



Date: 09.01.2025

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 January 23, 2025, 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 the Previous Meeting Minutes
3. Submission of AQAR for 2023-2024
4. SWAYAM/NPTEL Student Enrollment
5. Student Attendance Monitoring
6. Conducting a 7-Day FDP Programme
7. Organizing a State-Level Workshop
8. Arranging a Field Visit
9. NIRF Details for 2023-2024
10. Conducting FDP for All Departments
11. NOV/DEC 2024 - UG/PG Examination Results
12. Implementation of New Document Formats
13. AISHE Report for 2023-2024
14. Minutes of Meetings for Clubs, Cells, and Committees
15. Fee Refund Policy and Undertaking
16. Autonomous Status Updates
17. 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
Kaamadhenu Arts and Science College
Sathyamangalam.




Principal
Kaamadhenu Arts and Science College
Sathyamangalam.

Copy to:

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



KAAMADHENU ARTS AND SCIENCE COLLEGE

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Internal Quality Assurance Cell (IQAC)

IQAC meeting held on 23.01.2025 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	Dr. R.Harinisree	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	IQAC Coordinator	

23/01/25
IQAC Coordinator
IQAC Coordinator
Kaamadhenu Arts and Science College
Sathyamangalam.



Principal
Principal
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 January 23, 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 by Chairperson. The agenda was presented, and attendees were introduced.

2. Review of the Previous Meeting Minutes

- The minutes of the previous meeting were reviewed and approved without any amendments.

3. Submission of AQAR for 2023-2024

- Updates on the AQAR submission process were discussed.
- Responsible teams were urged to complete pending documentation before the deadline.

4. SWAYAM/NPTEL Student Enrollment

- The enrollment statistics were reviewed.
- Strategies for increasing student participation were explored.

5. Student Attendance Monitoring

- The importance of strict attendance tracking was emphasized.
- Suggestions for enhancing monitoring mechanisms were proposed.

6. Conducting a 7-Day FDP Programme

- Potential topics and resource persons were discussed.
- The organizing team was assigned specific responsibilities.

7. Organizing a State-Level Workshop

- Feasibility and themes for the workshop were deliberated.
- Departments were asked to submit proposals.

8. Arranging a Field Visit

- Suitable locations and dates were discussed.
- Faculty members were assigned coordination duties.

9. NIRF Details for 2023-2024

- The data collection and submission status were reviewed.
- Departments were requested to provide necessary information promptly.



10. Conducting FDP for All Departments

- Departmental requirements for FDP sessions were noted.
- Resource allocation and scheduling were discussed.

11. NOV/DEC 2024 - UG/PG Examination Results

- If results are published, departments must prepare a department-wise result analysis and submit it on time.

12. Implementation of New Document Formats

- The need for standardization was emphasized.
- A timeline for transitioning to new formats was proposed.

13. AISHE Report for 2023-2024

- The data submission process was reviewed.
- Teams responsible for compilation were urged to adhere to deadlines.

14. Minutes of Meetings for Clubs, Cells, and Committees

- Guidelines for documenting minutes were reinforced.
- Submission deadlines were reiterated.

15. Fee Refund Policy and Undertaking

- Recent updates to the policy were discussed.
- The implementation plan was finalized.

16. Autonomous Status Updates

- Progress on autonomy-related documentation was shared.
- The next steps in the process were outlined.

17. Scheduling the Next Meeting and Adjournment

- The next meeting was tentatively scheduled for 17.04.2025.
- The meeting was adjourned with a vote of thanks to the Chairperson.


IQAC Coordinator
Kaamadhenu Arts and Science College
Sathyamangalam.




Principal
Kaamadhenu Arts and Science College
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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
24.10.2024	Internal Auditing	Conducted Internal Auditing held on 21.12.2024 to ensure compliance with academic and administrative processes.
	TNPSC Coaching Class	Organized TNPSC Coaching Classes held on 12.08.2024 for aspiring candidates.
	Teachers' Day Celebrations	Celebrated Teachers' Day with faculty and students – 05.09.2024
	UMIS Registration for First-Year Students	Facilitated UMIS Registration for first-year students to streamline enrollment.
	ERP Training Session	Conducted ERP Training Session to enhance faculty and staff proficiency – 11.12.2024
	IIC - Academic Council Meeting and Portal Updates	Held the IIC - Academic Council Meeting and updated the portal accordingly – 21.11.2024
	Website Committee Meeting	Convened a Website Committee Meeting to enhance online presence and accessibility – 12.09.2024
	Faculty Members Publish ISBN Books	Encouraged faculty members to publish ISBN books to contribute to academic research.
	Enhancing Administrative Skills for Non-Teaching Staff	Organized a Faculty Development Program on Enhancing Administrative Skills for non-teaching staff – 14.09.2024



IQAC Meeting	Decision Taken	Action taken subsequently based on the agenda discussed in the IQAC meeting
24.10.2024	Audit Statement 2023-2024	Reviewed and finalized the Audit Statement for 2023-2024 .
	University Rank Holder Details	Collected and documented University Rank Holder Details for recognition.
	Conduct Internal Hackathon	Conducted an Internal Hackathon to promote innovation among students – 19.09.2024
	Sexual Harassment Awareness	Organized an Awareness Programme on Sexual Harassment Prevention .
	Drug-Free Awareness Programme	Hosted a Drug-Free Awareness Programme to promote a healthy campus environment.
	MRM – Result Analysis Meeting	10.10.2024 Held the MRM – Result Analysis Meeting to assess academic performance.
	Course File Review in ERP	Reviewed the Course Files in ERP to ensure compliance with academic standards.
	BOS Members Selection	Initiated the Selection of BOS Members for academic curriculum development.
	Conduct Alumni Interaction Programme	Organized an Alumni Interaction Programme to strengthen industry-academia relations.
	Career Guidance Programme	Conducted a Career Guidance Programme to support students' career planning.



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IQAC Meeting	Decision Taken	Action taken subsequently based on the agenda discussed in the IQAC meeting
24.10.2024	Feedback Collection 2024-2025 (ODD Semester)	Facilitated Feedback Collection for 2024-2025 (ODD Semester) for quality improvement.
	Consolidate the documents for AQAR 2023-2024	Consolidated documents for AQAR 2023-2024 submission as per accreditation requirements.


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