

SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram

Minutes of the Academic Audit committee meeting

held on 17th July 2017 at 2.00pm

Academic Audit Committee meeting commenced with prayer song by Dr. S.Sivakamasundari.

The convenor of the Academic Audit committee Dr.N.Rangarajan delivered the welcome address. In his welcome note he mentioned the duties of the Academic Audit Committee members. He consolidated the reports prepared by the committee members regarding lesson plan. He read the minutes of the previous Academic Audit committee meeting and he asked the members of the committee to audit the following records submitted by the staff members.

- 2016-2017, even semester feed back
- 2016-2017, odd and even semester course portfolios.
- 2016-2017, odd semester Result analysis.

Dr.K.R.Venkatesan, Principal and Chairman of Academic Audit committee greeted the members. In his speech he emphasized the importance of teaching- learning evaluation process and feedback from the students.

He insisted the following points,

- ✚ Teaching- learning evaluation is the core aspect for getting more scores in the NAAC.
- ✚ Allocating sufficient time to complete the syllabus, especially to I PG students.
- ✚ The essence of teaching process lies in the feedback given by the students.
- ✚ The committee members have to verify course portfolio and find out drawbacks, as well as highlight the unique aspects in their course portfolio itself.
- ✚ All the departments must follow the centralized pattern in CIA test.
- ✚ Internal marks should be based on the CIA marks only.
- ✚ The list of the students who have failed in the CIA test should be prepared and to be brought to the knowledge of the committee.
- ✚ The committee is the sole authority to effect moderation in the internal marks.

Academic Audit Committee members submitted their reports and thanked the Principal.

Mrs.K.Lakshmi, Assistant Professor, Department of English, said that Faculty Development related details i.e seminar, paper presentation etc., were not included in the course port folio.

Mr.V.Sampath, Assistant Professor, Department of Biochemistry reported that few staff members have not included the records of feedback forms, assignments and Results analysis.

Mr.A. Dhakshinamurthy, Assistant Professor, Department of Commerce mentioned that some of the details were not completely filled as per the instruction given by the Academic Audit Committee.

Mr.K.Shanmugam, Assistant Professor, Department of Computer Science mentioned that the feedback forms were not submitted by the staff members and he assured that he will get the same and verify in next week.

The following records were verified and discussed.


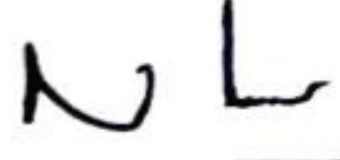
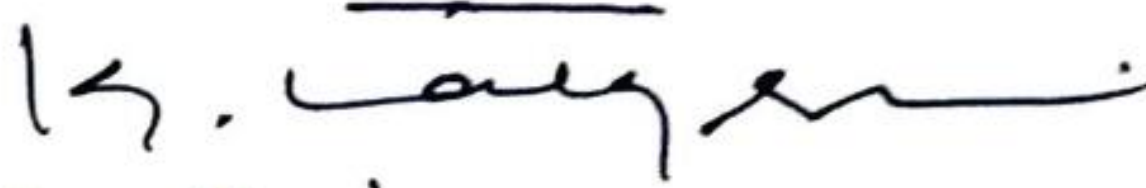



- 2016-2017 Even semester feedback.
- 2016-2017 odd and Even semester course portfolio.
- 2016-2017 odd semester and Result analysis.

The meeting was concluded at 3.30pm with the vote of thanks by Mr.V.Sampath, Asst. Professor, Department of Biochemistry.


Convenor


Chairman

Signature of the members:

<u>Name</u>	<u>Signature</u>
1. Dr.K.R.Venkatesan, Principal	- 
2. Dr.N.Rangarajan, Convenor	- 
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	- 