Minutes of the Internal Academic and Administrative Audit Committee meeting held on 1st December 2021 at 10.30am

The Convener of the Internal Academic and Administrative Audit Committee Dr. N. Rangarajan welcomed all the members. Then he requested the Principal to inaugurate the Internal Academic and Administrative Audit Committee.

Dr. K. R. Venkatesan, Principal and Chairman of Internal Academic and Administrative Audit Committee greeted the members. He insisted the importance of this committee. He said that the teachers are curriculum developer in the autonomous Institution. Each one should understand and co-ordinate with each other. Professional ethics and professional values should be developed. Self-assessment is important for the development of the individual as well as for the Institution. Decentralization is also a significant factor in autonomy. Syllabus should be revised at regular intervals for updating the curriculum. More seminars should be organized by the departments. We can sign more MOUs with farmers, weavers or shop owners for improving the skills of the students. We should work hard for the improvement of performance. Now we have started to prepare SSR to submit for NAAC accreditation. We have performed SWOC analysis of the Institution. We have to identify the weakness and try to rectify it.

Then the convener requested Dr.L.Rajesh, Head, Department of Computer Applications to present about the Standard Operation Procedures of NAAC -SSR criterions.

Dr.L.Rajesh, Head, Department of Computer Applications greeted all the members gathered and thanked the Principal for giving the opportunity to give the presentation on NAAC Quantitative Data Metric. He started his talk by sharing the overview of revised NAAC Manual for Autonomous Colleges available in the public domain. He presented key numbers like total number of Criterions, Key-Indicators, Qualitative Data Metrics, Quantitative Data Metrics and Opt-out Metrics etc during his initial part of the presentation. In his lucid talk, he shared the information about the importance of Quantitative Data Metric pertaining to each criterion. He also throwed some light on the Standard Operating Procedure (SOP) available for each quantitative data metric. He also explained the list of document evidences to be collected against each quantitative data metric according the SOP

document. He also highlighted the importance of maintaining the accuracy while submitting the data. He also suggested that the Institution Website may have sub-domain as a repository for maintaining all the data/documents related to NAAC Quantitative Data Metrics. Finally, Dr. L. Rajesh concluded his presentation by thanking the members for their esteemed presence and for active interaction.

Then the convenor requested the members of the committee for sharing their views related to different criterions.

Dr.B.Ramesh, Dean, Academics said that 2 papers should be published by each and every staff for improving the publication index in our Institution. He also said that the administration including admission can be regularized by e- governance system.

Dr.M.V. Dassprakash, Assistant Professor, Department of Biochemistry said that the student teacher ratio is higher than the UGC norms. Then he informed that the mentor mentee system should be created as given in criteria II. The number of full time teachers with Ph.D can be increased.

Dr.P.Vivek, Assistant Professor, Department of Physics said that the number of publications, seminars organized and FDP attended per teacher should be increased. Each and every staff should publish 2 papers per year. Seed money can be granted for doing research. More proposals for getting funds from funding agencies should be increased. We have more MoUs. It should be functional by promoting the guest lectures and exchange of students as given in criteria III. More seminars related to Intellectual Property Rights (IPR), entrepreneurship and skills development should be conducted.

Dr.V.Vinuchakravarthi Assistant Professor, Department of Business Administration said that class rooms with ICT enabled facilities can be increased. He shared the various aspects of criteria IV, he highlighted the various areas which we are good and also highlighted few areas which may be strengthened. He also added that Wifi and internet are being our key aspect which we are offering in criteria IV.

Dr.S.Srinivasan, Assistant Professor, Department of Business Administration shared the various components of criterai V, he briefed about the various programs which we are conducting and added certain areas which may be included as per the guideline. Also added
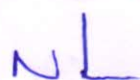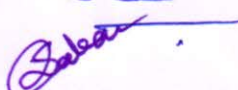
that departments need to focus on collecting more number of offer letters, ID cards from the employer.
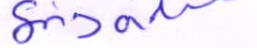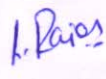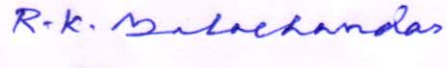
Dr.N. Rangarajan, Head, Department of Biochemistry said that as our Principal informed, ERP will be introduced in our college for e-governance of administration. He also said that HODs can encourage the staff members to apply for the financial support for attending conferenc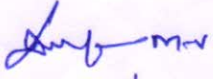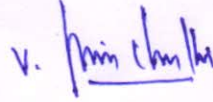es and workshops as given in criteria VI. All the departments should conduct professional development / administrative training programs. Each staff should attend one FDP in a year as per UGC norms. HODs should encourage the staff to get Funds / Grants from non-government bodies, individuals or philanthropists.

Mr.S.Hariharan, Assistant Professor, Department of Computer science said that we should conduct green audit and energy audit in our Institution. We have solar power system as a renewable source of energy for saving electricity. We have LED bulbs. But we should install more LED bulbs for saving electricity. He said that programmes are conducted for creating awareness about gender equity in our Institution as given in criteria VII. We should introduce the system for solid waste management and for recycling of waste water. Decomposing pit can also be created. Rain water harvesting can be created in all the blocks.

The meeting came to an end at 1:00 pm with the vote of thanks proposed by Dr.L.Rajesh, Head, Department of Computer Applications.

Signature of the members

Name	Signature
1. Dr.K.R.Venkatesan, Principal	-
2. Dr. N.Rangarajan, Convener	-
3. Dr.S.Sivakumar, COE	-
4. Dr.B.Ramesh, Dean, Academics	-
5. Dr.J.Radhakrishnan, H.O.D, Department of Tamil	-
6. Mr.J.Vijukumar, Assistant Professor, Department of English	-

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7. Mr.T.S.Srisailan, H.O.D, Department of Sanskrit -

8. Dr.G.Suresh, H.O.D, Department of Microbiology -

9. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science -

10. Dr.L.Rajesh, H.O.D, Department of Computer Application -

11. Dr.G.Veeramani, H.O.D, Department of Business Administration -

12. Mr.C.Jayasankar, H.O.D, Department of Commerce -

13. Mr.R.Veerasivaji, H.O.D, Department of Mathematics -

14. Dr.R.K.Balachandar, H.O.D, Department of Physics -

15. Mr.M.Seshagiri, Administrative Officer -

16. Mr.S.Vijayaraghavan, Accounts Assistant -

17. Dr.M.V. Dassprakash, Assistant Professor, -
    Department of Biochemistry.

18. Dr.P.Vivek, Assistant Professor,   -
    Department of Physics

19. Dr.K. Vinuchakravarthy, Assistant Professor, -
    Department of Business Administration

20. Dr.S.Srinivasan, Assistant Professor,   -
    Department of Business Administration

21. Mr.S.Hariharan, Assistant Professor,   -
    Department of Computer science