

K.S.Rangasamy College of Arts and Science (Autonomous)

Tiruchengode - 637 215

Academic Audit Committee

Academic audit is conducted in the institution by an internal expert committee constituted by the Principal. The process of Academic Auditing intends to monitor and enhance the quality of education through proper guidelines for both teaching faculty and students.

Objectives

- To ensure academic accountability.
- To define the quality of each component of the functionalities and to ensure the quality of teaching and learning process throughout the system.
- To ensure that the college is following OBE in its true sense.
- To understand the existing system and assess the strengths and weaknesses of the departments and to suggest methods for improvement for overcoming the weaknesses.
- To identify the bottlenecks in the existing academic mechanisms and to identify the opportunities for academic reforms etc.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Responsibilities/ Activities

After visiting the departments and interacting with the HODs/Coordinators and teaching faculty and validating the data, the committee would give valuable suggestions on the following points.

- Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities

- Ensure the previous audit forms and minutes of the academic reviews are available and the compliances were made
- Ensure whether the stock audit reports are available along with the stock registers and consumable registers
- Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the academic year.
- Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision.
- Ensure the availability of PEOs and CEOs in the department link of website.
- Records related to value addition courses, MOOC courses, and any additional credit courses. Student list, certificates or other evidences.
- Ensure that the programmes are conducted with a clear plan for the semester and the timeline is met.
- Check for the updated Laboratory manual for each practical papers
- Check the serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records.
- Check the mentoring hours in the time table, list of mentors and mentee and also the mentoring records
- Check the documents related to feedback from parents and Alumni.
- Check for the details on updated faculty profile and its updating on websites.
- Check the proof for honours and awards received by faculty members.
- Check for the availability of Master Time Table, Credit - Hour Matching, Library Hour, etc
- Check for the continuous assessment of student's projects, review reports, review members, review process, etc.
- Check the proof for Semester Exam Results and its analysis

- Check the Teacher's list along with details, Any research related awards like young scientist awards, etc
- Check the Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications.
- Check the details regarding the conference, seminar or webinar organised by the department.
- Check the list of Ph.D & M.Phil students, their Thesis, Viva Communications, Publications etc.,
- Check the availability of Books (with ISBN), edited volumes and paper presentation certificate of faculty members
- Check the details such as consultant, Letter of Indent, Income generated, nature of work, consultancy policies, etc.
- Check the details such as Extension programmes organized, beneficiaries, their feedback, Photos etc.,
- Check the accession registers and usage registers, books added during the academic year, amount, etc. for department library.
- Check the details such as attendance registers, circulars, event registers that reveals the conduct of remedial class, skill enhancement activities.
- Check for the list of winners in sports & Cultural activities, Photos, Certificates, etc.
- Check for the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, etc.
- Ensure the departmental meetings are conducted regularly and the minutes are approved by the members.
- Check for the Circular Folder that contains all the circulars.
- Check for the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc.

Meeting Frequency: Once in a Semester

List of Members

S.No	Name, Designation and Department	Category	Mobile Number
1.	Dr.K.Visvanathan, Head, Department of Commerce	Coordinator	9791821182
2.	Dr.A.Kathirvel, Head, Department of Chemistry	Coordinator	99423345518
3.	Dr.G.Saravanan Head, Department of Bio-Chemistry	Member	9843954422
4.	Dr.G.Sureshkumar Head, Department of Physics - PG	Member	9944429261
5.	Dr.G.Venkatesh Head, Department of Physics - UG	Member	9751438895
6.	Dr.G.Ravichandran Head, Department of Tamil	Member	9047750879
7.	Mr.R.Indhumathi Head, Department of English - PG	Member	8012063933
8.	Mr.A.Udhayakumar Head, Department of English - UG	Member	9585633326
9.	Dr.L.Arun Raja Asst. Prof., Department of Elect. and Comm.	Member	9047209897
10.	Mr.S.Karthikeyan Asst. Prof., Department of Elect. and Comm.	Member	9865650753
11.	Mr.V.L.SureshBabu Asst. Prof., Department of Commerce	Member	9786034666
12.	Dr.P.Govindan Asst. Prof., Department of Commerce CA	Member	9940794595
13.	Mr.M.Karthick Asst. Prof., Department of Commerce CA	Member	9025241878
14.	Dr.S.Ramji Asst. Prof., Department of Commerce-PG	Member	9944949109
15.	Dr.M.Rajamanickam Asst. Prof., Department of BBA	Member	8903191283
16.	Mr.S.DevendraPrabhu Asst. Prof., Department of MBA	Member	9629450860
17.	Dr.L.Ramkumar Asst. Prof., Department of Micro- Biology	Member	9965553333
18.	Dr.R.Mythili Asst. Prof., Department of Micro- Biology	Member	9384396855
19.	Mr.M.Aarthi Asst. Prof., Department of Bio- Technology	Member	9443486878
20.	Mr. M. Ravikumar Asst. Prof., Department of Chemistry	Member	7708383326
21.	Mr.J.Ramesh	Member	9865971033

	Asst. Prof., Department of BCA		
22.	Mr.S.Sakthivel Asst. Prof., Department of Computer Science	Member	9442775875
23.	Ms. M.Jhanani Asst. Prof., Department of Computer Science -PG	Member	9524782773
24.	Mr.S.Nagarajan Asst. Prof., Department of Maths - UG	Member	9659343300