

SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram

Minutes of the Academic Audit committee meeting **held on 10th November 2016 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 2015-2016 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 stressed the role and responsibilities of the members of Academic Audit committee. He emphasized the importance of Academic activities like introduction of new topics in the syllabus which is relevant to the present educational scenario, importance of result analysis and faculty improvement.

He stated the following guidelines:

- ✚ Academic Audit committee must audit the syllabus of all the departments.
- ✚ Academic Audit committee should verify the percentage of change in the new syllabus.
- ✚ Faculty should prepare self appraisal reports.
- ✚ 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.
- ✚ Innovative practices should be included in the syllabus by introducing new topics and new experiments.
- ✚ The internal marks of CIA-I & CIA-II should be verified.
- ✚ Faculty should prepare the teaching plan for the subjects they are handling.

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



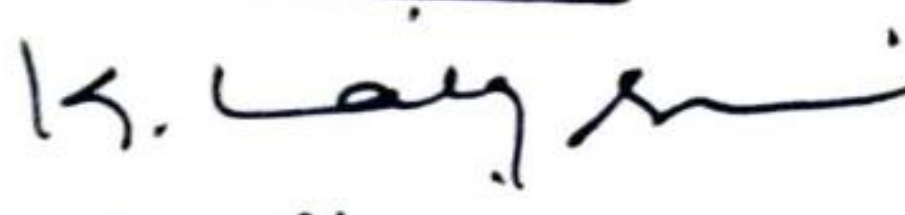
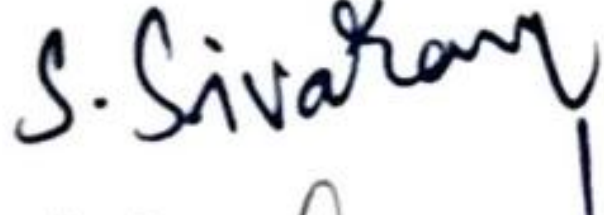


Dr.S.Sivakamasundari and Mr.V.Sampath, members of Academic Audit committee, assured to render their service and also thanked our Principal who gave an opportunity to know and enrich their knowledge in academic activities.

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


Convenor


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	- 