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		2019-20

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	23/12/2019, 10.00 a.m.
Venue	Library Hall
Members Attended	The details are given in ANNEXURE - I

AGENDA	
1	Curricular Aspects for the Batch 2019–20
2	Teaching, Learning and Evaluation
3	Research, Innovations and Extension
4	Student Support and Progression
5	Any other matters



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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:

Item 01	Curricular Aspects for the Batch 2019-20
Discussion	<p>The members discussed about the curricular aspects in respect of curriculum and contents of syllabus and the same shall be assessed by the concerned departments in their board of studies meeting for 2019-20 batch.</p> <p>The vision and mission of the college shall be reflected in PEOs and POs in all the programmes offered.</p> <p>The changes in credits distribution and extra credits may be effected according to the courses offered.</p>
Resolution	The Committee resolved to approve the above discussion.
Item 02	Teaching, Learning and Evaluation
Discussion	<p>The members discussed on the following points in respect of teaching, learning and evaluation:</p> <ol style="list-style-type: none"> 1. The percentage of syllabus revision shall be in accordance with the guidelines provided by the COE. 2. The option of subject willingness shall be given priority to seniority of the staff members. 3. The work load and subject allocation shall be allotted as per the regulations of our institution. 4. The log book shall be completed on daily basis and verified by the Head of Department and submitted to Principal Office every semester. 5. The class adjustment register shall be recorded and to be maintained in the departments. 6. The conduct of unit test and internal test shall be assured, marks to be recorded by the staff in-charges and maintained in the department. 7. The internal marks (rubrics) shall be calculated as per the instructions given by the CEO and the copy to be maintained in the departments. 8. The practical classes are to be conducted as per the guidelines given by the syllabus.





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2019-20

	<p>9. Result analysis of semester examination shall be prepared by the departments concerned.</p> <p>10. The final year project review shall be conducted by the departments as per the instructions given by the Head of Institution.</p>
Resolution	The Committee resolved to approve the above discussion.
Item 03	Research, Innovations and Extension
Discussion	<p>The committee suggested on the following points in respect of research, innovations and extension:</p> <ol style="list-style-type: none">1. Out Reach Programmes by the students and staff are to be planned by every departments.2. Collaborative projects shall be tried continuously and it may also be inter-discipline.3. Consultancy shall be undertaken by the staff members in the industries.4. The departments shall instruct the students to participate in the conferences, seminars and workshops at every semester.5. In respect of students projects, the importance of doing own projects in the interested area shall be educated by the staff members.6. Industrial visit shall be organized for the students at every semester.7. The departments shall arrange Internship for students in various industries to get practical exposure.8. Extension activities shall be mandatory for students to get connected with the society.
Resolution	The Committee resolved to approve the above suggestions.
Item 04	Providing Student Support and Progression
Discussion	<p>The committee recommended on the following points in respect of providing student support and progression:</p> <ol style="list-style-type: none">1. Class committee meeting shall be conducted with students' representatives of every department once in a semester.2. The arrear students are to be provided with remedial classes for the courses in which they have to reappear for examinations.3. The committee recommended maintaining students' mentoring report in all the departments.4. Extra credits earned by the students for the short term courses completed are to be considered to include in the mark statement by the approval of CEO.5. The students of every department shall be instructed to do online certifications available in NPTEL, Swayam, Coursera, Udemy, etc.




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	6. The committee discussed to have sufficient placement percentage enabling maximum placements for students. 7. The sports students are to be motivated to participate in the sports events for which on duty attendance shall be given to them. 8. The students need to be encouraged to participate in various cultural activities organized.
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 in respect of above discussions made, during the month of February 2020
Resolution	The suggestions will be taken into consideration 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: 23/12/2019


Prof. Dr. V. RAJENDRAN
 Chairman
 Academic Audit Committee



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		2019-20

ANNEXURE – I

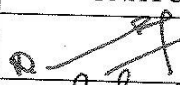
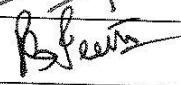


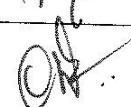





ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING

VENUE : Library Hall


DATE : 23/12/2019

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 Dean – Academics	Convener	
2	Dr.B.Rosiline Jeetha IQAC – Coordinator	IQAC Coordinator	
3	Dr. S. N. Selvaraj Associate Professor Department of Management Studies	AAC Coordinators	
4	Dr. K. Santhi Associate Professor Department of Information Technology		
5	Mrs. Bharathi Anbarasan Assistant Professor Department of Computer Applications	Member	
6	Dr. A.M. Ramachandran Assistant Professor Department of Microbiology	Member	
7	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
8	Dr. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	
9	Mrs. C. Kumuthini Assistant Professor Department of Computer Science	Member	
10	Ms. M. Malarselvi Assistant Professor Department of Tamil	Member	

Date: 23/12/2019


Prof. Dr.V.RAJENDRAN
 Chairman
 Academic Audit Committee



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		2019-20

Date: 20.12.2019

ACADEMIC AUDIT COMMITTEE

It is proposed to convene the **ACADEMIC AUDIT COMMITTEE MEETING** on 23.12.2019 at 10.00 AM in the Library hall.


The following are the agenda for the meeting:


1. Curricular Aspects for the Batch 2019–20.
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.


 (Dr.S.N.Selvaraj)
 Coordinator–AAC


 (Dr.D.Geetharamani)
 Dean – Academics


 (Prof. Dr. V.Rajendran)
 Principal

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		2019-20

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	16/03/2020, 10.00 a.m.
Venue	Library Hall
Members Attended	The details are given in ANNEXURE - I

AGENDA	
1	Academic Audit Conducted by the External Auditors and their appreciation as well as suggestions given for further improvement in the following matters: <ol style="list-style-type: none"> 1. Curricular Aspects 2. Teaching, Learning and Evaluation 3. Research, Innovations and Extension 4. Student Support and Progression
2	Any other matters



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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:

Item 01	Curricular Aspects
Discussion	<p>The external experts were invited from various reputed institutions for conducting academic audit in respect of curricular aspects for the academic year 2019-20. The external auditors suggested the following:</p> <ol style="list-style-type: none"> 1. Number of Practical's offered are less. 2. More publication of textbooks in core subjects may be increased. 3. Syllabus revision percentage to be maintained. 4. Lack in industrial exposure. 5. Less changes in the content of the syllabus. 6. POs should be common for all commerce streams. 7. B.A. Tamil can be introduced.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 02	Teaching, Learning and Evaluation
Discussion	<p>The external experts were invited from various reputed institutions for conducting academic audit in respect of teaching, learning and evaluation for the academic year 2019-20. The external auditors suggested the following:</p> <ol style="list-style-type: none"> 1. Continuous handling of same subjects by same faculty members may be avoided. 2. Staff members should improve their individual academic achievements. 3. Online certificate courses may be done more. 4. ICT enabled teaching methods may be increased. 5. Workload exceeds the hours given by UGC. 6. Individual SWOT analysis of students should be done. 7. More importance may be given for extracurricular activities. 8. Faculty can be trained in Analytics subjects including commerce faculty.
Resolution	The Committee resolved to approve and implement the above suggestions.





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Item 03	Research, Innovations and Extension
Discussion	The external experts were invited from various reputed institutions for conducting academic audit in respect of research, innovations and extension for the academic year 2019-20. The external auditors suggested the following: <ol style="list-style-type: none">1. Availability of research facilities within the department may be increased.2. Consultancy services may be increased.3. Research projects/ sponsored programme may be improved.4. Publication should be in quality such as Scopus/WoS/SCI.5. Funding Projects should be increased.6. More Internship can be provided.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 04	Student Support and Progression
Discussion	The external experts were invited from reputed institutions for conducting academic audit in respect of student support and progression for the academic year 2019-20. The external auditors suggested the following: <ol style="list-style-type: none">1. More students should participate in cultural and sports.2. Can concentrate more on student support activities.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 05	Any other matters
Discussion	The external experts were invited from various reputed institutions for conducting academic audit for the academic year 2019-20. The external auditors appreciated in the following matters: <ol style="list-style-type: none">1. Skilled and potential faculty members.2. Coordinating the events with UG Department. The external auditors gave overall suggestion in the following matters: <ol style="list-style-type: none">1. Supporting documents for data/file may be concentrated.2. Mechanism to inform about students absent to parents should be atomized
Resolution	The suggestions will be taken into consideration 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: 16/03/2020


Prof. Dr. V. RAJENDRAN
Chairman
Academic Audit Committee



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		2019-20

ANNEXURE – I


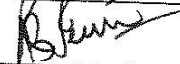






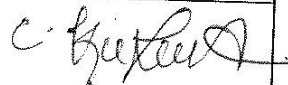

ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING


VENUE : Library Hall

DATE : 16/03/2020

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 Dean – Academics	Convener	
2	Dr.B.Rosiline Jeetha IQAC – Coordinator	IQAC Coordinator	
3	Dr. S. N. Selvaraj Associate Professor Department of Management Studies	AAC Coordinators	
4	Dr. K. Santhi Associate Professor Department of Information Technology		
5	Mrs. Bharathi Anbarasan Assistant Professor Department of Computer Applications	Member	
6	Dr. A.M. Ramachandran Assistant Professor Department of Microbiology	Member	
7	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
8	Dr. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	
9	Mrs. C. Kumuthini Assistant Professor Department of Computer Science	Member	
10	Ms. M. Malarselvi Assistant Professor Department of Tamil	Member	


Prof. Dr.V.RAJENDRAN
 Chairman
 Academic Audit Committee

Date: 16/03/2020



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Date: 12.03.2020

ACADEMIC AUDIT COMMITTEE

It is proposed to convene the **Academic Audit Committee Meeting** on 16.03.2020 at 10.00 AM in the Library hall.

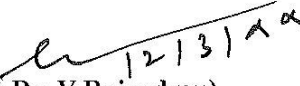
The following are the agenda for the meeting:

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.


(Dr.S.N.Selvaraj)
 Coordinator-AAC


(Dr.D.Geetharamani)
 Dean – Academics


(Prof. Dr. V.Rajendran)
 Principal

