

**KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE.**  
(An Autonomous Institute Affiliated to Bharathiar University)  
(Re-Accredited With "A" Grade by NAAC)  
Narasipuram, Coimbatore-641109.

Ref:KKCAS/2018/IQAC/CIR

30.05.2017

**Circular for Twelfth Meeting of IQAC**

The 12<sup>th</sup> meeting of Internal Quality Assurance cell will be held on 01.06.2017, Thursday 10.00 am in the board room. All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

1. To approve the minutes of the previous meeting.
2. To review the activities conducted by various departments.
3. To review the progress of research work.
4. To review the changes made in the curriculum of various programmes for improvement of quality.
5. To approve the list of activities planned and proposed to be conducted during the academic year 2018 – 2019.
6. Any other matter

*H. Ilala*

PRINCIPAL

Copy to:

1. The Academic Director.
2. The Secretary.
3. The IQAC Co-ordinator.

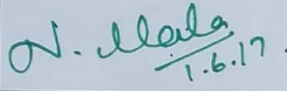


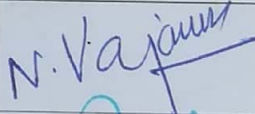
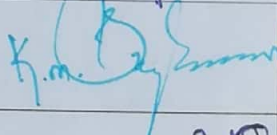
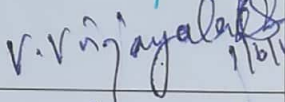
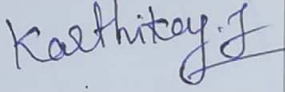

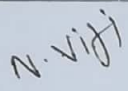
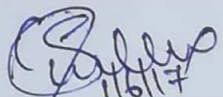
**KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE**  
 (An Autonomous Institute Affiliated to Bharathiar University)  
 (Re-Accredited With "A" Grade by NAAC)  
 Narasipuram, Coimbatore-641109.


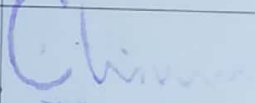

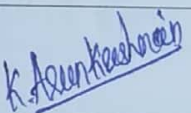
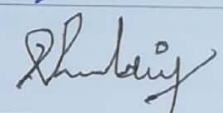

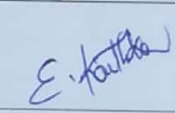
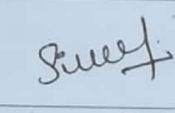
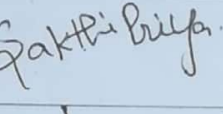


**Minutes of the IQAC meeting**

Minutes of the 12<sup>th</sup> meeting of the IQAC held on 01.06.2017 at 10.00 am in the board room.

The following members were present.

**Members Present:**

S.No	Name of the Member	Designation	Category	Signature
1.	Dr.N.Mala.	Principal	Chairman	
2.	Dr.D.Muthuraj.	Advisor	Member	
3.	Dr.A.Krishnamurthy.	Professor	Member	
4.	Mr.N.Varatharajan.	Office Superintendent	Member	
5.	Dr.M.Sengaliappan.	Dean, Computer Science	Member	
6.	Dr.V.Vijayalakshmi.	Dean, Commerce	Member	
7.	Dr.J.Karthikeyani.	HOD, Commerce(CA)	Member	
8.	Mrs.T.Suriyaprabha.	HOD, English	Member	
9.	Mrs.N.vijayalakshmi.	HOD, Computer Science	Member	
10.	Mrs.C.Senbagavalli	HOD, Information Technology.	Member	

11.	Mrs.N.V.Deepalatha.	Librarian	Member	
12.	Dr.K.A.Chinnaraju.	Secretary	Member	
13.	Dr.B.Sampathkumar.	Principal(Retd.)	Member	
14.	Mr.K.Arun Krishnan.	Student Representative III B.Com(CA)	Member	
15.	Mr.K.Kaushikraj.	Alumnus	Member	
16.	Mr.N.Viswanathan.	Managing Partner,Amarun Foundaries,Coimbatore.	Invited Member	
17.	Mrs.E.Karthika.	HOD,Commerce	Co-ordinator.	
18.	Ms.B.Sindhuja.	Assistant Professor,Maths(CA).	Invited Member	
19.	Mrs.T.Sakthipriya.	Assistant Professor,Commerce(CA)	Invited Member	
20.	Mrs.P.Pavithra.	Assistant Professor,Commerce.	Invited Member	
21.	Ms.C.Subha.	Assistant Professor,BBA(CA)	Invited Member	

The following members regretted their absence:

1	Dr.A.Krishnamurthy	Professor	Member
2	Mr.N.Viswanathan	Managing Partner,Amarun Foundaries,Coimbatore	Member
3	Dr.B.Sampath Kumar	Principal (Retd.)	Member

**Minutes:**

1. Resolved to approve the minutes of the previous meeting of IQAC.
2. It was suggested that the programmes may be planned so as to develop the skills required for employment, to enhance the knowledge in the area of their study, to develop positive attitude to imbibe certain values in the minds of students and to take part in community service as a part of social responsibility.
3. Resolved that research committee members should meet at least twice in a year in order to assess the research work of M. Phil/ Ph.D scholars and necessary guidance to be provided to proceed with the research in expected pace.
4. The proposed activities to be carried out by various departments during the academic year 2017-2018 were chalked out as follows.

**SCHEDULE OF ACTIVITIES FOR THE ACADEMIC YEAR 2017-2018**

**தமிழ்த்துறை**

வ.எண்	நாள்	நிகழ்வு
1	12.07.2017	தமிழ் மன்றம் - தமிழ்ச்சாரல் தொடக்க விழா - முனைவர் மா.சுப்புரத்தினம், தமிழ்ப் பேராசிரியர், அரசு கலைக்கல்லூரி கோவை.
2	04.08.2017	விரிவாக்கப் பணித்திட்டம் - அரசு உயர்நிலைப்பள்ளி, நரசிபுரம் (பேச்சு, கட்டுரை, ஓவியம், பாடல் ஒப்புவித்தல்)
3	08.08.2017 09.08.2017 10.08.2017	சுதந்திர தின விழா போட்டிகள் : (பேச்சுப் போட்டி, ஓவியம், பாட்டு, திருக்குறள் ஒப்புவித்தல்/எழுதுதல்)
4	08.09.2017	பாரதி விழா - திருஜேம்ஸ் மார்க் பீட்டர், நிருபர் நியூஸ்18, சென்னை.
5	10.01.2018	படைப்பிலக்கியப் பயிலரங்கம் : "கவிதை" - கவிஞர் விஜய் பாரதி
6	02.02.2018	கருத்தரங்கம் - சங்க இலக்கியம் - கலைமாமணி முனைவர் தே.ஞானசேகரன், தமிழ்ப் பேராசிரியர், பாரதியார் பல்கலைக்கழகம்
7	05.02.2018	கலை விழா போட்டிகள் : தனி நபர்நடனம், குழு நடனம், பாட்டு, கோலம், நாட்டுப்புற நடனம், மெகந்தி.

**DEPARTMENT OF ENGLISH**

S.NO.	DATE	PROGRAMME
1.	27.06.2017	Bridge Course on "Fundamentals of English Grammar"
2.	25.07.2017	Inaguration of ELF 2017-2018 and a Seminar on "Developing Communication Skills"
3.	22.08.2017	Training Programme on "Learn English The Easy Way"
4.	19.09.2017	Guest Lecture on "Soft Skills"
5.	11.10.2017	"Literary Fiesta 2017-2018" - An Inter-Departmental Literary Competition
6.	06.12.2017	Self Development programme on "Positive Thinking"
7.	13.02.2018	Guest Lecture on "Interview Skills"
8.	20.02.2018	Extension Activity for the Students of Govt. High School, Narasipuram on the topic "LSRW"

**DEPARTMENT OF COMPUTER SCIENCE**

S.NO.	DATE	PROGRAMME
1.	06.07.2017	UG & PG Association Inauguration and Guest Lecture on "Current Trends in IT Sector"
2.	14.07.2017	Workshop on Python Language
3.	21.07.2017	Personality Development Programme "Easy Ways To Change Your Image"
4.	10.08.2017	Workshop on PHP.
5.	24.08.2017	Value Based Education on "Health and Nutrition"
6.	08.09.2017	National Level Technical Symposium
7.	16.09.2017	Faculty Development Programme
8.	25.09.2017	Industrial Visit
9.	27.10.2017	Extension Activity for Higher Secondary Students – Govt. Girls Hr.Sec. School , Thondamuthur on the topic "Internet Basics and Photoshop".
10.	24.11.2017	Faculty Development Programme – Data Mining using R Tool
11.	07.12.2017	Workshop on GIMP
12.	14.12.2017	Seminar on "Data Analytics"
13.	05.01.2018	Value Based Education on "Art of Living"
14.	10.01.2018	Personality Development Programme "How To Learn When To Say No"
15.	12.01.2018	Celebration of Pongal Festival
16.	09.02.2018	Guest Lecture on "Digital Marketing"

**DEPARTMENT OF INFORMATION TECHNOLOGY**

S.No.	DATE	PROGRAMME
1.	06.07.2017	Inauguration of Information Technology UG association and a Guest Lecture on "Recent Trends in IT Sector".
2.	20.07.2017	Guest Lecture on "Big data Analytics"
3.	10.08.2017	Workshop on "Networking"
4.	23.08.2017	Workshop on "GIMP"
5.	05.09.2017	Guest Lecture on "Think and grow rich"
6.	20.09.2017	Training Programme on "Open Office" to XII Students of GHSS, Madhvarayapuram.
7.	27.10.2017	FDP on "Mobile Application Development"
8.	27.12.2017	Guest Lecture on "Information Security"
9.	23.01.2018	Workshop on "C#.Net"
10.	24.01.2018	National Level Conference on "Innovative Technologies in Data Security".
11.	08.02.2018	Guest Lecture on "Learn to Manage Stress"
12.	21.02.2018	Guest Lecture on "Personal Goals in life"
13.	24.03.2018	FDP on "How to motivate yourself"

**DEPARTMENT OF COMMERCE & PA**

S.No.	DATE	PROGRAMME
1	07.07.2017 (FN) 07.07.2017 (AN)	Inauguration of Commerce Association CARVE-2017 & a Guest Lecture on "Knowledge Management". Power Point Presentation by students on Recent Topics in Commerce.
2	21.07.2017	Skill Based Programme on "Personality Development"
3	28.07.2017	Value Based Programme on "Importance of Yoga"
4	22.07.2017	Faculty Development Programme on "Finance,Banking,Budget & Control in Tally ERP9"
5	01.08.2017 to 15.09.2017	Certificate Course on "Financial & Accounting Anlaysis"
6	09.08.2017	Value Based Programme on "Misuse of Social Media and its impact on Society"
7	24.08.2017	Guest Lecture on "Cash to Cashless Economy-Challenges & opportunities"
8	31.08.2017	National Conference on "GST"
9	15.09.2017	Intra Department Competitions 2017
10	22.09.2017	Workshop on "E-Filing"
11	04.10.2017	Extension Activity on "Quilling & Hand Embroidery" to HSC Students of Govt.Girls Hr.Sec.School, Thondamuthur.
12	05.10.2017	Extension Activity on "Banking Operations" to HSC Students of Govt.Girls Hr.Sec.School,Sennanur
13	06.01.2018	Faculty Development Programme on "How to be a Good and Successful Teacher"
14	25.01.2018	Workshop on "Tally ERP.9 "
15	31.01.2018	Skill Based Programme on "Communication Skill and Personal Interview"

**DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS**

S.NO	DATE	PROGRAMME
1	24.06.2017	Art and Craft Training programme to the students of LML Orphanage
2	14.07.2017	Guest Lecture on "Export and Import Procedures"
3	28.07.2017	Soft Skill Development Programme on "Power of Mind"
4	02.08.2017	Workshop on "Multimedia and Photoshop"
5	09.08.2017	Value Based Programme on "Abuse of Social Media"
6	18.08.2017	Guest Lecture on "Digital Marketing"
7	31.08.2017	National Conference on "Goods and Service Tax (GST)"
8	08.09.2017	Workshop on "Tax and e-filing"
9	04.11.2017	Faculty Development Programme on "Communication Skills"
10	10.11.2017	Yoga Programme to the students of Sevalayam
11	05.01.2018	Personality Development Programme
12	25.01.2017	Seminar on "Women Entrepreneurship"
13	09.02.2017	Workshop on "Art and Craft"
14	23.02.2017	Value Based Programme on "Management of Emotions"
15	23.09.2017	Faculty Development Programme on "Research in Social Science and SPSS"

**DEPARTMENT OF COMPUTER APPLICATIONS**

S.NO	DATE	PROGRAMME
1.	07.07.2017	UG Association Inauguration - Tech Hornet - 2017
2.	31.07.2017	Guest Lecture on Cloud Computing
3.	18.08.2017	Personality Development Programme
4.	08.09.2017	Faculty Development Programme – MATLAB
5.	28.09.2017	Workshop on PHP Scripting Language
6.	11.10.2017	Training on Mobile Service and Management
7.	25.10.2017	Self Development Programme on “Communication Skills”
8.	15.12.2017	Extension Activity “Basics of Internet” Govt Boys Hr Sec School, Thondamuthur, Coimbatore
9.	31.12.2017	Workshop on Graphics and Multimedia (Adobe Photoshop and Corel Draw)
10.	25.01.2018	National Level Conference on “Modern Computing Applications”
11.	08.02.2018	Faculty Development Programme – Animation Techniques
12.	28.02.2018	Guest Lecture on Hardware Maintenance and networking

**DEPARTMENT OF MATHEMATICS(CA)**

S.NO	DATE	PROGRAMME
1.	03.07.2017	Inauguration of Bridge Course in Mathematics
2.	04.07.2017 to 07.07.2017	Bridge Course in Mathematics for Non-Mathematics Students of first year UG
3.	21.07.2017	Inauguration of Mathematics Association MAZE-2107 and Seminar on “Applied Mathemaics and Computing”
4.	18.08.2017	Workshop on “Robotics”
5.	13.09.2017	Extension Activities- “Basic Mathematics Skills” for Govt School students in nearby villages
6.	24.10.2017	FDP on “MATLAB”
7.	28.12.2017	National Mathematics Day Celebrations and Srinivasa Ramanujam Mathematical Quiz Competition
8.	26.01.2018	Personality Development Programme on “ Positive Thinking Tricks and Tips”
9.	06.02.2018	Seminar on “Astronomy”
10.	28.02.2018	Extension Activity- “Special Coaching Classes for +2 Students of Govt Hr.Sec School, Thondamuthur

**DEPARTMENT OF BUSINESS ADMINISTRATION WITH COMPUTER APPLICATIONS**

S.N o.	DATE	PROGRAMME
1	07.06.2017	Hands on Training On "Resume Preparation"
2	26.07.2017	Inauguration and Lecture on "New Approaches to Business Excellence"
3	23.08.2017	Guest Lecture on "Science of Body Language"
4	31.08.2017	National Level conference on "GST"
5	26.09.2017	Workshop on "Micro - Finance"
6	07.10.2017	Extension Activity on "Silk Thread Jewellery Making" to GGHSS Students Muthipalayam.
7	14.10.2017	FDP on "Stress Management"
8	28.12.2017	Guest Lecture on "Event Management"
9	10.01.2018	Hands on training on "Flash"
10	02.02.2018	Value Based Programme on "Ethics and Business"

**DEPARTMENT OF COMMERCE (INTERNATIONAL BUSINESS)**

S.No.	DATE	PROGRAMME
1	17.08.2017	Inauguration and Lecture on "Change in Scenario of International Business"
2	31.08.2017	National Level conference on "GST"
3	07.09.2017	Guest Lecture on "Logistics Management"
4	21.09.2017	Problem Solving and Social Competence
5	07.10.2017	Extension Activity on "Silk Thread Jewellery Making" to GGHSS Students Muthipalayam.
6	23.11.2017	Workshop on "Project Development"
7	06.12.2017	FDP on "Effective Classroom Management"
8	25.01.2018	Guest Lecture on "India in the World Economy"
9	02.02.2018	Value based Programme on "Ethics and Business"
10	15.02.2018	Friendly/ Outgoing Personality Skill Development Training

**AUDITORS' CLUB**

S.NO	DATE	ACTIVITIES
1	07.07.2017	Guest Lecture on "Professional Facilitation"
2	21.07.2017	Guest Lecture on "Accounting and Auditing Standards"
3	11.08.2017 to 15.09.2017	Certificate Course on "Taxation" (30 hours)
4	21.09.2017	Debate on "Goods and Service Tax"
5	06.11.2017	In-plant Training to Auditors' Club Members.(1 Week)

**CITIZEN CONSUMER CLUB**

S.NO	DATE	ACTIVITIES
1	19.07.2017	"Consume Protection Act"
2	23.08.2017	"Prevention of Food Adulteration"
3	27.09.2017	Visit to Departmental Stores
4	24.01.2018	"Consumer Awareness in Standards of weights and measures"
5	14.02.2018	"Standard Marks and Labels"



**ECO CLUB**

S.No	DATE	ACTIVITIES
01	12.07.2017	Enrolling new members for the Eco club and Inauguration of Eco Club.
02	10.08.2017	Visit to Social Forestry / sites rich in bio diversity in and around the College.
03	24.08.2017	Visit Salim Ali Birds Santuary at anaikatti.
04	05.09.2017	<b>Ozone Day</b> Theme: Depletion of Ozone Layer & Noise Pollution.
05	21.12.2017	Visit Gas Forest Museum at RS Puram
06	23.01.2018	Protection of Natural Environment awareness Programme.
07	15.02.2018	World day for Water: Painting/Essay /Debate competitions on Eco - issues

**NSS**

S.NO	ACTIVITIES
1	Blood donation Camp- Government Hospital
2	Plastic free campus- Environmental day
3	Workshop on Yoga for Human Excellence- International Yoga day
4	Eye Screening test for our students- Vasan Eye Care
5	Eye Screening test for Narasipuram Govt High School and Primary School students-Vasan Eye Care
6	Workshop on First-aid
7	Independence day celebration at Little Hearts- vocational training center
8	Preparation of tree sapling at Easha
9	Campus cleaning at Primary health center, Kalverampalayam
10	Awareness Rally on Child Labour Eradication
11	Seminar on Health Awareness
12	Breast Cancer awareness Rally- Ramakrishna Hospital
13	Yoga-Kayakalpha training
14	NSS Day- Exhibition on Social Activity
15	Seminar on Traffic Rules and Road safety
16	Seminar on Religious Harmony
17	Wearing of Helmet awareness Rally
18	Social Activity service at Orphanage (Campus Cleaning)/ blind school
19	Special Camp – near by Village
20	Basic Karathai class for NSS girls students
21	Visiting and do some service to Blind School at Uliyampalayam ( which is to be required by the school)
22	Conducting Competition on Republic day at Narasipuram Government High School

**RRC**

S.NO	ACTIVITIES
1	Seminar on AIDS awareness and on HIV- by RRC District Secretary
2	Competition on Save Life
3	AIDS awareness Rally at near by Village

### TALKERS CLUB

S NO.	DATE	ACTIVITIES
1.	10.08.2017	Tell a Tale
2.	14.11.2017	Debate
3.	23.01.2018	Elocution
4	13.03.2018	Open Stage

### WOMEN EMPOWERMENT CLUB

S.NO.	DATE	ACTIVITIES
1.	13/07/17	Club Inauguration -"Legal rights for Women"
2.	19/07/17	Workshop on Self Defence for Girls
3.	08/08/17	Awareness on Common Diseases for Women and their Prevention
4	September	Painting Competition on "Happy Girl Child" for School Students
5	03/01/18	Awareness on Food and Nutrition for Women
6	January	Fruits and Vegetables Carving competition
7	January	KKCAS Best Presentation Contest 2018
8	13/02/18	Club Valedictory – Effects of Social Media on Young Women

### YOUTH RED CROSS CLUB

S.NO.	DATE	ACTIVITIES	VENUE
1	25.07.2017	Awareness Program on "Fire Safety Canvassing"-Distribute lifesaving fire safety information to residents in your neighborhood.	KKCAS Seminar Hall
2	15.09.2017	Awareness Program on " First-aid Treatment & Blood Donation Awareness" An event that gives community members the opportunity to donate blood and to create awareness of donating blood.	KKCAS Seminar Hall
3	04.01.2018	Drawing Cometication for All Students regarding " Disaster Management "	KKCAS Seminar Hall

## SPORTS AND GAMES

S.NO	ACTIVITIES
1	Bharathiar University Inter Collegiate Tournaments
2	Open Inter Collegiate Tournaments
3	Kalaimagal Trophy / House wise Intra murals games
4	Anual Sports Day

5. Resolved to apply to the Universities for getting recognition to the Department of Computer Science as a research centre for guiding research leading to Ph.D degree.
6. After deliberations it was decided to include the courses on " Food Science and Nutrition" and " Floriculture" in the curriculum under Non-major Elective to be offered during the second year since it is felt that it would be useful to the students as most of them hail from families pursuing agricultural avocation and since most of the students particularly the girl students are under nourished. It was also decided to include Communication skills and Mathematics for Competitive Examinations under skillbased subjects to be offered during the second year of the UG Programmes.
7. As there was no other matter to be discussed the meeting came to an end with a vote of thanks proposed by Mrs. N. Mala, IQAC Co-Ordinator.

*N. Mala*

PRINCIPAL