

SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram

Minutes of the Academic Audit Committee meeting

held on 26th March 2021 at 2.00pm

The Convener of the Academic Audit committee Dr. B. Ramesh welcomed all the members of Academic Audit Committee. He highlighted the importance of present education system. According to the system, he informed, the placement of the students had become the prime objective of each and every institution. He told that the quantity of students' final placements had been a determining factor in the name and fame of the institution. He also emphasized the introduction of new topics in the syllabus which is relevant to the present educational scenario in accordance with the requirements of developing the employability skills in students for assuring their placements. Finally, he insisted the vitality of the following records to be verified for the academic integrity:

- ❖ Teaching Plan
- ❖ Course portfolio
- ❖ CIA Marks
- ❖ Result analysis.
- ❖ Online Feedback forms
- ❖ Research Activities

Dr. K. R. Venkatesan, Principal and Chairman of Academic Audit committee greeted the members. He emphasized the importance of Course Portfolio and expected it to be submitted without fail for each semester furnishing all the necessary academic details.

He further stated the following points:

- ❖ The records of the student progression should be maintained in the department as per NAAC guidelines.
- ❖ Staff members must submit their course portfolio at the end of the academic year with all the relevant documents.
- ❖ The HODs - asked to organize more Workshops, Seminars, Webinars and Lecture Series.
- ❖ Members of the various committees in the college must prepare the reports and submit it regularly.
- ❖ The attendance committee members should submit the report regularly.

- ❖ Staff Members should work out innovative exercises for assignments, term papers add project works related to their course-curriculum.

The committee members verified the following documents:

- ❖ Mark Statement of CIA- I, II & III (2020-2021)
- ❖ Feedback forms of students, parents and alumni (2020-2021)
- ❖ Result analysis (2020-2021)
- ❖ Teaching plan (2020-2021)
- ❖ Staff self- appraisal (2020-2021)
- ❖ Plans for the academic year (2020-2021)


They submitted the list of verified documents.

Mrs. K. Lakshmi, Assistant professor, Department of English, said that the staff members must provide sufficient details in the topic covered column of teaching plan. She suggested to write the lesson plan note book prior to taking the class.



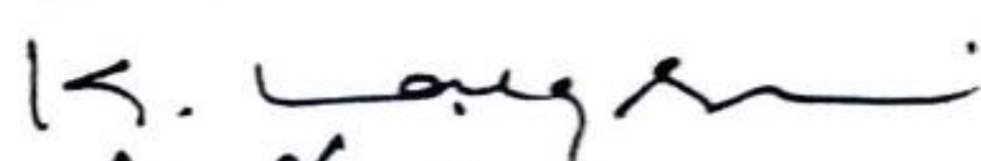
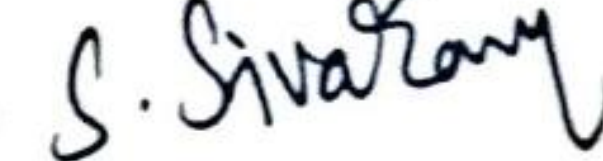


Mr.A. Dhakshinamurthy, Assistant professor, Department of Commerce, suggested that staff members to teach subjects in such a way to assure the completion of the syllabus on time.

The meeting came to an end at 4.00 pm after Dr. K. Sivakamasundari Assistant Professor, Department of Tamil had proposed a vote of thanks.


Convener


Chairman 26/3

Signature of the members

<u>Name</u>	<u>Signature</u>
1. Dr.K.R.Venkatesan, Principal	- 
2. Dr. B. Ramesh, Convener	- 
3. Mrs. K.Lakshmi, Member	- 
4. Dr.S.Sivakamasundari, Member	- 
5. Dr. V. Guruchandran, Member	- 
6. Mr.A.Dhakshinamoorthy, Member	- 
7. Mr.K.Shanmugam, Member	- 