



KAAMADHENU ARTS AND SCIENCE COLLEGE

Approved by Govt. of Tamil Nadu • Recognized by UGC under 2(f) and 12(B) • Affiliated to Bharathiar University - Coimbatore
Kamadhenu Nagar, D.G.Pudur (Post), Sathyamangalam, Erode District, Tamil Nadu - 638 503
Ph : +91 4295 - 223 743, 223 843 Web : www.kascsathy.ac.in E-mail : office@kascsathy.ac.in

Date: 19.06.2024

Internal Quality Assurance Cell (IQAC)

Circular

We would like to inform you that the Internal Quality Assurance Cell members meeting are scheduled to take place on June 29, 2024, at 11 a.m. The scheduled location for the meeting is the College's Institutional Quality Assurance Cell (IQAC). Your presence at this meeting is highly solicited, as we aim to discuss important matters pertaining to the quality assurance processes within our institution.

The agenda for the meeting is as follows:

1. Welcome and Introduction
2. Review of Previous Meeting Minutes
3. Autonomous Application Process
4. NAAC – Appeal for Re-evaluation of Results
5. Departmental Activity Updates
6. ERP Update
7. FDP for Existing, New, and Non-Teaching Staff
8. Update on Revised IQAC Members
9. Faculty Profile Updates
10. Anti-Ragging Affidavit for First-Year Students
11. AI & DS Program
12. Student Skill Development Initiatives
13. Academic and Administrative Audits
14. MoUs and Collaborative Activities
15. College Template Update
16. Club Extension Activities
17. SWAYAM/NPTEL Course Enrollment
18. BU Annual Report Preparation
19. NAAC AQAR Work Timeline
20. Scheduling the Next Meeting and Adjournment

Your participation is integral to the success of our quality assurance initiatives, and we value your insights and contributions to the discussion.



IQAC Coordinator
IQAC Coordinator

Kaamadhenu Arts and Science College
Sathyamangalam.





Principal
Principal

Kaamadhenu Arts and Science College
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Copy to:

- All Members of IQAC
- All Heads of Departments (HoDs)
- File



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Internal Quality Assurance Cell (IQAC)

IQAC meeting held on 29.06.2024 at 11.00 a.m

Attendance of Members

S.No	Name	Position	Signature
1	Dr. A.Gurumoorthi	Chairperson	
2	Ms. P.Arunthathi	Member from Management	
3	Dr. P.Malar Selvi	Member from Management	
4	Dr. V.J.Nirmala	Teacher Representative	
5	Dr. S.Alakendran	Teacher Representative	
6	Dr. T.Saravanan	Teacher Representative	
7	Dr. P.Dharmarajan	Teacher Representative	
8	Dr. R.Rajesh	Teacher Representative	
9	Ms. M.Sakthi	Teacher Representative	
10	Ms. R.Harini Sree	Teacher Representative	
11	Ms. S.Bharathi	Teacher Representative	
12	Mr. S.Karthikeyan	Teacher Representative	
13	Mr. S.Subashini	Non-Teaching Staff Representative	
14	Mr. Ashok Paul	industry Person	
15	Dr. K.L.Senthil Kumar	Academic Representative (External)	
16	Mr. V.Sundaram	Local Society	
17	Mr. K.S.Ajithkumar	Alumni Representative	
18	Ms. N.Nandhini	Students Nominee	
19	Mr. A.P.Tamilselvan	Coordinator of the IQAC	

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC members convened for a meeting at the IQAC on June 29, 2024, at 11 a.m. The coordinator extended a warm welcome to all participants and provided an overview of the meeting's agenda.

1. **Welcome and Introduction:**

The meeting commenced with a welcome note and an introduction by Principal, setting the agenda for the session.

2. **Review of Previous Meeting Minutes:**

The minutes from the previous meeting held on 18.04.2024 were reviewed and approved without amendments.

3. **NAAC Re-evaluation Appeal Status:**

An appeal for the re-evaluation of NAAC results has been submitted. We are currently awaiting the results of the appeal.

4. **Autonomous Application Process:**

The progress and next steps for the autonomous application were discussed, with a focus on ensuring all requirements are met.

5. **Departmental Activity Updates:**

Each department provided brief updates on their recent and upcoming activities.

6. **ERP Update:**

A report on the current status of the ERP system was provided, with discussions on enhancements and user feedback.

7. **FDP for Existing, New, and Non-Teaching Staff:**

Plans for upcoming Faculty Development Programs (FDP) were presented, targeting both teaching and non-teaching staff.

8. **Update on Revised IQAC Members:**

The revised list of IQAC members was shared, with a brief on their roles and responsibilities.

9. **Faculty Profile Updates:**

All departments were reminded to update faculty profiles regularly to maintain accurate records.





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10. Anti-Ragging Affidavit for First-Year Students:

The importance of collecting anti-ragging affidavits from first-year students was emphasized.

11. AI & DS Program:

Discussion on preparations and expectations for the upcoming university inspection of the AI & DS program.

12. Student Skill Development Initiatives:

New initiatives for student skill development were introduced, focusing on enhancing employability.

13. Academic and Administrative Audits:

The schedule for upcoming academic and administrative audits was confirmed, with preparations discussed.

14. MoUs and Collaborative Activities:

Recent and potential MoUs were reviewed, with an emphasis on enhancing collaborative activities.

15. College Template Update:

A discussion on updating the college template to reflect recent changes in branding and documentation standards took place.

16. Club Extension Activities:

Updates on club extension activities were provided, encouraging student participation.

17. SWAYAM/NPTEL Course Enrollment:

The importance of enrolling in SWAYAM/NPTEL courses was reiterated, with an emphasis on faculty and student engagement.

18. BU Annual Report Preparation:

The timeline and responsibilities for the BU annual report preparation were outlined.

21. NAAC AQAR Work Timeline:

The start and completion dates for the NAAC AQAR (Annual Quality Assurance Report) work were discussed.

22. Scheduling the Next Meeting and Adjournment:

The next meeting was scheduled for 24.10.2024, and the session was adjourned with closing remarks.


29/10/2024

IQAC Coordinator

IQAC Coordinator

**Kaamadhenu Arts and Science College
Sathyamangalam.**





**Principal
Principal**

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Date: 14.06.2024

Internal Quality Assurance Cell (IQAC) FEEDBACK AND ACTION TAKEN REPORT

IQAC Meeting	Decision Taken	Action taken subsequently based on the agenda discussed in the IQAC meeting
Meeting held on 18.04.2024	Analysis of results 2023-2024 (ODD)	The results for the 2023-2024 (ODD) semester have been analyzed. Key performance metrics were identified, and a detailed report was shared with the respective departments for further action.
	Internal and External Audits	All audit issues have been identified and resolved. The internal/external audits are scheduled for September 14, 2024. Preparatory meetings have been conducted to ensure compliance with audit requirements
	NAAC-Accreditation Results	The NAAC accreditation results were reviewed, and an action plan has been developed to address areas for improvement. Departments have been informed to initiate the necessary steps for enhancing quality measures. Additionally, discussions were held regarding the appeal process for the accreditation results. A committee has been formed to prepare and submit the appeal.
	NAAC-Binary Accreditation Process	A committee has been formed to oversee the binary accreditation process. Initial meetings have been conducted, and documentation is being prepared to meet the accreditation standards.
	Completion status of program documents	Program documents have been reviewed, and 90% of the required documentation is complete. The remaining documents are expected to be finalized by the end of the month.
	Assign the Club Coordinators for ODD Semester (2024-2025)	Club Coordinators for the ODD semester (2024-2025) have been assigned. Official notifications have been sent to the assigned coordinators, and they have been briefed on their roles and responsibilities.
	Commemorative Days Celebration	A calendar for commemorative day celebrations has been finalized. Committees have been formed to organize the events, and preparations are underway for upcoming celebrations.






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IQAC Meeting	Decision Taken	Action taken subsequently based on the agenda discussed in the IQAC meeting
Meeting held on 18.04.2024	Finalise the formats for ISO and NAAC	The formats for ISO and NAAC documentation have been finalized and informed to circulate to all relevant departments. Training sessions on using these formats have been scheduled.
	Collect the performance appraisal	Performance appraisal forms have been distributed to all staff members. The collection process is ongoing, with a deadline set for submission by mid-May 2024.
	Collect the feedback from all stakeholders	Feedback link have been sent to students, faculty, and other stakeholders. The collection process has begun, and data analysis will be conducted once all feedback is received.
	Student Induction Programme (2024-2025)	The Student Induction Programme for the 2024-2025 academic year has been successfully conducted. Feedback from participants has been collected, and suggestions for improvement have been noted.
	Academic Calendar (2024-2025)	The academic calendar for the 2024-2025 year has been finalized and distributed to all departments. The calendar includes important academic dates, holidays, and events.


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