

SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram

Minutes of the Academic Audit committee meeting

held on 27th August 2015 at 10.30am

The convenor of the Academic Audit committee Dr.N.Rangarajan delivered the welcome address. In his welcome note he mentioned that the Academic Audit committee is an important committee in an educational institution. This committee directly or indirectly helps for the improvement of teaching and learning process of institution. He said that the committee members should audit the result analysis of 2014-2015 examinations (odd and even semester), CIA marks and feed back forms submitted by the departments. He insisted the members should verify the documents and to inform the respective department HODs regarding the documents which are not yet submitted.

Dr.K.R.Venkatesan, Principal and Chairman of Academic Audit committee greeted the members. He mentioned the role and responsibilities of the members of Academic Audit committee. He emphasized the importance of Academic activities focusing present educational scenario, importance of result analysis and faculty improvement strategies.

He stated the following guidelines:

- ✚ The committee members have to verify course portfolio and find out drawbacks, as well as highlight the unique aspects in their course portfolio itself.
- ✚ Academic Audit committee must audit the syllabus coverage of all the departments.
- ✚ Academic Audit committee should verify the percentage of change in the new syllabus.
- ✚ The Heads of the departments should submit performance appraisal of individual staff members.
- ✚ Academic Audit committee members should verify the records of research articles published in journals by staff members.
- ✚ The internal marks of CIA-I & CIA-II should be verified.
- ✚ Internal marks should be based on the CIA marks only.
- ✚ Faculty should prepare the teaching plan for the subjects they are handling.

The convener explained the importance of feedback analysis and its impacts on curricular activities of the institution. He further said that feedback should be collected from the stakeholders on time and need to be analysed for further actions.

In his conclusion, Principal mentioned the importance of analyzing the academic events and activities for the development of the institution.


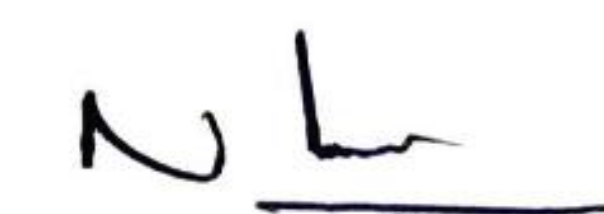
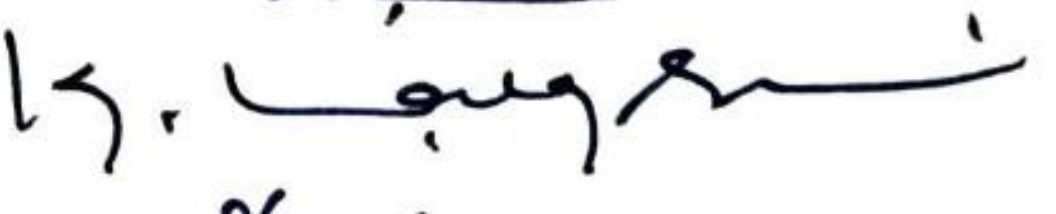


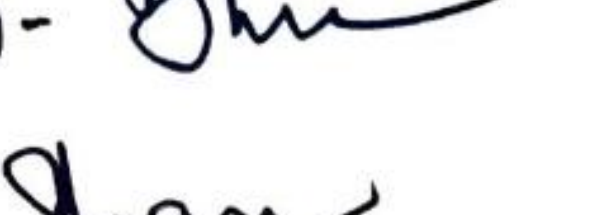
Mr.A. Dhakshinamurthy, Assistant Professor, Department of Commerce and Mr.K.Shanmugam, Assistant Professor, Department of Computer Science, members of Academic Audit committee, assured to render their service and also thanked our Principal who gave this opportunity to enrich their knowledge.

The meeting was concluded at 11.30 am with the vote of thanks by Mrs.K.Lakshmi, Asst.Professor, Department of English.


Convener


Chairman

Signature of the members

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