KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)
(Established Under Section 3 of UGC Act, 1956)
Accredited with A+ Grade by NAAC in the Second Cycle

Internal Quality Assurance Cell

27-06-2022

Report of Orientation Programme on "Revised Monthly Activity Report Template in the Excel Format"

IQAC is collecting the data on the Academic Performance of the departments in the form of Monthly Activity Report (MAR) as a regular practice. The departments have been mandated to submit the report of the current month on or before 5th of the next month.

The reports are reviewed by IQAC for the relevance and accuracy of data before final acceptance. Over the period of time, it was observed that the mistakes were continued to occur leading to quality issues like untimely completion of data collection, wrong reporting and mis-understanding of quality parameters.

To rectify the above issues, IQAC has prepared the customized Template in the Excel format with inbuilt mechanism to take care of the following quality issues during submission of reports to IQAC.

1. Changing/Altering the Template
2. Reporting of ongoing activities
3. Improper use of Letter Case (Upper/Lower)
4. Submission of PDF files
5. Grouping of names/activities in one cell
6. Mismatch of Data in CAPR and MAR
7. Use of wrong table
8. Incomplete entry (Leaving the cell blank)
9. Omission of Designation
10. Omission of Summary Table
11. Inadequate data

To orient the Faculty Members who are responsible for submission of reports to the new Template a Programme was organized by IQAC on 25th June 2022 at Room Number 103, S-Block. In total 26 Faculty Members have attended the Programme and got benefited.
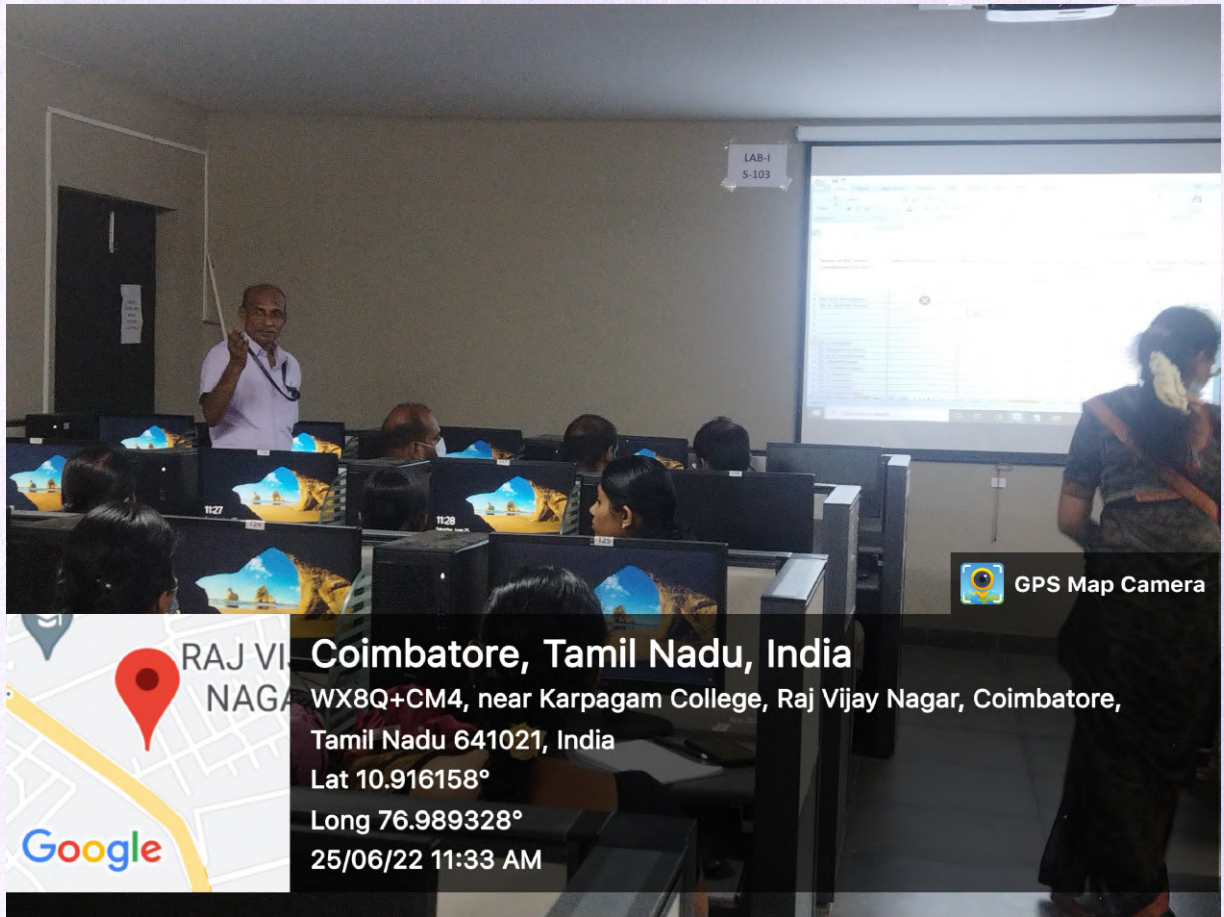
Mr. T. Shanmugavel, Coordinator IQAC welcomed the participants and briefed the purpose of organizing the programme. Dr. K. Sathish kumar, Coordinator IQAC explained the following salient features of the Template and the instructions for filling in the data.

1. Highlighting of the errors at the time of entering the data itself.
2. Validation of data
3. Automatic generation of Consolidated Academic Performance Report (CAPR) to eliminate mistakes.
4. Automatic consolidation of data from 960 sheets into 40 sheets.
5. Generation of Performance report of Faculty Members.
6. Forms the data base for the Departments from which Annual Quality Assurance Report (AQAR) can be created without the need for separate data collection.

The participants appreciated the efforts taken by IQAC in bringing out the user friendly Template for submission of monthly reports.

The Director
IQAC
Karpagam Academy of Higher Education
Coimbatore - 641 021.

Dr. S. Ravi 27/6/2022
Director, IQAC

Mr. T. Shanmugavel, Coordinator, IQAC welcomes the participants

Dr. K. Sathish Kumar, Coordinator, IQAC explaining the features of the Template