

Minutes of the meeting of the committee for Academic Audit held on 17.05.2018 at 2.00 p.m. in the IQAC Section

Members Present:

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| 1. Dr. Saju T.S., Convener & Director IQAC | Sd/- |
| 2. Dr. V.G. Gopalakrishnan, Professor, Dept. of Hindi | Sd/- |
| 3. Dr. K.Muthulekshmi, Professor, Dept. of Vyakarana | Sd/- |
| 4. Dr. Yamuna K, NAAC Coordinator, Dept. of Vyakarana | Sd/- |
| 5. Dr. V.R. Muraleedharan, Professor, Dept. of Sahitya | Sd/- |
| 6. Dr. Jose Antony, Asso. Professor, Dept. of Social Work | Sd/- |

Dr Saju T.S, Director, IQAC gave a brief description on Academic Auditing which is mandatory before the NAAC re-accreditation process in 2019. The time interval between the Auditing can be decided by the University. As far as our University is concerned, at present the Academic Auditing has to be done from the year 2014 onwards, the year of first NAAC accreditation. After that, it is up to the University to decide the interval of auditing, which can be yearly or once in three or five years. The manual for revised framework of NAAC accreditation stipulates on 52 points for department level evaluation, which can be adopted for Academic Auditing in our University, and the same may be updated and uploaded to NAAC for evaluation. The Departments may be requested to prepare the evaluation reports in the prescribed format approved by the University and submit the same before the peer team who visits the Department. After detailed discussions among the committee members, the committee put forth the following recommendations.

Recommendations

- 1) To approve and suggest the evaluation format for departments as prescribed by the NAAC for AAA (Academic and Administrative Auditing).
- 2) Decided to accept Peer Team methodology for Academic Auditing
- 3) The Peer Team for Academic Audit in SSUS may comprising of
 - a) An external expert from any other Universities in the concerned discipline.
 - b) An expert, who is familiar with NAAC accreditation processes, preferably a member of NAAC accreditation team .
 - c) A member from the NAAC committees of the University.
- 4) The meeting proposed to the conduct Academic Auditing during 13th-21st August 2018.

- 5) The meeting suggested an orientation programme in the RAF (Revised Accreditation Framework) to the NAAC coordination committee and the statutory officers of the University at the earliest.
- 6) The committee recommended to provide an orientation programme to all permanent faculty members of the University prior to Academic Auditing, preferably during July 2018.
- 7) Recommended to authorize the Heads of the Department to entrust a faculty member (Regular/Contract) from each Department, who is familiar with computer operations, as convener to co- ordinate the works in connection with Academic Auditing and NAAC re-accreditation processes.

Suggestions

- 1) To circulate softcopy of revised framework of Institutional Accreditation Manuel to all the HoDs to become familiar with the details called for and to accommodate/ develop the Department accordingly.
- 2) Immediate attention should be given to the recommendations of the NAAC report of the first cycle of accreditation. Steps may be initiated by the University at the earliest on the weaknesses of the University highlighted by the NAAC team.

The meeting came to an end at 3.15 p.m.

Sd/-
Dr. Saju T.S.
Convener & Director IQAC

