

	Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3rd Cycle - CGPA 3.64) Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India ☎ +91-422-2369100 🌐 www.dnpgpasc.ac.in ✉ info@dnpgpasc.ac.in	AAAC 2025-26
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ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

Date: 30.05.2025

Meeting notice

This is to inform you that the **1st Meeting** of the **Academic and Administrative Audit Committee** is scheduled to be held on **11.06.2025** at **10.00 a.m.** in the **IQAC Board Room**. Kindly make it convenient to attend the meeting.

Agenda

- 1.1 To approve and confirm the minutes of the previous meeting held on May 24, 2025.
- 1.2 To Recognise of past committee members
- 1.3 To submit the list of reconstituted committee members.
- 1.4 To approve the suggested members to revise the NAAC file.
- 1.5 To approve the revised NAAC file.
- 1.6 To submit the SOP (Standard Operating Procedure) schedule for the NAAC file.
- 1.7 To approve the auditing schedule for the A.Y. 2025-2026.
- 1.8 Any other matter


(Dr. K. Santhi/ Dr. V. Gopala Krishnan)


(Dr.K. Ramamurthi)


(Dr.S.Saravanan)

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ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

The minutes of 1st meeting of the **Academic and Administrative Audit Committee** held on **11.06.2025** at **10.00 a.m.** in the **IQAC Board Room** is as follows:

Members Presented List:

- | | |
|--|---|
| 1. Dr. N. Kumar (Professor) | 10. Dr. S. Maheshwari (Assistant Prof) |
| 2. Dr. Radha Palaniswamy (Asso. Prof) | 11. Dr. T. Vasumathi (Professor) |
| 3. K. Santhi (Professor) | 12. Dr. V. Abirami (Professor) |
| 4. Dr. C.Kumuthini (Professor) | 13. Dr. R. Vithya Prabha (Professor) |
| 5. Dr. M. R. Ezhilarasi (Professor) | 14. Dr. Vennila Gopal (Asso.Professor) |
| 6. Dr.K.Thenmozhi (Professor) | 15. Dr. A. M. Ramachandran (Asso. Prof) |
| 7. Dr. S Gokilamani (Asso. Prof) | 16. Dr. J. Nithya (Professor) |
| 8. Dr. C. Mohanapriya (Assistant Prof) | 17. Dr. V. Sengani (Assistant Prof) |
| 9. Dr. T.Indumathi (Professor) | 18. Dr. V. Gopalakrishnan (Professor) |

Dr. N. Kumar, the IQAC coordinator, presented the welcome address, introduced the new members of the Academic and Administrative Audit Committee along with their responsibilities, and acknowledged the valuable contributions of the past members.

Agenda:

1. Leave of Absence

The following member informed their absence and the same committee recorded as leave of absence

- | | |
|-------------------------|-----------|
| 1. Dr.M.Prakash | Professor |
| 2. Dr. A. Anandalakshmy | Professor |
| 3. Dr. A. Priya | Professor |

2. Agenda Items

Item 1.1: Approval and Adoption of Minutes of the Previous Meeting held on 24.05.2025

Prof. Dr. Radha Palaniswamy, the coordinator, presented the minutes of the previous meeting (24.05.2025) and detailed the actions taken by the committee based on that meeting. Finally, the following resolution was passed

Resolution: Resolved, that the minutes and action taken on the Academic and Administrative Auditing Committee meeting held on 24.05.2025 was confirmed and be approved.

Item 1.2: Recognition of past committee members

Dr. N. Kumar, the IQAC coordinator, recorded his gratitude to Dr. R. Senthil Kumar, Dr. R. Chandrasekar, Dr. K. Arun Gandhi, Dr. M. Sangeetha, Mrs. B. Jayasridevi, Dr. R. Latha, and Dr. M. Dinesh Kumar. He stated that their dedication and hard work have been invaluable to the committee's success.

Resolution: Resolved, to place on record the appreciation for the past members

Item 1.3: To submit the list of reconstituted committee members

The committee reviewed and discussed the following proposed list of reconstituted members for the Academic and Administrative Audit Committee. The members were selected based on their experience and institutional representation. The committee will further communicate the audit process for the upcoming academic year.

- | | |
|---------------------------------------|---|
| 1. Dr. N. Kumar (Professor) | 12. Dr. A. Priya (Professor) |
| 2. Dr. Radha Palaniswamy (Asso. Prof) | 13. Dr. T. Vasumathi (Professor) |
| 3. K. Santhi (Professor) | 14. Dr. V. Abirami (Professor) |
| 4. Dr. C.Kumuthini (Professor) | 15. Dr. R. Vithya Prabha (Professor) |
| 5. Dr. M. R. Ezhilarasi (Professor) | 16. Dr. Vennila Gopal (Asso.Professor) |
| 6. Dr.K.Thenmozhi (Professor) | 17. Dr. A. M. Ramachandran (Asso. Prof) |
| 7. Dr.M.Prakash (Professor) | 18. Dr. S Gokilamani (Asso. Prof) |
| 8. Dr. J. Nithya (Professor) | 19. Dr. S. Maheshwari (Assistant Prof) |
| 9. Dr. A. Anandalakshmy (Professor) | 20. Dr. C. Mohanapriya (Assistant Prof) |
| 10. Dr. T.Indumathi (Professor) | 21. Dr. V. Sengani (Assistant Prof) |
| 11. Dr. V. Gopalakrishnan (Professor) | |

Resolution: Resolved, that list of reconstituted members for the Academic and Administrative Audit Committee for the academic year 2025-2026 be approved

Item 1.4: To approve the suggested members to revise the NAAC file with SOP - Standard Operating Procedure

The committee discussed the suggestion that Dr. Kokilavani, Dr. Ramachandran, Dr. C. Kumuthini, and Dr. S. Maheshwari should revise the NAAC file through the IQAC and prepare the SOP for the upcoming audit

Resolution: Resolved, that the members mentioned to revise the NAAC file and prepare the SOP

o **Item 1.5: To approve the revised NAAC file**

The committee reviewed the revised NAAC (National Assessment and Accreditation Council) file, which incorporated the suggestions from the last meeting. The discussion focused on a detailed, section-by-section analysis of the changes to ensure all feedback was addressed and

that the file accurately reflects the institution's current academic and administrative standards. Members scrutinized the data, and supporting evidence to confirm its readiness for submission.

Resolution: Resolved, that the revised NAAC file to be maintained be approved

Item 1.6: To submit the SOP schedule for the NAAC file

The committee discussed the proposed SOP schedule for the NAAC file to the HOD, Academic audit members, and Department IQAC members.

Resolution: Resolved, that SOP schedule for the NAAC file be approved and all departments hereby directed to adhere to the specified timelines and procedures to ensure the successful and timely completion of the file.

Item 1.7: To approve the auditing schedule for the A.Y. 2025-2026

The committee reviewed and discussed the proposed auditing schedule for the academic year 2025-2026. Members confirmed that the schedule aligns with the allocated time is sufficient for a thorough and effective audit process.

Resolution: Resolved, that the committee approves the auditing schedule for the academic year 2025-2026 as presented. All relevant departments and personnel are hereby notified to cooperate fully with the audit team to ensure a successful and timely completion of all scheduled audits.

Item 1.8: Any other matter

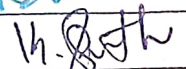
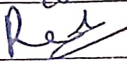
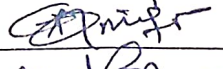
The committee suggested to audit the club, committee and center also

Resolution: Resolved, that the audit for club, committee and center also to be carried out, be approved and further resolved to prepare schedule for audit the clubs, cells, committee and center along with departments

3. Vote of Thanks

Dr. Radha Palaniswamy (Asso. Prof) proposed a vote of thanks to all members for their valuable contributions and active participation.

Attendance:(Members Present)

S.No.	Name	Designation	Signature
1	Dr. N. Kumar	Professor	
2	Dr. K. Santhi	Professor	
3	Dr. Radha Palaniswamy	Associate Professor	
4	Dr. V. Gopalakrishnan	Professor	
5	Dr. C.Kumuthini	Professor	

6	Dr. M. R. Ezhilarasi	Professor	<i>[Signature]</i>
7	Dr. K. Thenmozhi	Professor	<i>[Signature]</i> 18/10/25
8	Dr. V. Abirami	Professor	<i>[Signature]</i> 18/10/25
9	Dr. R. Vithya Prabha	Professor	<i>[Signature]</i> 18/10/25
10	Dr. Vennila Gopal	Associate Professor	<i>[Signature]</i>
11	Dr. A. M. Ramachandran	Associate Professor	<i>[Signature]</i> 18/10/25
12	Dr. S Gokilamani	Assistant Professor	<i>[Signature]</i> 18/10/25
13	Dr. S. Maheshwari	Assistant Professor	<i>[Signature]</i>
14	Dr. C. Mohanapriya	Assistant Professor	<i>[Signature]</i>
15	Dr. V. Sengani	Assistant Professor	<i>[Signature]</i> 18/10/25
16	Dr. T. Vasumathi	Professor	<i>[Signature]</i> 18/10/25
17	Dr. J. Nithya	Professor	<i>[Signature]</i>
18	Dr. T. Indumathi	Professor	<i>[Signature]</i>

19. Dr. A. Anandakumari

Professor

[Signature] 18/10/25

[Signature]
(Dr. K. Santhi/ Dr. V. Gopala Krishnan)

[Signature]
(Dr. K. Ramamurthi)

[Signature]
(Dr. S. Saravanan)