



Date: 17.10.2024

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 October 24, 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. Internal Auditing
4. TNPSC Coaching Class
5. Teachers' Day Celebrations
6. UMIS Registration for First-Year Students
7. ERP Training Session
8. IIC - Academic Council Meeting and Portal Updates
9. Website Committee Meeting
10. Faculty Members Publish ISBN Books
11. Enhancing Administrative Skills for Non-Teaching Staff
12. Audit Statement 2023-2024
13. University Rank Holder Details
14. Conduct Internal Hackathon
15. Sexual Harassment Awareness
16. Drug-Free Awareness Programme
17. MRM – Result Analysis Meeting
18. Course File Review in ERP
19. BOS Members Selection
20. Conduct Alumni Interaction Programme
21. Career Guidance Programme
22. Feedback Collection 2024-2025 (ODD Semester)
23. Consolidate the documents for AQAR 2023-2024
24. 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.

[Handwritten Signature]
17/10/24

IQAC Coordinator
IQAC Coordinator

Kaamadhenu Arts and Science College
Sathyamangalam.



[Handwritten Signature]
17/10/24

Principal

Principal
Kaamadhenu Arts and Science College
Sathyamangalam.

Copy to:

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



Internal Quality Assurance Cell (IQAC)
IQAC meeting held on 24.10.2024 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	

24/10/24

IQAC Coordinator
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Kaamadhenu Arts and Science College
Sathyamangalam.



Principal

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Kaamadhenu Arts and Science College
Sathyamangalam.



Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC members convened for a meeting at the IQAC on October 24, 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 was called to order by the IQAC Coordinator. The Coordinator welcomed all attendees and provided an overview of the meeting's agenda.

2. Review of Previous Meeting Minutes

The minutes from the previous meeting were reviewed. All actions were discussed, and updates were provided by relevant members.

3. Internal Auditing

The Audit Committee will conduct the internal audit for the 2024-2025 ODD semester on December 12, 2024. The committee will identify areas for improvement and propose measures to ensure better compliance.

4. TNPSC Coaching Class

It was decided to initiate TNPSC coaching classes for students interested in state-level government exams. The Department of Tamil was assigned the responsibility of coordinating the sessions.

5. Teachers' Day Celebrations

Plans for Teachers' Day were discussed. The event will include a speech from the Principal, student performances, and a felicitation ceremony for faculty on September 5, 2024.

6. UMIS Registration for First-Year Students

The registration process for first-year students on the UMIS platform was discussed. Mr. Premkumar S.M. (Mathematics) was tasked with overseeing the registration process.

7. ERP Training Session

A training session for faculty on the ERP system was scheduled. The IQAC Coordinator will organise and communicate the details to all faculty members.

8. IIC - Academic Council Meeting and Portal Updates

The Institutional Innovation Council (IIC) will hold a meeting and update the details on the portal. R. Rajesh (PGRCS) has been assigned to manage this task.



9. Website Committee Meeting

The Website Committee will hold a meeting to discuss website updates, including content and design improvements. The committee will follow up with a progress report.

10. Faculty Members Publish ISBN Books

Faculty members were encouraged to publish books with ISBN.

11. Enhancing Administrative Skills for Non-Teaching Staff

A Faculty Development Programme (FDP) focusing on administrative skills for non-teaching staff was discussed. The IQAC Coordinator will plan and execute the program.

12. Audit Statement 2023-2024

The audit statement for 2023-2024 has been requested from the auditor. The Accounting Team will submit the finalized document.

13. University Rank Holder Details

An update was provided on the university rank holders. A flyer will be planned to recognize and share their achievements.

14. Conduct Internal Hackathon

An internal hackathon event was proposed to encourage innovative thinking among students. A team member will handle the logistics and planning for the event.

15. Sexual Harassment Awareness

A workshop on sexual harassment awareness was approved, with sessions to be held for both students and staff. The Coordinator will organize and publicize the event.

16. Drug-Free Awareness Programme

The importance of a drug-free awareness campaign was discussed, and the Coordinator was assigned to lead the initiative.

17. MRM – Result Analysis Meeting

The meeting focused on the result analysis of recent examinations. The Department Heads will analyze the data and provide recommendations for improvement.

18. Course File Review in ERP

An ERP course file review was discussed to ensure all files are up-to-date and accessible for the 2024-2025 (ODD Semester). The IQAC Coordinator will oversee the process.

19. BOS Members Selection

Board of Studies (BOS) member selection was discussed for the Autonomous system. A list of potential candidates will be prepared for final approval.



20. Conduct Alumni Interaction Programme

An alumni interaction programme was scheduled to strengthen alumni relations and provide networking opportunities for students.

21. Career Guidance Programme

A career guidance programme was discussed for students, to be led by the Placement and Training Cell Coordinator. The program will include talks and workshops on various career paths.

22. Feedback Collection 2024-2025 (ODD Semester)

Feedback collection for the 2024-2025 odd semester was discussed. Criterion 1 in-charge will manage the process through the ERP system.

23. Consolidate the documents for AQAR 2023-2024

It was decided that all necessary documents for the Annual Quality Assurance Report (AQAR) 2023-2024 should be consolidated. The IQAC Coordinator will oversee the process, with support from Criterion In-charges to ensure timely submission.

24. Scheduling the Next Meeting and Adjournment

The next meeting was scheduled for January 23, 2025. The meeting was adjourned by the IQAC Coordinator, who thanked all participants.


24/10/24
IQAC Coordinator
IQAC Coordinator
Kaamadhenu Arts and Science College
Sathyamangalam.




24/10/24
Principal
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Date: 14.10.2024

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 29.06.2024	Autonomous Application Process	The autonomous application was submitted on August 6, 2024.
	NAAC – Appeal for Re-evaluation of Results	The NAAC appeal process was completed, and the result was received via email on July 3, 2024, with no changes.
	Departmental Activity Updates	The department conducts a variety of activities, including workshops, seminars, skill programs, career guidance sessions, faculty development programmes (FDP), and orientation sessions.
	ERP Update	The ERP has been updated with features including Institution and My Reports, Department Reports, Mark Analysis, Event Approval, and Documentation.
	FDP for Existing, New, and Non-Teaching Staff	FDP sessions were conducted for Existing and New staff on 19.06.2024, and for Non-Teaching Staff on 28.09.2024.
	Update on Revised IQAC Members	The revised IQAC members were updated as approved on 15.07.2024.
	Faculty Profile Updates	The faculty profiles were updated in the ERP on 30.07.2024.
	Anti-Ragging Affidavit for First-Year Students	Anti-Ragging Affidavits for first-year students have been collected and submitted to the office.
	AI & DS Program	The new program of the AI & DS University Inspection Commission was completed on July 16, 2024.



KAAMADHENU ARTS AND SCIENCE COLLEGE

Accredited with 'A' Grade by NAAC
Recognized by UGC under 2(f) and 12(B)
Affiliated to Bharathiar University - Coimbatore

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IQAC Meeting	Decision Taken	Action taken subsequently based on the agenda discussed in the IQAC meeting
Meeting held on 29.06.2024	Student Skill Development Initiatives	The various departments have conducted Student Skill Development programmes.
	Academic and Administrative Audits	The Academic and Administrative Audits were conducted on 05.10.2024.
	MoUs and Collaborative Activities	The activation of all MoUs and collaborations for the academic year 2024-2025 (ODD) has been completed.
	College Template Update	A new document template will be implemented from 25th July 2024.
	Club Extension Activities	The various clubs conducted extension activities.
	SWAYAM/NPTEL Course Enrollment	SWAYAM/NPTEL courses were enrolled by students on 09.09.2024.
	BU Annual Report Preparation	The Bharathiar University 42nd Annual Report for 2023 was completed on 23.08.2024.
	NAAC AQAR Work Timeline	The NAAC AQAR work is ongoing, with documents collected and the uploading process being carried out, with submission to be completed on or before 30.12.2024.


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