

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

**Tiruchengode – 637215**

### **Logbook Audit Committee**

Logbook audit is conducted in the institution by an internal expert committee constituted by the Principal. The process of logbook Auditing intends to ensure the existing details in the logbook like name list, syllabus, internal mark system, topics covered etc.

#### **Objectives:**

- To ensure Students Name list in the logbook.
- 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 the Portions covered in the logbook.
- To understand the existing system and evaluate the entries and provide suggestion to rectify the NCRs.
- To suggest the methods for continuous improvement of quality keeping in mind the criteria and guidelines by NAAC and other bodies.

#### **Responsibilities/ Activities**

- After auditing the logbook in the respective departments, NCR is noted and submitted to the Principal.
- Cross verifying the individual faculty timetable with Students attendance page.
- Verifying the faculty signature and HoD's Signature in the respective places.
- Ensure the dates of syllabus planning and execution.
- Ensure faculty's casual leave and alternative faculty for class engagement.

- Ensure lab Practical classes with the allotment of class in the curriculum.
- Ensure the entry of continuous assessment marks.
- Verify subject wise closing summary with work plan.
- Cross verify students absence in the personal logbook along with overall attendance.
- Ensure attendance percentage for internal marks.
- Ensure the entries of Performance analysis and Remedial Measures taken.
- Ensure HoD's Signature with date in the authentication Page.

**Logbook Auditors List**

<b>S.No</b>	<b>Name of the Faculty</b>	<b>Department</b>
<b>1.</b>	<b>Ms.R.Rani</b>	<b>Mathematics</b>
<b>2.</b>	<b>Ms.R.Indumathi</b>	<b>English</b>
<b>3.</b>	Dr.M.Sathiya Priya	Tamil
<b>4.</b>	Mr.R.Pachagoundan	English-UG
<b>5.</b>	Ms.J.Fathima	English-PG
<b>6.</b>	Mr.A.Azhaguraja	Maths-UG
<b>7.</b>	Ms.C.Sindhuja	Maths-PG
<b>8.</b>	Ms.V.T.Jeielayaganga	Physics-UG
<b>9.</b>	Ms.R.Fathima Beebei	Physics-PG
<b>10.</b>	Ms.L.Arun Raja	Electronics
<b>11.</b>	Ms.M.Nalini	Commerce
<b>12.</b>	Dr.K.Ramesh	Commerce CA

<b>13.</b>	Mr.T.Vadivel	Commerce CA
<b>14.</b>	Ms.G.Haripriya	Computer Science-UG
<b>15.</b>	Dr.R.Dhanasekaran	BCA
<b>16.</b>	Mr.M.Jayabal	BCA
<b>17.</b>	Mr.M.Rajamanickam	BBA
<b>18.</b>	Dr.R.Mythili	Microbiology
<b>19.</b>	Ms. A. Praveena	Biochemistry
<b>20.</b>	Ms.K.Yamuna	Biotechnology
<b>21.</b>	Mrs.R.Saranya	Chemistry
<b>22.</b>	Dr. S. Prema	Computer Science-PG
<b>23.</b>	Dr.Samuel Augustina Lata Jeyraj	MBA