	<b>Dr. N.G.P. ARTS AND SCIENCE COLLEGE</b> (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Dr. N.G.P.-Kalapatti Road, Coimbatore – 641 048, Tamil Nadu, India Website: www.dnmpasc.ac.in   Email: dnmparts@knuch.ac.in.   Phone: +91 - 422 – 2369100	<b>AAC</b>
		<b>2016-17</b>


### MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

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

<b>Name of the Body</b>	Academic Audit Committee
<b>Meeting</b>	Academic Audit Committee Meeting
<b>Meeting No.</b>	1
<b>Date and Time</b>	10/12/2016, 10.00 a.m.
<b>Venue</b>	Library Hall
<b>Members Attended</b>	The details are given in ANNEXURE - I

AGENDA	
1	Curriculum and Syllabus for the year 2016-17
2	Teaching Learning Practices
3	Research Activities
4	Students Progression
5	Any other matters



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		2016-17


## 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:

<b>Item 01</b>	<b>Curriculum and Syllabus</b>
<b>Discussion</b>	<p>The members discussed about the Curriculum and Syllabus for the year 2016-17.</p> <ol style="list-style-type: none"> <li>1. The curriculum and syllabus shall be assessed by the concerned departments in their board of studies meeting for 2016-17 batches of students.</li> <li>2. The syllabus contents shall be updated on the recent trend.</li> <li>3. Credit distribution for the courses offered shall be verified.</li> <li>4. Extra credits shall be given for appropriate courses, if completed by the students.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve the above discussion.
<b>Item 02</b>	<b>Teaching Learning Practices</b>
<b>Discussion</b>	<p>The members discussed on the following in respect of teaching and learning:</p> <ol style="list-style-type: none"> <li>1. The syllabus completion shall be made in time by the staff.</li> <li>2. The log book shall be completed and maintained regularly.</li> <li>3. The allotment of subjects and work load shall be as per the norms prescribed by the institution.</li> <li>4. The internal test shall be conducted for the students.</li> <li>5. The practical classes are to be conducted as per the timetable.</li> <li>6. The project review for final year students shall be conducted before the submission of project.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve the above discussion.
<b>Item 03</b>	<b>Research Activities</b>
<b>Discussion</b>	<p>The committee members presented their suggestions in respect of research activities:</p> <ol style="list-style-type: none"> <li>1. Extension activities for each semester shall be planned.</li> <li>2. Consultancy work shall be undertaken by the faculty members.</li> <li>3. Motivating the students to participate in the workshops, seminars, conferences, etc.</li> <li>4. Industrial visit for the students shall be arranged every semester.</li> </ol>



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		<b>2016-17</b>


	5. The students shall be encouraged to undergo Internship training. 6. Paper publications shall be encouraged to staff and students.
<b>Resolution</b>	The Committee resolved to approve the above suggestions.
<b>Item 04</b>	<b>Students Progression</b>
<b>Discussion</b>	The committee recommended on the following points in respect of students progression: <ol style="list-style-type: none"> <li>1. Class committee meeting shall be conducted once in a semester.</li> <li>2. Remedial classes shall be taken for arrear students every semester.</li> <li>3. Online courses certification may be encouraged to the students to get extra credit.</li> <li>4. Sports students shall be considered on duty during their participation in the sports.</li> <li>5. The students shall be motivated to participate in various cultural activities conducted by other colleges.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve the above recommendations.
<b>Item 05</b>	<b>Any other matters</b>
<b>Discussion</b>	The Committee suggested that Academic Audit shall be conducted, for all the departments during the month of December/January 2016-17.
<b>Resolution</b>	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: 10/12/2016

  
**Dr.P.R.MUTHUSWAMY**  
**PRINCIPAL**



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		<b>2016-17</b>

**ANNEXURE – I**

**ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING**

**VENUE** : Library Hall

**DATE** : 10/12/2016

**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	Dr. A.M. Ramachandran Assistant Professor Department of Microbiology	Member	
5	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
6	Mrs. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	

Date: 10/12/2016

  
**Dr.P.R.MUTHUSWAMY**  
**PRINCIPAL**





	<b>Dr. N.G.P. ARTS AND SCIENCE COLLEGE</b> (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
		2016-17

Date: 05.12.2016

### ACADEMIC AUDIT COMMITTEE

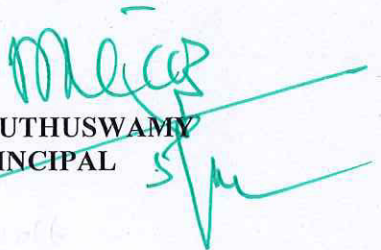
It is proposed to convene the **ACADEMIC AUDIT COMMITTEE MEETING** on 10.12.2016 at 10.00 AM in the Library hall.

The following are the agenda for the meeting:


1. Curriculum and Syllabus for the year 2016-17.
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



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		<b>2016-17</b>


## MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

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

<b>Name of the Body</b>	Academic Audit Committee
<b>Meeting</b>	Academic Audit Committee Meeting
<b>Meeting No.</b>	2
<b>Date and Time</b>	10/01/2017, 10.00 a.m.
<b>Venue</b>	Library Hall
<b>Members Attended</b>	The details are given in ANNEXURE - I

<b>AGENDA</b>	
<b>1</b>	The external experts conducted Academic Audit for the academic year 2016-17 and the following suggestions were given: <ol style="list-style-type: none"> <li>1. Curriculum and Syllabus for the year 2016-17</li> <li>2. Teaching Learning Practices</li> <li>3. Research Activities</li> <li>4. Students Progression</li> </ol>
<b>2</b>	Any other matters



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		2016-17


### 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:

<b>Item 01</b>	<b>Curriculum and Syllabus</b>
<b>Discussion</b>	<p>The external experts conducted academic audit in respect of Curriculum and Syllabus for the year 2016-17 and suggested the following:</p> <ol style="list-style-type: none"> <li>1. Extra credit earned by the students should be mentioned in the mark statement.</li> <li>2. Extra credits earned files should be updated.</li> <li>3. Lab manual can be maintained in printed form.</li> <li>4. All lab practical's to be incorporated in the curriculum.</li> <li>5. Willingness can be obtained from students for extra credit earnings.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve and implement the above suggestions.
<b>Item 02</b>	<b>Teaching Learning Practices</b>
<b>Discussion</b>	<p>The external experts conducted academic audit and suggested the following in respect of teaching learning practices for the academic year 2016-17:</p> <ol style="list-style-type: none"> <li>1. Language lab can be equipped with projectors and speakers.</li> <li>2. Open source learning can be improved.</li> <li>3. Can upgrade / repair the CLT/Biochemistry laboratory instruments</li> <li>4. Awareness can be created regarding online courses.</li> <li>5. Records should contain the specific date for each experiment.</li> <li>6. Class adjustment register should be updated.</li> <li>7. Reviews for the final year student can be given in periodical time interval.</li> <li>8. Lab utilization Register to be updated.</li> <li>9. Students can be given real time exposure to S/W development.</li> <li>10. Suggested to maintain the students information for slow and fast learners.</li> <li>11. ICT Teaching methods documentation should be maintained.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve and implement the above suggestions.



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		2016-17

<b>Item 03</b>	<b>Research Activities</b>
<b>Discussion</b>	The external experts were invited for conducting academic audit in respect of research activities for the academic year 2016-17 and they suggested the following: <ol style="list-style-type: none"> <li>1. Research paper publications are to be increased.</li> <li>2. Inter-disciplinary research is to be initiated.</li> <li>3. Consultancy service may be undertaken by staff regularly.</li> <li>4. Research activities among students can be improved.</li> <li>5. Funding can be enhanced for conference/Research activities.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve and implement the above suggestions.
<b>Item 04</b>	<b>Student Progression</b>
<b>Discussion</b>	The external experts conducted academic audit and suggested the following in respect of students progression for the academic year 2016-17: <ol style="list-style-type: none"> <li>1. Suggestions given for improvement regarding filing of class committee and tutor ward meetings.</li> <li>2. Can encourage students to undertake some open source certification course.</li> <li>3. Motivating the students to participate in the competitions conducted by various colleges.</li> </ol>
<b>Resolution</b>	The Committee resolved to approve and implement the above suggestions.
<b>Item 05</b>	<b>Any other matters</b>
<b>Discussion</b>	The external experts from reputed institutions conducted academic audit for the academic year 2016-17. They recommended the following points in general: <ol style="list-style-type: none"> <li>1. Maintaining the files for all department activities.</li> <li>2. Mind mapping techniques, group discussion may be used.</li> <li>3. Evidence can be maintained for innovative teaching techniques.</li> </ol>
<b>Resolution</b>	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: 10/01/2017

  
**Dr.P.R.MUTHUSWAMY**  
**PRINCIPAL**

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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
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2016-17

### ANNEXURE - I

#### ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING

VENUE : Library Hall

DATE : 10/01/2017

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	Dr. A.M. Ramachandran Assistant Professor Department of Microbiology	Member	
5	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
6	Mrs. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	

Date: 10/01/2017

Dr.P.R.MUTHUSWAMY  
PRINCIPAL



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		2016-17

Date: 07.01.2017

### ACADEMIC AUDIT COMMITTEE

It is proposed to convene the **Academic Audit Committee Meeting** on 10.01.2017 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 2016-17
  - (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

