KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS)

MINUTES OF THE MEETING OF THE IQAC

Date – 18.12.2016   Venue – Principal's Chamber   Time – 10.15 am

The followup action for the minutes of the metting of IQAC held on 17.11.2016 & 18.1.2017 the resoultions were made are as follows:

No.	ITEM	RESOULTION
1	Limited opportunity for gaining acquaintance with courses across disciplines.	Not applicable.
2	Feed back automation recommended.	Feed back automation is completed and will be implemented from this Semester.Ms.J.Savitha and Ms.E.Karthika will be the faculty incharge.
3	Technology enabled teaching processes need to be enhanced.	• Online tests were conducted through MOOC by all the departments. • For Science stream students, awarness programme on the courses available in MOOC will be conducted before 30.12.16 and a lecture programme will also be conducted on any topic relating to the syllabus.For Arts stream students it will be done before 30.12.2016. • IQAC- one day seminar will be conducted on 8th March,2017.Dr.N.Mala is the co-ordinator and all the members of IQAC will be the members of the committee for organising the seminar. • Under autonomous system we are introducing self-learning of a number of subjects in the name of extra credit programmes. • The HoDs will submite the list of activities and the FDP to be conducted during this semester along with the budget and the resource person for FDP on or before 23rd December 2016 • Sowtware for maintanance for student profile will be installed on or before 30th December 2016. Mr.B.L.Prabhu and Mr.D.Prakash will be incharge. • First module for Tally has already been prepared by Mr.R.Muthukumar and second module is under preparation.Training to the students,who volunteer, will be provided from the first week of January 2017. • the assignment of preparing vouchers for Tally will be given to M.Com (CA) students on 26.12.2016. • Viraliyur village has been adopted and the programmes, as decided, will be conducted in

		the camp to be organized from 18.01.2017 to 24.01.2017. Dr.V.Vijayalakshmi, will be the Faculty incharge.
4	Practical aspects of the courses need to be Strengthened.	It is decided to give more importance to practicals from the next academic year under autonomous scheme and the same would be recommonded to the concerned Boards of Studies for consideration.
5	Department wise budget allocation for research should be made.	Tentative budget for research activities by individual departments will be submitted on 23.12.2016.
6	Should mobilise resources from industry and government agencies to promote research.	Not applicable.
7	Digital Library needs to be strengthened. More systems to be provided exclusively for digital Library.	It is decided to request the Management to increase the space in the Library to accomodate the additional systems for setting up Digital Library.
8	Faculty to be encouraged for research focused teaching & learning.	Faculty handling PG classes are instructed to encourage the students to submit a review of literature on different reasearh topics, in addition to the project they are supposed to submit. Also they are requested to encourage the students to see that there is an original contribution, to the extent possible, in the project dissertation submitted by them.
9	Lack of Consultancy Services.	Not possible now.
10	College Should adopt a Village under village partnership program and should study the impact analysis.	Nearby village (Narasipuram or Viraliyur) is to be adopted.
11	More efforts to be made to have collaboration with industries and Premier institutions.	More MoUs have to be signed and activities are to be implemented.
12	Green Audit to be formalized to include all areas of the institution.	Informed Miss.Subha to collect details from Agri University on or before Jan 6th 2017.
13	Lack of on campus residential accommodation for staff.	Not applicable.
14	Lack of PG level professional courses.	Later.
15	Skill intensive programmes to be conducted to benefit economically backward students.	Identify two or three courses like Geriatrics which can be introduced in our college.
16	To offer skill based professional courses.	An MoU can be signed with "Naturals" to conduct a course on 'Beauty Theraphy'. In addition to this courses like Garment Stiching, Musroom Cultivation, Candle Manufacturing, Phenyl Preparation. Tailoring can be arranged through EDC for which details will be collected on or before 10.1.2017.
17	Active incubation centre may be set up.	-do-
18	E- learning resources to be used effectively by students and teachers.	Instruction has already been given to the HoDs to make use of E- learning resources like MOOC,NPTEL, etc. whenever possible.
19	The library should have space to accommodate atleast one third of the total number of students.	Mrs.N.Vijalakshmi will lead a team to develop a software for maintaining the attendance of students within two months.
20	Language lab to be extended for the	Later.

		use of all the students.	
	21	The curriculum delivery should be strengthened with practicals and innovation-centric methods to enhance employment opportunities.	To be discussed in the Boards of Studies.
	22	More vocational job oriented courses and B.Voc programmes to be offered.	B.Voc. course is to be started in the next academic year.
	23	Projects under Deen Dayal Upadhyaye Kaushal Vikas Yojina Scheme to be considered at the college with the support from MSDE (Ministry of Skill Development and Entrepreneurship).	Dr.B.Angamuthu is assigned the responsibility of collecting details about Deen Dayal Upadhyayae Kawhal Vikas Yajina Scheme and submit the same on or before 10.1.2017.
	24	College should have collaborative linkage with premier instituions, industry, NGO, etc., for resource modilization and quality enhancement.	MoUs have to be signed.
	25	Teachers to be provided with net enabled computers and membership subscription of relevant professional society.	Requisition for providing one more systen with a printer in each staff room is to be submitted on 24.12.2016.
	26	ICT Usage should be improved.	Requisition for providing one LCD in a class room which can be used by all the departments is to be submitted by the Principal on 24.12.2016.
	27	Hostel accommodation should be made more study conducive. Ventilation and moving space in the rooms are inadequate.	Once the renovation work is over, it will be done.
	28	Hygiene in Canteen and students' toilets need to be improved.	Hygiene in Canteen will be supervised by Mrs.Maheswari, Assistant Physical Director and cleanliness in the students gents toilet will be supervised by Mr.N.Vardharajan,O.S. and Ladies toilet by Mrs.Gayathri.
	29	Curriculum difference between B.Com and B.Com(CA) should be shown clearly.	Difference between B.Com and B.Com(CA) should be given in detail by Dr.J.Karthekeyani on or before 30.12.2016.
	30	Best practices to be modified consulting "Best Practices in Higher Education" published by NAAC.	Best practices as identified by NAAC and the practices followed by highly reputed institutions are being compiled.
	31	Number of research publications to be increased.	HoDs are informed to motivate the staff and students to publish papers in journals and to present papers in seminars and symposia etc.
	32	Objectives of the department not to be quantified. Academic oriented objectives to be framed.	Objectives of the department have to be modified and submitted to the Principal on or before 21.1.2017
	33	Faculty should be the Co- author for the papers presented by the students in seminars/ Conferences.	All Faculty members are informed to be the co-authors for the papers presented by the students in seminars and conferences.
	34	Each Department should be provided a separate room.	We request the Management to provide the same
	35	Individual Cabin with plug point to be	Three or four plug points can be provided in each

	provided for each faculty to facilitate privacy while discussion with the students.	faculty room to use their Laptops.
36	Atleast two computers to be provided for each department.	The HoDs have already submitted their requisition letters to the Management to provide system with a printer for their respective departments.
37	Faculty should be motivated to be the resource persons in Seminars/Conferences for workshops.	HoDs are instructed to motivate the Faculty members to act as resource persons in seminars, conferences and workshops.
38	Department-wise FDPs to be organised.	All HoDs have submitted the programmes to be conducted under FDP
39	Yoga Programme to be given to all faculty members.	It is decided to conduct the YOGA programme for all the faculty members on 30.03.2017 & 31.03.2017.
40	Separate Hall for Practicing Yoga to be provided.	The Seminar Hall can be used after the class hours, as it was already decided.
41	Steps may be taken to teach Hindi to all the students as value addition since it is a National Language.	Efforts will be taken to teach other languages including Hindi, French and German to the students.
42	Research articles should be reviewed in the Research Committee Meetings before submitting for publication.	All HoD's are informed to instruct the staff and students to submit the Research papers to the research committee before submitting for publication.
43	All the faculty of computer Science should become members of computer society of India.	Will be done
44	Thrust area of each individual department should be mentioned.	All the HoDs are requested to submit the Thrust Areas of their subjects on or before 20.1.2017.
45	Differences in the Curriculum between the courses B.Sc (CS), B.Sc(IT) and BCA to be mentioned.	HoDs of Computer Science , IT and Computer Applications are informed to submit the differences in the Curricula between these courses on or before23.1.2017
46	More plug points to be provided in the staff room for the faculty to use the computers or laptops.	Will be done.
47	Old books to be removed and new books to be added in the Library.	when new editions are available they will be purchased and added to the library
48	More out reach programmes to be conducted to increase admission.	The Departments of Commerce and Computer Science have conducted outreach programmes at Thondamuthur Govt. Girls. Hr. Sec. School and Sennanur and Sundakamuthur Govt. Hr. Sec. School and respectively. Other HoDs are requested to conduct programmes.
49	Best Practices and future plans cannot be similar to all the departments and there should be difference according to the differences in the objectives of the departments.	Will be done.
50	Size of the HoDs cabin may be increased.	Later.
51	In the first floor lab, the computers have to be upgraded.	Later.

52	Solar Power is to be used whenever and whereever possible.	Later.
53	CDs for reference in the library are not easily accessible.	The Librarian has already rearranged the CDS for easy access.
54	Separate toilet facility to be provided to the male faculty.	Will be done.
55	Toilets are not adequate.	Will be increased.
56	Direction boards to be fixed in each floor.	Will be fixed.
57	Board Displaying college infrastructure should be provided at the entrance.	Will be done.
58	Water leakage in the Second floor near water Doctor is found.	Will be done.
59	In the Girl's Hostel, the rooms should be shared only by two inmates and not four.	Will be done.
60	Walls and mirror in the ladies Gym should be repaired.	To be repaired.
61	Cooks and Suppliers should wear glouse and headgear.	Cooks and Suppliers are instructed to wear glouse and headgear.
62	Atleast a few classes should be made Smart Class rooms.	Will be done.
63	All the functions of administration and Academics should be computerised.	All the circulars have been sent through Intranet.
64	The Non – Teaching staff should be given training atleast twice a year in using Computers effectively to avoid use of papers.	All Non-teaching staff in our office have the knowledge of operating the systems.
65	All the Garden Workers, Sweepers and Scavengers should be provided with safety items like face- mask, Glouse etc.	Will be done.
66	The Children of menial workers may be provided with coaching classes in the college.	Will be done.

Principal   Advisor

Copy to:

The Director.

The Academic Director.

The Co-ordinator, IQAC.