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|  | <b>Dr. N.G.P. ARTS AND SCIENCE COLLEGE</b><br>(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)<br>Approved by Government of Tamil Nadu & Accredited by NAAC with 'A' Grade<br>Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India.<br>Website: www.dnngpasc.ac.in   Email: info@dnngpasc.ac.in.   Phone: +91-422-2369100 | <b>AAC</b>     |
|   |   | <b>2018-19</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>    | 31/12/2018, 10.00 a.m.                |
| <b>Venue</b>            | Library Hall                          |
| <b>Members Attended</b> | The details are given in ANNEXURE - I |

| AGENDA |  |
|--------|--|
| 1      | Curricular Aspects for the Batch 2018–19 |
| 2      | Teaching, Learning and Evaluation        |
| 3      | Research, Innovations and Extension      |
| 4      | Student Support and Progression          |
| 5      | Any other matters                        |



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|   |   | <b>2018-19</b> |


## MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The Chairman of Academic Audit Committee welcomed all the Internal Expert 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>Curricular Aspects for the Batch 2018–19</b>  |
| <b>Discussion</b> | <p>The members discussed about the Curricular Aspects in respect of following points:</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 2018-19 batches.</li> <li>2. The syllabus to be updated when and where it is required. The PEOs and POs shall be included in all the programmes offered.</li> <li>3. According to the courses offered the credits distribution and extra credits may be incorporated.</li> </ol>  |
| <b>Resolution</b> | The Committee resolved to approve the above discussion.  |
| <b>Item 02</b>    | <b>Teaching, Learning and Evaluation</b>   |
| <b>Discussion</b> | <p>The members discussed on the following points in respect of teaching, learning and evaluation:</p> <ol style="list-style-type: none"> <li>1. The syllabus revision shall be as per the guidelines provided by the Controller of Examinations.</li> <li>2. The work load and subject allocation shall be allotted as per the regulations of our institution.</li> <li>3. The log book shall be completed regularly and verified by the Head of Department and submitted to Principal Office every semester.</li> <li>4. The class adjustment register shall be maintained in the departments.</li> <li>5. The internal test shall be conducted and marks to be documented and maintained in the department.</li> <li>6. The internal marks shall be calculated as per the instructions given by the CEO.</li> <li>7. The practical classes are to be conducted as per the given syllabus.</li> <li>8. The project review for final year students shall be conducted by the departments.</li> </ol> |

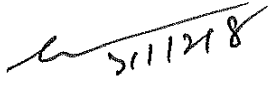


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|   |   | <b>2018-19</b> |


|                   |   |
|-------------------|---|
| <b>Resolution</b> | The Committee resolved to approve the above discussion.   |
| <b>Item 03</b>    | <b>Research, Innovations and Extension</b>  |
| <b>Discussion</b> | The following suggestions were given by the committee members in respect of research, innovations and extension: <ol style="list-style-type: none"> <li>1. Extension activities shall be planned by every department.</li> <li>2. Consultancy work shall be undertaken by the staff members.</li> <li>3. The students shall participate in the conferences, seminars, etc.</li> <li>4. Industrial visit shall be organized by the departments for this semester.</li> <li>5. Internship for students shall be arranged by the departments.</li> </ol>   |
| <b>Resolution</b> | The Committee resolved to approve the above suggestions.  |
| <b>Item 04</b>    | <b>Providing Student Support and Progression</b>  |
| <b>Discussion</b> | The committee recommended on the following points in respect of providing student support and progression: <ol style="list-style-type: none"> <li>1. Class committee meeting shall be conducted once in a semester.</li> <li>2. The remedial classes for arrear students shall be provided.</li> <li>3. Extra credits earned by the students shall be included.</li> <li>4. Online certifications available in NPTEL, Swayam, Udemy, etc. shall be encouraged to the students</li> <li>5. The sports students shall be provided on duty attendance.</li> <li>6. The students shall participate in various cultural activities.</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 April 2019  |
| <b>Resolution</b> | The suggestions will be taken into consideration to implement the procedures of academic auditing.  |

The Convenor of Academic Audit Committee thanked all the members for their active participation and wished for extended cooperation.

Date: 31/12/2018

  
**Prof. Dr. V. RAJENDRAN**  
 Chairman  
 Academic Audit Committee




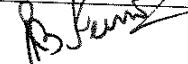



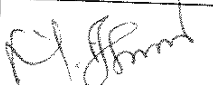

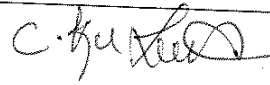

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|   |   | 2018-19 |

**ANNEXURE - I**


**ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING**

**VENUE** : Library Hall  
**DATE** : 31/12/2018  
**TIME** : 10:00 AM


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

| S.NO. | NAME & DESIGNATION  | POSITION            | SIGNATURE   |
|-------|---|---------------------|---|
| 1     | Dr. D. Geetharamani<br>Dean - Academics   | Convener            |    |
| 2     | Dr.B.Rosiline Jeetha<br>IQAC - Coordinator  | IQAC<br>Coordinator |    |
| 3     | Mr. S. N. Selvaraj<br>Assistant Professor<br>Department of Management Studies         | AAC<br>Coordinators |    |
| 4     | Mrs. Bharathi Anbarasan<br>Assistant Professor<br>Department of Computer Applications | Member              |    |
| 5     | Dr. A.M. Ramachandran<br>Assistant Professor<br>Department of Microbiology            | Member              |   |
| 6     | Mr. P.Kanagaraj<br>Assistant Professor<br>Department of Commerce PA                   | Member              |  |
| 7     | Dr. M.Shanthini Devi<br>Assistant Professor<br>Department of Commerce CA              | Member              |  |
| 8     | Mrs. C. Kumuthini<br>Assistant Professor<br>Department of Computer Science            | Member              |  |
| 9     | Ms. M. Malarselvi<br>Assistant Professor<br>Department of Tamil                       | Member              |  |

Date: 31/12/2018

  
**Prof. Dr.V.RAJENDRAN**  
 Chairman  
 Academic Audit Committee



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|   |   | <b>2018-19</b> |

Date: 28.12.2018


### ACADEMIC AUDIT COMMITTEE

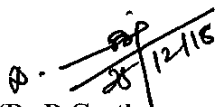
It is proposed to convene the **ACADEMIC AUDIT COMMITTEE MEETING** on 31.12.2018 at 10.00 AM in the Library hall.


The following are the agenda for the meeting:

1. Curricular Aspects for the Batch 2018–19.
2. Teaching, Learning and Evaluation.
3. Research, Innovations and Extension.
4. Student Support and Progression.
5. Any other matters.


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

  
 (S.N.Selvaraj)  
 Coordinator–AAC

  
 (Dr.D.Geetharamani)  
 Dean – Academics

  
 (Prof. Dr. V.Rajendran)  
 Principal



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|   |   | <b>2018-19</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>    | 07/05/2019, 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 2018-19 and the following suggestions were given in the following matters: <ol style="list-style-type: none"> <li>1. Curricular Aspects</li> <li>2. Teaching, Learning and Evaluation</li> <li>3. Research, Innovations and Extension</li> <li>4. Student Support and Progression</li> </ol> |
| <b>2</b>      | Any other matters  |



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|   |   | <b>2018-19</b> |


### MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The Chairman of Academic Audit Committee welcomed all the Internal Expert 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>Curricular Aspects</b>   |
| <b>Discussion</b> | The external experts were invited from various reputed institutions for conducting academic audit in respect of curricular aspects for the academic year 2018-19. The external auditors suggested the following: <ol style="list-style-type: none"> <li>1. Percentage of syllabus revision is to be prepared.</li> <li>2. Credit distribution and extra credit documents to be updated.</li> <li>3. Consolidation of all extra credit certificates is required.</li> <li>4. Lab manual has to be maintained.</li> </ol>   |
| <b>Resolution</b> | The Committee resolved to approve and implement the above suggestions.  |
| <b>Item 02</b>    | <b>Teaching, Learning and Evaluation</b>  |
| <b>Discussion</b> | The external experts conducted academic audit and suggested the following in respect of teaching, learning and evaluation for the academic year 2018-19: <ol style="list-style-type: none"> <li>1. Remedial classes for arrear students to be updated.</li> <li>2. Online certifications can be encouraged to the students.</li> <li>3. Unit Test and Internal test marks to be updated.</li> <li>4. Evidence for group discussion is to be maintained.</li> <li>5. Suggested to allocate separate drive to save all PPTs.</li> <li>6. Classes compensated details need to be prepared.</li> <li>7. Class adjustment register need to be completed.</li> <li>8. Practical assessment sheet should be maintained.</li> </ol> |
| <b>Resolution</b> | The Committee resolved to approve and implement the above suggestions.  |
| <b>Item 03</b>    | <b>Research, Innovations and Extension</b>  |
| <b>Discussion</b> | The external experts were invited for conducting academic audit in respect of research, innovations and extension for the academic year 2018-19. The following suggestions were given by them: <ol style="list-style-type: none"> <li>1. Collaborative projects must be focused.</li> <li>2. Enrichment is needed in Consultancy work.</li> </ol>   |

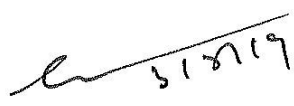


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|   |   | <b>2018-19</b> |

|                   |   |
|-------------------|---|
|                   | <ol style="list-style-type: none"> <li>3. Outreach programme and extension activities can be increased.</li> <li>4. Internship file has to be updated.</li> <li>5. Industrial visit files to be updated.</li> <li>6. Project review report has to be updated.</li> <li>7. Internship certificate to be enclosed in the file.</li> <li>8. Industrial visits to be organised for students.</li> </ol> |
| <b>Resolution</b> | The Committee resolved to approve and implement the above suggestions.  |
| <b>Item 04</b>    | <b>Student Support and Progression -</b>  |
| <b>Discussion</b> | The external experts conducted academic audit and suggested the following in respect of student support and progression for the academic year 2018-19: <ol style="list-style-type: none"> <li>1. Students mentoring report list must be updated.</li> <li>2. Placement details to be maintained in the department.</li> <li>3. Can concentrate more on student support activities.</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 various reputed institutions were invited for conducting academic audit for the academic year 2018-19. They recommended the following point in general: <ol style="list-style-type: none"> <li>1. Subject willingness copy may be maintained in the department.</li> </ol>  |
| <b>Resolution</b> | The suggestion will be considered to implement according to the norms and procedures of the institution.  |

The Convenor of Academic Audit Committee thanked all the members for their active participation and wished for extended cooperation.

Date: 07/05/2019

  
**Prof. Dr. V. RAJENDRAN**  
 Chairman  
 Academic Audit Committee





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|   |   | <b>2018-19</b> |

**ANNEXURE – I**


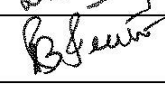





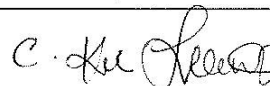

**ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING**


**VENUE** : Library Hall

**DATE** : 07/05/2019

**TIME** : 10:00 AM


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

| S.NO. | NAME & DESIGNATION  | POSITION            | SIGNATURE   |
|-------|---|---------------------|---|
| 1     | Dr. D. Geetharamani<br>Dean – Academics   | Convener            |    |
| 2     | Dr.B.Rosiline Jeetha<br>IQAC – Coordinator  | IQAC<br>Coordinator |    |
| 3     | Mr. S. N. Selvaraj<br>Assistant Professor<br>Department of Management Studies         | AAC<br>Coordinator  |    |
| 4     | Mrs. Bharathi Anbarasan<br>Assistant Professor<br>Department of Computer Applications | Member              |   |
| 5     | Dr. A.M. Ramachandran<br>Assistant Professor<br>Department of Microbiology            | Member              |  |
| 6     | Mr. P.Kanagaraj<br>Assistant Professor<br>Department of Commerce PA                   | Member              |  |
| 7     | Dr. M.Shanthini Devi<br>Assistant Professor<br>Department of Commerce CA              | Member              |  |
| 8     | Mrs. C. Kumuthini<br>Assistant Professor<br>Department of Computer Science            | Member              |  |
| 9     | Ms. M. Malarselvi<br>Assistant Professor<br>Department of Tamil                       | Member              |  |

  
**Prof. Dr.V.RAJENDRAN**  
 Chairman  
 Academic Audit Committee

Date: 07/05/2019



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|   |  | <b>2018-19</b> |

Date: 04.05.2019

### ACADEMIC AUDIT COMMITTEE

It is proposed to convene the **Academic Audit Committee Meeting** on 07.05.2019 at 10.00 AM in the Library hall.

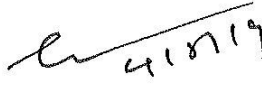
The following are the agenda for the meeting:

1. To discuss about the academic audit conducted by the external auditors and their suggestions given in the following matters:
  - (a) Curricular Aspects
  - (b) Teaching, Learning and Evaluation
  - (c) Research, Innovations and Extension
  - (d) Student Support and Progression
2. Any other matters.

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

  
 (S.N.Selvaraj)  
 Coordinator-AAC

  
 (Dr.D.Geetharamani)  
 Dean – Academics

  
 (Prof. Dr. V.Rajendran)  
 Principal