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   25.05.2018

Circular for Fifteenth Meeting of IQAC

The 15th meeting of Internal Quality Assurance cell will be held on 01.06.2018(Friday) 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 plan the activities to be conducted for enhancing the quality of education and the skills required for employment.
3. To review the curriculum of various programmes offered and the suggestions for improvement if any.
4. To improve the research contributions by the faculty as well as the students.
5. To plan the training programmes to be organized for enhancing the soft skills of the students.
6. Any other matter.

N. Mala 25.5.18
PRINCIPAL

Copy to:

1. The Academic Director.
2. The Secretary.
3. The IQAC Co-ordinator.
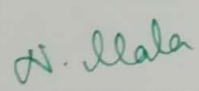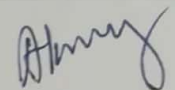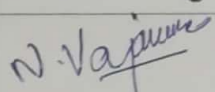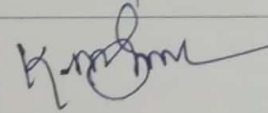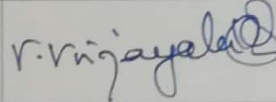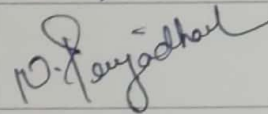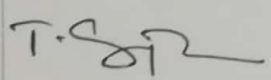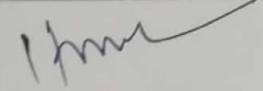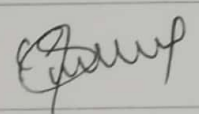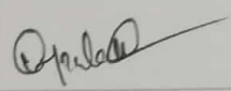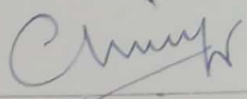
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Minutes of the 15th IQAC meeting

Minutes of the 15th meeting of the IQAC held on 01.06.2018 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.N.Priyadharshini	HOD,Commerce(CA)	Member	
8.	Mrs.T.Suriyaprabha.	HOD,English	Member	
9.	Mrs.K.Noel Binny	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.	Mr.K.Arun Krishnan.	Student Representative III B.Com(CA)	Member	K.Aarukeeshran
14.	Mr.K.Kaushikraj.	Alumnus	Member	K.Kaushkraj
15.	Mrs.E.Karthika.	HOD,Commerce	Co-ordinator	E.Kartha
16.	Ms.J.Jayasudha	Assistant Professor,Commerce(CA)	Invited Member	J.Jayasudha
17.	Ms.S.Anusiya Banu	Assistant Professor,Commerce(PA)	Invited Member	S.Anz.
18.	Ms.C.Subha.	Assistant Professor,BBA(CA)	Invited Member	C.Subm.
19.	Ms.A.Christina Esther	Assistant Professor,Commerce(CA)	Invited Member	

The following members regretted their leave of absence as they were away from Coimbatore.

S.No	Name of the Member	Designation	Category
1.	Dr.B.Sampathkumar	Principal(Retd.)	Member
2.	Mr.N.Viswanathan	Managing Partner,Amarun Foundries,Coimbatore.	Invited Member

The meeting commenced with a formal welcome by the principal.

Various items of the agenda were taken up for discussion and after elaborate discussions, the following resolutions were passed/decisions taken.

Minutes of the Meeting

15.1. The minutes of the previous meeting of the IQAC was tabled for perusal by the members and it was resolved to approve the same.

15.2. While planning the activities it was decided to plan the activities in such a way that they will not only enhance the skill and knowledge of students but also develop their attitude. It was also decided that some programs focusing on values as recommended in various educational commissions to be included. Thus, the following activities were planned to be conducted by various departments during the academic year 2018 – 2019.

DEPARTMENT OF ENGLISH

S.NO.	DATE	ACTIVITIES
1.	27.06.2018	Bridge Course on "Fundamentals of English Grammar"
2.	03.08.2018	Inauguration of ELF 2018-2019 and a Lecture on "Developing Communication Skills"
3.	20.08.2018	Trainning Programme on "Learn English The Easy Way"
4.	29.08.2018	Seminar on "Soft Skills"
5.	19.09.2018	"Literary Fiesta 2018-2019" – An Inter-Departmental Literary Competition
6.	20.12.2018	Self Development programme on " Positive Thinking"
7.	09.01.2019	Guest Lecture on "Interview Skills"
8.	23.01.2019	Workshop on " Eco – English"
9.	21.02.2019	Extension Activity on "Listening,Speaking,Reading&Writing Skills" for the Students of Govt. Hr. Sec. School, Thondamuthur.

தமிழ்த்துறை

வ.எண்	நாள்	நிகழ்வுகள்
1	27.07.2018	தமிழ் மன்றம் - தமிழ்ச்சாரல் தொடக்க விழா – முனைவர் மதியழகன் தமிழ்ப் பேராசிரியர், அரசு கலைக்கல்லூரி உடுமலை.
2	30.07.2018	நேசத்தோடு வாசிப்போம்
3	07.08.2018 08.08.2018	சுதந்திர தினவிழா போட்டிகள்: தமிழோடு பேசு (இலக்கியம் தொடர்பான பேச்சுப் போட்டி), ஓவியம், கவிதை. கட்டுரை.
4	06.09.2018	கருத்தரங்க கட்டுரை வாசித்தல்.
5	05.10.2018	பத்தி இலக்கியக் கருத்தரங்கம் : முனைவர் சாந்தகுமார், தமிழ்ப் பேராசிரியர், தமிழ்க் கல்லூரி, கோவை.
6	14.12.2018	படைப்பிலக்கியப் பயிற்சிப் பட்டறை
7	11.01.2019	கிராமியம் தொடர்பான பாடல், நடனம்,கோலப் போட்டி.
8	18.01.2019	விரிவாக்கப் பணித்திட்டம் - அரசு உயர்நிலைப்பள்ளிஇ நரசிபுரம் (பேச்சுஇ கட்டுரைஇ ஓவியம்இ பாடல் ஒப்புவித்தல்)
9	23.01.2019 24.01.2019	குடியரசு தின விழா போட்டிகள் : நாடகம், வினாடி வினாப் போட்டிகள்.
10	15.02.2019	தமிழ் மன்றம் - தமிழ்ச்சாரல் நிறைவு விழா.

DEPARTMENT OF MATHEMATICS (CA)

S.No	Date	Name of the Programme
1.	27.07.2018	Knowledge Enriching Programme - Inauguration of Mathematics Association MAZE-2018 and Seminar on "Graph Theory and its Applications"
2.	17.08.2018	Workshop on "Information Security"
3.	07.09.2018	Workshop on "SPSS"
4.	27.09.2018	Attitude Development Programme - Self-awareness and emotional intelligence
5.	03.10.2018	Value Based Programme - Professional ethics and social values
6.	05.12.2018	FDP on "MATLAB"
7.	04.01.2019	Extension Activity - Model Examinations for +2 students of Govt Boys Hr Sec School, Thondamuthur, Coimbatore.
8.	25.01.2019	State Level Conference on Mathematical Modeling and its Computational Aspects
9.	08.02.2019	Industrial Visit
10.	20.02.2019	Interdepartmental Competition

DEPARTMENT OF COMMERCE

S.No.	Date	Name of the Programme
1	08.08.2018	Inauguration of Commerce Association CARVE-2018 & a Guest Lecture on "GST – Challenges and performance an overview".
2	28.08.2018	Extension Activity at the Orphanage (Madhampatti) by donating groceries.
3	30.08.2018	Skill Based Programme on " Team Work"
4	06.08.2018 to 06.09.2018	Certificate Course on "Retail Banking"
5	05.09.2018	Guest Lecture on " Digital Marketing"
6	06.09.2018	Intra Department Competitions 2018
7	29.09.2018	Value Based Programme on "The power of Positive Thinking"
8	12.09.2018 to 14.09.2018	Industrial Visit
9	27.09.2018	National Conference on " Cash to Cashless Economy- Challenges & Opportunities"
10	17.9.2018 To 17.10.2018	Certificate Course on "Tally" given by NSDC at Ardra Inter Tech, Coimbatore
11	30.01.2019	Intercollegiate-Game Competition
12	10.01.2019	Extension Activity Pongal Celebration at S.N.Matric Higher Secondary School.
13	16.02.2019	Faculty Development Programme on "How to be a Good and Successful Teacher"
14	19.02.2019	Extension Activity at Alandurai by teaching the "Banking Operations" to the people residing over there and "Basic Accounting Concepts" to the HSC students in that village.
15	21.02.2019	Workshop on "E-Filing"
16	01.02.2019	Industrial visit to TTK Prestige Ltd., Coimbatore.

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

S.No	Date	Name of the Programme
1	07.08.2018	Inauguration of Commerce with Computer Application Association "SKILL 2018" and A Lecture on Job Opportunities in Commerce Sector.
2	10.08.2018	Extension Activity at the Orphanage (Madhampatti) by donating groceries.
3	13.09.2018	Guest Lecture on "Impact of GST on Indian Economy"
4	04.01.2019	Workshop on "Tax and E-filing"
5	12.09.2018	Skill Development Programme on "Power of Communication"
6	23.08.2018	Inter Department Competitions 2018
7	29.01.2019	Value Based Programme on "Ethical Issues in Business"

8	21.09.2018 & 22.09.2018	Industrial Visit
9	27.09.2018	National Conference on "Cash to Cashless Economy-Challenges & opportunities"
10	17.9.2018 To 17.10.2018	Certificate Course on "Tally" given by NSDC at Ardra Inter Tech, Coimbatore
11	30.01.2019	Intercollegiate-Game Competition
12	30.10.2018	Faculty Development Programme on "Emotional Imbalances"
13	19.02.2019	Extension Activity at Sennanur by teaching the "Banking Operations" to the people residing over there and "Basic Accounting Concepts" to the HSC students in that village.
14	06.02.2019	Workshop on "Animation Techniques"
15	11.01.2019	Extension Activity – Pongal Celebration at Mathuvarayapuram Government Higher Secondary School.
16	15.11.2018 to 30.11.2018	In Plant Training at Auditor Office for PG Students.
17	01.02.2019	Industrial Visit to TTK Prestige Ltd, Coimbatore.

DEPARTMENT OF COMMERCE (PA)

S.No	Date	Name of the Programme
1	10.08.2018	Inauguration of Commerce (PA) Association(COM-PAC) & a Guest Lecture on "Implementation of Accounting Standards and Risk Management"
2	17.08.2018	Extension Activity at Blind School by donating Braille Scripts, Uliyampalayam
3	31.08.2018	Skill Based Programme on "Leadership and Group DynamicS"
4	07.09.2018	Value Based Programme on "yoga- Balance of Body and Mind"
5	06.08.2018 to 06.09.2018	Certificate Course on "Retail Banking"
6	12.09.2018 to 14.09.2018	Industrial Visit
7	27.09.2018	National Conference on " Cash to Cashless Economy- Challenges & Opportunities"
8	17.9.2018 To 17.10.2018	Certificate Course on "Tally" given by NSDC at Ardra Inter Tech, Coimbatore
9	14.12.2018	Guest Lecture on " Current Trends in Strategic Management"
10	28.12.2018	Intra Department Competitions 2018
11	30.01.2019	Intercollegiate-Game Competition
12	16.02.2019	Faculty Development Programme on " Analytical thinking for Research"
13	19.02.2019	Extension Activity at Pachapalayam by teaching the "Banking Operations" to the people residing over there and "Basic Accounting Concepts" to the HSC
14	21.02.2019	Workshop on "E-Filing"
15	01.02.2019	Industrial visit to TTK Prestige Ltd., Coimbatore.

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)

S.No	Date	Name of the Conference/ Seminar/workshop/training
1	21.6.2018	Inauguration of Management Association – "Fuents" and seminar on "Recent trends in Entrepreneurial Strategies"
2	22.6.2018	Induction programme for the first year students on "Attitude Change"
3	23.6.2018	Training programme on Team building and Team dynamics
4	12.7.2018	Valueadded programme on "Emotional Intelligence"
5	26.7.2018	Self-employment skill based training– Terracotta Jewellery making for Girls
6	3.8.2018	Education tour to GASS Museum and Insect Museum
7	10.8.2018	Extension activity- "Awareness Towards Health Issues Faced by Teenagers" to the students of GHSS, Muthipalayam.
8	24.8.2018	Faculty development programme on "Case Analysis"
9	06.9.2018	Industrial visit to Manufacturing /production units
10	20.9.2018	Skill based training on "Mailing Etiquettes and Social Networking for Professionals"
11	6.12.2018	Seminar on "Rural Marketing"
12	13.12.2018	Extension activity – Awareness towards banking procedures to the 11th standard students of GHSS- Kulathupalaym.
13	7.02.2019	National Conference on "Innovations and Sustainable Development in Management"
14	12.2.2019	Skill based programme on "Interview Techniques"
15	20.2.2019	Workshop on "Photoshop"

PG DEPARTMENT OF COMMERCE (IB)

S.No	Date	Name of the Conference/ Seminar/workshop/training
1	21.6.2018	Inauguration of Association and seminar on "Cross Border Mergers and Acquisitions"
2	22.6.2018	Induction programme for the first year students on "Attitude Change"
3	23.6.2018	Training programme on Team building and Team dynamics
4	12.7.2018	Value added programme on "Emotional Intelligence"
5	26.7.2018	Self-employment training – Terracotta Jewellery making for Girls
6	3.8.2018	Education tour to GASS Museum and Insect Museum
7	10.8.2018	Guest Lecture on "Containerization"
8	24.8.2018	Faculty development programme on "Case Analysis"
9	06.9.2018	Industrial visit to Cochin Port

10	20.9.2018	Skill based training on "Import Export Documentation "
11	6.12.2018	Seminar on "Digital Currency"
12	7.02.2019	National Conference on " Innovations and Sustainable Development in Management"
13	12.2.2019	Seminar on "Impact of Cross Culture in International Business"

DEPARTMENT OF COMPUTER SCIENCE

S.No	Date	Name of the Programme
1.	01.08.2018	UG & PG Association Inauguration and Guest Lecture on **"Current Trends in IT Sector"**
2.	17.08.2018	Workshop on NS-2
3.	31.08.2018	Guest Lecture on Memory Skill Techniques
4.	10.09.2018	Faculty Developement Programme on IoT
5.	20.09.2018	Extension Activity for Corporation Boys Higher Sec School RS Puram on the topic "Internet Basics"
6.	29.09.2018	Value Based Programme on " Professional Developement"
7.	07.12.2018	Guest Lecture on Python Programming
8.	28.12.2018	Workshop on Animation Techniques
9.	09.01.2019	Extension Activity for Govt Middle School, Zahirnayakkenpalayam on the the topic "Environmental Degradation and its Prevention"
10.	24.01.2019	National Conference on "Modern Computing Applications"
11.	08.02.2019	Industrial Visit
12.	28.02.2019	Personality Development Programme.

DEPARTMENT OF INFORMATION TECHNOLOGY

S.No	Date	Name of the Programme
1	01.08.2018	Inauguration of Information Technology Association and a Guest Lecture on "**Current Trends in IT Sector**".
2	14.08.2018	Guest Lecture on " Data Security"
3	31.08.2018	Self Development Programme on "How To Make Powerful First Impression"
4	29.08.2018 to 28.09.2018	Certificate Course on Dot Net with My SQL given by NSDC at Ardra Inter Tech, Coimbatore
5	05.09.2018	Guest Lecture on " Ethics and professional responsibility in Computing"
6	14.09.2018	Value Based Programme on "Building Workplace Social Skills"
7	12.09.2018 to 14.09.2018	Industrial Visit
8	29.09.2018	Extension Activity - Training Programme on "Open Office" to XII Students of GHSS, Sennanur.
9	27.10.2018	FDP on "Python Programming"
10	28.12.2018	Intra Department Competitions 2018
11	24.01.2019	National Level Conference on "Innovative Technologies in Information Security".
12	12.02.2019	Workshop on "E-Wallet"

DEPARTMENT OF COMPUTER APPLICATIONS

S.No	Date	Name of the Programme
1.	01.08.2018	UG & PG Association Inauguration and Guest Lecture on "**Current Trends in IT Sector**"
2.	18.08.2018	Personality Development Programme
3.	12.09.2018	Workshop on Internet of Things
4.	21.09.2018	Faculty Development Programme on Python Programming
5.	19.09.2018	Extension Activity for Govt Boys Hr Sec School, Thondamuthur on the topic "HTML"
6.	27.09.2018	Value Based Programme on " Art of Living "
7.	14.12.2018	Guest Lecture on Big Data

8.	09.01.2018	Intra-department Competitions (PaperPresentation,Debugging, LogoIdentification,Quiz)
9.	24.01.2018	**National Conference on "Modern Computing Applications"**
10.	08.02.2019	Industrial Visit

CITIZEN CONSUMER CLUB

S.No	Date	Name of the Programme
1.	18.07.2018	The functions of Food Safety and Standards Authority of India in protecting the consumers.
2.	07.02.2019	Consumers Protection Act & Procedures for claim
3.	20.02.2019	Stage play by students for creating awarness on consumer protection

NATIONAL SERVICE SCHEME

S.No	Name of the Programme
1	Innauguration of the NSS activsities and lecture on the estabilishment of NSS and conducting camps and various activities in and outside of the college campus.
2	Celebration of International Yoga Day
3	Hundi cash counting at Maruthamali Temple
4	Celebration of 150th BirthAnniversary of Mahatma Gandhi
5	A lecture on Dr.A.P.J.Abdhl Kalam, his life and services and tree planting programme
6	Campus cleaning programme
7	Celebration of National Hnadloom day
8	Awarness program on Dengue fever and its prevention
9	Celebration of World Population day
10	Eye screening camp in the college campus
11	Awarness Rally on Eradication of Child Labour
12	Celebration of National Youth day
13	Seed ball and sapling preparation at ISHA centre
14	Rally on the occassion of World Mother Languages day
15	Annual special camp
16	Awarness Rally to propagate Swachh Bharath scheme and field work in an adopted village
17	Visit to orphanage and old age home
18	Participation in the programmes organised by Bharathiar University, Local panchayat and other NGOs.

FINE ARTS CLUB

S.NO	DATE	NAME OF THE EVENT
1	31.07.18	Drawing Competition
2	23.08.18	Rangoli Competition
3	24.09.18 to 29.09.18	Cultural competition Practice
4	10.10.18	Cultural competition
5	06.12.18	Exhibition a) Arts b) Crafts
6	21.12.18	Street Drama
7	11.01.19	Waste out of Wealth
8	19.02.19	Photo Contest

AUDITORS CLUB ACTIVITY

S.NO	DATE	Name of the Programme
1	18.7.2018	Inauguration of Auditors club and Guest lecture on Professional Courses.
2	30.8.2018	Guest lecture on Professional Facilitation.
3	12.9.2018	In Plant Training to the Members of Auditor's Club.
4	28.12.2018	Guest lecture on E-Auditing.
5	21.1.2019 To 28.2.2019	Certificate course on GST(40 hrs).

ENTRPRENEUR DEVELOPMENT CELL

S.No.	Date	Programmes
1.	26.07.2018	Inaguration of EDC and seminar on " Entrepreneurial Education"
2.	27.07.2018	Creating Entrepreneurial forum for students
3.	28.07.2018	Awareness Programme on "Startups and Make in India"
4.	20.02.2019	"Out of the Box Thinkers" Intra College Competition
5.	26.02.2019	Seminar on "Product Selection and Preparing Project Reports"
6.	06.03.2019	Valedictory – A seminar on "Financial Support for Entrepreneurs"

CENTRE FOR HUMAN EXCELLENCE

S.No	Date	Name of the Conference/ Seminar/workshop/training
1	31.7.2018	Inauguration of the "Centre for Human Excellence" and seminar on "Attitude change" for First year students
2	17.8.2018	Seminar on "Role of Food Habits for Healthy Mind" for Second year students
3	20.9.2018	Seminar on "Grooming and Body Language" for Third year students
4	20.12.2018	Seminar on "Managing Change and Adoption to Team work" for Third year students
5	23.1.2019	Seminar on "Developing positive Attitude and Confidence Building" for second year students
6	20.2.2019	Seminar on "Significance of Ethical Values" for First year students

ECO CLUB

S.No	Date	Name of the Programme
01	12.07.2018	Enrolling the new members of the ECO CLUB and Inauguration of Eco Club
02	20.07.2018	Visit to social forestry / sites rich in bio diversity in and around the college.
03	17.08.2018	Visit Salim Ali Birds Sanctuary at Anaikatti
04	04.10.2018	World Habitat Day Plastic Waste and e-waste Management
05	09.01.2019	Protection of Natural Environment awareness Programme.
06	12.02.2018	Visit Gass Forest Museum
07	22.03.2018	World day for Water: Painting/Essay /Debate competitions on Eco - issues

YOUTH RED CROSS CLUB

S.No	Date	Name of the Programme
1	26.07.2018	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.
2	16.09.2018	Awareness Program on "Fire Safety Methods"-Distribute lifesaving fire safety information to residents in your neighborhood.
3	05.01.2019	Drawing Cometition for All Students regarding " Disaster Management "

PHOTOGRAPHY CLUB

S.No	Date	Name of the Conference/ Seminar/workshop/training
1	27.9.2018	Interdepartmental Photography contest on the theme "Habitat of Coimbatore"
2	01.2.2019	Photographs exhibition and Interdepartmental short film contest

15.3 The members appreciated the introduction of Outcome Based Education in the curriculum and made a suggestion that one or two more seminars may be conducted to have a proper understanding of the Taxanomies and Rubrics methods of assessment suitable teaching methodology in order to see the expected outcome from the students.

15.4 The members suggested that the monographs prepared by the teachers should be converted in to research publications. They also suggested that there should be a minimum of two publications in UGC approved journals. They also suggested that the students should be encouraged to present articles in seminars and conferences conducted by the other institutions and also to publish a minimum of one research paper in a reputed journal.

15.5 The members suggested that continuous training programs may be organised for developing their skills in communication and attitude starting from the first year itself. Training programs may also be organized in resume preparation facing the interview, group discussion and development of positive attitude.

15.6 As there was no other matters to be discussed, the meeting came to a close with the vote of thanks proposed by Ms.E.Karthika, IQAC Coordinator.

01.06.18

PRINCIPAL