

AUXILIUM COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Regunathapuram Post, Karambakudi(Tk.), Pudukkottai Dt – 622 302

Minutes of the Academic Audit Committee meeting

held on 10th November 2016 at 10.30am

The convenor of the Academic Audit committee Rev. Sr. M. Sebastia Jaya Pushpam, delivered the welcome address. In her welcome note she 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. She said that the committee members should audit the result analysis of 2015-2016 examinations (odd and even semester). Internal 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.

Rev.Sr. Dr.P. Selvarani, Principal and Chairman of Academic Audit committee greeted the members. She stressed the role and responsibilities of the members of Academic Audit committee. She 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.

She 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 Mid & Model Exam should be verified.
- ✚ Faculty should prepare the teaching plan for the subjects they are handling.

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












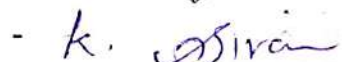
MS. N. Sengamalaselvi and Mrs. M. Sangeetha, members of Academic Audit committee, assured to render their service and also thanked our Principal who gave an opportunity to know and enrich their knowledge in academic activities.

The meeting was concluded at 11.30 am with the vote of thanks by Mrs. S. Sumathi, Asst.Professor, Department of Commerce .

Convenor

Chairman

Signature of the members

<u>Name</u>	<u>Signature</u>
1. Rev. Sr. Dr. P. Selvarani, Principal	- 
2. Rev. Sr. Dr. M. Sebastia Jaya Pushpam, Convenor	- 
3. Dr. S. Marisamy, IQAC Coordinator	- 
4. External Academic Expert Dr. K. M. Rajendran, Principal, Meenakshi Chandrasekaran College of Arts and Science, Pattukkottai.	- 
5. External Academic Expert Prof. Mr. Sugumar, IQAC Coordinator, Bharath College of Science & Management, Thanjavur.	- 
6. Mr. S. Ram Prabhu , Industrial Expert	- 
7. Mrs. S. Sumathi, Member	- 
8. MS. N. Sengamalaselvi, Member	- 
9. Mrs. M. Sangeetha, Member	- 
10. Mrs. K. Sivakarthika, Member	- 






PRINCIPAL

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