

SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram

Minutes of the Academic Audit committee meeting

held on 10th March 2020 at 2:00pm

The Convener of the Academic Audit committee Dr. B. Ramesh delivered the welcome address. In his welcome note, he mentioned the roles, responsibilities and functions of Academic Audit committee. He informed that the committee would consolidate and review the reports of different departments of the college for setting the ideal benchmarks for the various academic activities of the college. He further insisted the members to verify the documents and to inform the respective department HODs regarding the non-submission of documents if any.

Dr. K. R. Venkatesan, Principal and Chairman of Academic Audit committee welcomed and greeted the members. He detailed the effect of Academic activities such as introducing new topics in the syllabus compatible to the need of the present educational scenario and employability, monitoring result analysis in a regular basis, attending faculty development programs, collecting feedback forms, and maintaining action-taken reports.

He also stated the following points:

- ✚ Academic Audit committee should verify the changes in the new syllabus.
- ✚ Staff members - to analyse feedback on the students of their respective classes.
- ✚ The HODs - to submit performance appraisal of individual staff members at the end of the academic year.
- ✚ To verify the records of research articles published in National and International journals.
- ✚ To establish a smart class room for recording lectures.
- ✚ Innovative practices can be included in the syllabus
- ✚ To verify the marks of CIA-I & CIA-II
- ✚ Staff members - to complete the teaching plan on time.
- ✚ The HODs - asked to promote their departments into Research Departments.

The Convener of the Academic Audit committee asked the members to read their reports. All the members had read their reports and they submitted their collected records from all the departments.

The following records were verified at the meeting:

- Teaching Plan note books (2019-2020)
- Course Portfolio (2019-2020)
- Staff Self Evaluation (2019-2020)
- HOD'S Evaluation about academic performance of individual staff (2019-2020)
- Result Analysis (2019-2020)
- Feedback forms of students and action taken reports (2019-2020)
- Report of Industrial Visits (2019-2020)
- Staff Evaluation on students (2019-2020)
- Feedback forms of parents (2019-2020)

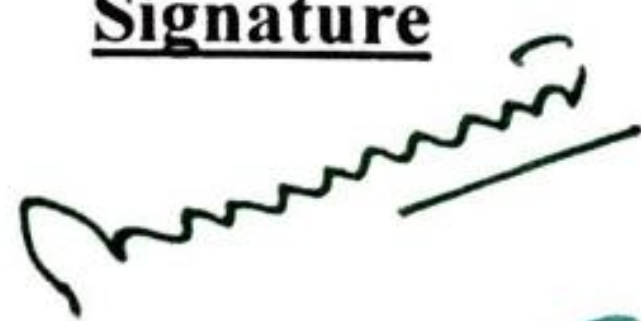


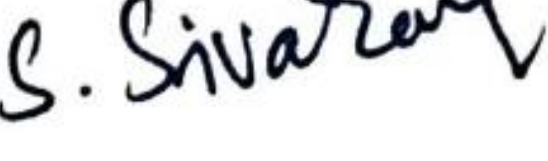


Mr.K.Shanmugam, Assistant Professor, Department of Computer Science mentioned that the Course Portfolio of even semester was not submitted by some of the staff members but he assured that he would get the completed records as soon as possible.

The meeting ended at 4.00pm with the vote of thanks by Dr. Guruchandran Asst. Professor, Department of Biotechnology.


Convener


Chairman

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	- 