 1. The staff should undertake consultancy services from industries. 2. Research activities among students should be developed.



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		2015-16


Resolution	The Committee resolved to approve and implement the above suggestions.
Item 04	Student Progression
Discussion	The external experts conducted academic audit and suggested the following in respect of students progression for the academic year 2015-16: <ol style="list-style-type: none"> 1. Class committee and tutor ward meetings to be maintained. 2. Counseling report to be updated. 3. Students may be encouraged in research activities.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 05	Any other matters
Discussion	The external experts from reputed institutions conducted academic audit for the academic year 2015-16. They recommended the following points in general: <ol style="list-style-type: none"> 1. Academic details in web portal to be updated. 2. Evidence for Innovative Teaching should be maintained. 3. Parents and Teachers communication file should be updated 4. Department meeting minutes should be maintained.
Resolution	The suggestions will be considered to implement according to the norms and procedures of the institution.

The IQAC Coordinator thanked all the members for their active participation.

Date: 08/02/2016


Dr.P.R.MUTHUSWAMY
PRINCIPAL



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		2015-16

ANNEXURE – I

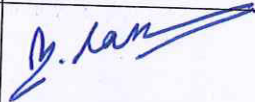
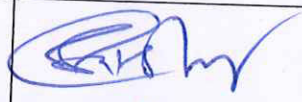



ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING

VENUE : Library Hall

DATE : 08/02/2016

TIME : 10:00 AM


The following members were present for the Academic Audit Committee Meeting:

S.NO.	NAME & DESIGNATION	POSITION	SIGNATURE
1	Dr. B.Sathishkumar IQAC Coordinator	Coordinator	
2	Mr.S.N.Selvaraj Assistant Professor Department of Management Studies	Member	
3	Mrs. Bharathi Anbarasan Assistant Professor Department of Computer Applications	Member	
4	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
5	Mrs. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	

Date: 08/02/2016


Dr.P.R.MUTHUSWAMY
 PRINCIPAL



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		2015-16

Date: 05.02.2016


ACADEMIC AUDIT COMMITTEE

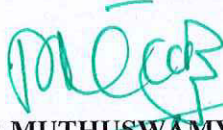
It is proposed to convene the **Academic Audit Committee Meeting** on 08.02.2016 at 10.00 AM in the Library hall.

The following are the agenda for the meeting:

1. To discuss about the academic audit conducted by the external auditors and their suggestions given in the following matters:
 - (a) Curriculum and Syllabus for the year 2015-16
 - (b) Teaching Learning Practices
 - (c) Research Activities
 - (d) Students Progression
2. Any other matters.

All the committee members are requested to attend the meeting without fail.


Dr. B.Sathishkumar
 IQAC Coordinator


Dr.P.R.MUTHUSWAMY
 PRINCIPAL

