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		2017-18


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The Meeting of Academic Audit Committee was held as given below:

Name of the Body	Academic Audit Committee
Meeting	Academic Audit Committee Meeting
Meeting No.	1
Date and Time	28/12/2017, 10.00 a.m.
Venue	Library Hall
Members Attended	The details are given in ANNEXURE - I

AGENDA	
1	Curriculum and Syllabus for the year 2017-18
2	Teaching Learning Methodologies
3	Research Activities
4	Students Progression
5	Any other matters



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		2017-18


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The IQAC Coordinator welcomed all the Committee members for the meeting. The items listed in the agenda were taken for discussion.

The following are the Minutes of the Meeting:

Item 01	Curriculum and Syllabus for the year 2017-18
Discussion	<p>The members discussed about the Curriculum and Syllabus for the year 2017-18.</p> <ol style="list-style-type: none"> 1. The curriculum and syllabus shall be assessed by the concerned departments in their board of studies meeting for 2017-18 batches of students. 2. The contents of syllabus need to be updated, if required. 3. According to the courses offered the credits distribution shall be verified. 4. Extra credits shall be given for specific course completion.
Resolution	The Committee resolved to approve the above discussion.
Item 02	Teaching Learning Methodologies
Discussion	<p>The members discussed on the following in respect of teaching and learning:</p> <ol style="list-style-type: none"> 1. The work load and subject allocation shall be allotted as per the norms of the institution. 2. The log book shall be completed regularly and verified by the Head of Department. 3. The internal test shall be conducted in regular intervals. 4. The internal test marks to be maintained in the department. 5. The practical classes are to be conducted as per the schedule. 6. The review of project for final year students shall be conducted by the departments.
Resolution	The Committee resolved to approve the above discussion.
Item 03	Research Activities
Discussion	<p>The committee members presented their suggestions in respect of research activities:</p> <ol style="list-style-type: none"> 1. Every semester extension activities shall be planned. 2. The faculty members shall undertake consultancy from various industries. 3. The students shall be motivated to participate in the seminars, conferences, etc. 4. Every semester industrial visit shall be organized by the departments.



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		2017-18


	5. Internship for students shall be encouraged. 6. Motivating students to publish papers in the conferences.
Resolution	The Committee resolved to approve the above suggestions.
Item 04	Students Progression
Discussion	The committee recommended on the following points in respect of students progression: <ol style="list-style-type: none"> 1. Once in a semester class committee meeting shall be conducted. 2. Arrear students shall be provided with remedial classes. 3. Online courses available in online platform may be informed to the students to get additional certifications. 4. Sports students may be given attendance during their participation in the sports activities. 5. Motivating the students to participate in the cultural activities conducted by various colleges.
Resolution	The Committee resolved to approve the above recommendations.
Item 05	Any other matters
Discussion	The Committee suggested that Academic Audit shall be conducted, for all the departments during the month of April 2018.
Resolution	The suggestion will be taken for implementation as per the procedures of our institution.

The IQAC Coordinator thanked all the members for their active participation.

Date: 28/12/2017


Dr.P.R.MUTHUSWAMY
PRINCIPAL



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		2017-18

ANNEXURE – I



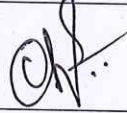

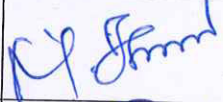

ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING

VENUE : Library Hall

DATE : 28/12/2017

TIME : 10:00 AM


The following members were present for the Academic Audit Committee Meeting:

S.NO.	NAME & DESIGNATION	POSITION	SIGNATURE
1	Dr.B.Sathishkumar IQAC Coordinator	Coordinator	
2	Mr.S.N.Selvaraj Assistant Professor Department of Management Studies	Member	
3	Mrs. Bharathi Anbarasan Assistant Professor Department of Computer Applications	Member	
4	Dr. A.M. Ramachandran Assistant Professor Department of Microbiology	Member	
5	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
6	Mrs. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	

Date: 28/12/2017


Dr.P.R.MUTHUSWAMY
PRINCIPAL



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		2017-18

Date: 26.12.2017

ACADEMIC AUDIT COMMITTEE

It is proposed to convene the **ACADEMIC AUDIT COMMITTEE MEETING** on 28.12.2017 at 10.00 AM in the Library hall.

The following are the agenda for the meeting:


1. Curriculum and Syllabus for the year 2017-18.
2. Teaching Learning Methodologies.
3. Research Activities.
4. Students Progression.
5. Any other matters.

All the committee members are requested to attend the meeting without fail.


Dr. B.Sathishkumar
 IQAC Coordinator


Dr.P.R.MUTHUSWAMY
 PRINCIPAL



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		2017-18


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The Meeting of Academic Audit Committee was held as given below:

Name of the Body	Academic Audit Committee
Meeting	Academic Audit Committee Meeting
Meeting No.	2
Date and Time	05/05/2018, 10.00 a.m.
Venue	Library Hall
Members Attended	The details are given in ANNEXURE - I

AGENDA	
1	The external experts conducted Academic Audit for the academic year 2017-18 and the following suggestions were given in the following matters: <ol style="list-style-type: none"> 1. Curriculum and Syllabus for the year 2017-18 2. Teaching Learning Methodologies 3. Research Activities 4. Students Progression
2	Any other matters



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		2017-18


MINUTES OF THE ACADEMIC AUDIT COMMITTEE MEETING

The IQAC Coordinator welcomed all the Committee members for the meeting. The items listed in the agenda were taken for discussion.

The following are the Minutes of the Meeting:

Item 01	Curricular Aspects
Discussion	<p>The external experts were invited from reputed institutions for conducting academic audit in respect of Curriculum and Syllabus for the year 2017-18 and they suggested the following:</p> <ol style="list-style-type: none"> 1. Extra credits earned files should be updated. 2. Extra credits should be improved. 3. Lab manual can be formalized.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 02	Teaching Learning Methodologies
Discussion	<p>The external experts conducted academic audit and suggested the following in respect of teaching learning methodologies for the academic year 2017-18:</p> <ol style="list-style-type: none"> 1. Innovative teaching methods files are to be maintained. 2. Class alteration register should be updated. 3. ICT teaching methods should be updated. 4. Open source certifications can be improved. 5. Consolidated report shall be prepared for supplementary education of arrear students. 6. Internal test marks to be maintained in the department. 7. Syllabus completion report to be updated. 8. Lab manuals have to be prepared and maintained.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 03	Research Activities
Discussion	<p>The external experts were invited for conducting academic audit in respect of research activities for the academic year 2017-18 and they suggested the following:</p> <ol style="list-style-type: none"> 1. Research publications have to be increased.



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		2017-18

	<ol style="list-style-type: none"> 2. Consultancy should be improved. 3. Funding agencies shall be approached for research support. 4. Research or consultancy may be improved. 5. Funded projects can be initiated more. 6. Students can be encouraged to publish articles in Journals.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 04	Student Progression
Discussion	The external experts conducted academic audit and suggested the following in respect of students progression for the academic year 2017-18: <ol style="list-style-type: none"> 1. Students counseling report has to be updated. 2. Class committee meetings file to be updated. 3. Students' participation in competitions may be encouraged.
Resolution	The Committee resolved to approve and implement the above suggestions.
Item 05	Any other matters
Discussion	The external experts from various reputed institutions were invited for conducting academic audit for the academic year 2017-18. They recommended the following points in general: <ol style="list-style-type: none"> 1. ICT teaching methods shall be enhanced. 2. Publications numbers shall be increased.
Resolution	The suggestion will be considered to implement according to the norms and procedures of the institution.

The IQAC Coordinator thanked all the members for their active participation.

Date: 05/05/2018


Dr.P.R.MUTHUSWAMY
PRINCIPAL





Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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2017-18

ANNEXURE - I

ATTENDANCE OF THE ACADEMIC AUDIT COMMITTEE MEETING

VENUE : Library Hall

DATE : 05/05/2018

TIME : 10:00 AM


The following members were present for the Academic Audit Committee Meeting:

S.NO.	NAME & DESIGNATION	POSITION	SIGNATURE
1	Dr.B.Sathishkumar IQAC Coordinator	Coordinator	
2	Mr.S.N.Selvaraj Assistant Professor Department of Management Studies	Member	
3	Mrs. Bharathi Anbarasan Assistant Professor Department of Computer Applications	Member	
4	Dr. A.M. Ramachandran Assistant Professor Department of Microbiology	Member	
5	Mr. P.Kanagaraj Assistant Professor Department of Commerce PA	Member	
6	Dr. M.Shanthini Devi Assistant Professor Department of Commerce CA	Member	

Date: 05/05/2018

Dr.P.R.MUTHUSWAMY
PRINCIPAL



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		2017-18

Date: 02.05.2018

ACADEMIC AUDIT COMMITTEE


It is proposed to convene the **Academic Audit Committee Meeting** on 05.05.2018 at 10.00 AM in the Library hall.

The following are the agenda for the meeting:

1. To discuss about the academic audit conducted by the external auditors and their suggestions given in the following matters:
 - (a) Curriculum and Syllabus for the year 2017-18
 - (b) Teaching Learning Methodologies
 - (c) Research Activities
 - (d) Student Progression
2. Any other matters.

All the committee members are requested to attend the meeting without fail.


Dr. B. Sathishkumar
 IQAC Coordinator


Dr. P.R. MUTHUSWAMY
 PRINCIPAL 2/1

