KARPAGAM ACADEMY OF HIGHER EDUCATION
(Deemed to be University)
(Established Under Section 3 of UGC Act, 1956)
COIMBATORE-641021

Faculty Orientation Programme (2021-2022) Schedule

S.No	Date	Topics			Resource Person	
Timings		9.30-11.00	11.30-1.00	3.00-4.00		
1	22.06.22	**English Activity**	**English Activity**	**Know your Institution**	Dr .Pradeep, Director Research	
		Assessment on Writing	Assessment on Speaking	Regulatory Bodies i) Ministry of Education ii)University Grants Commission iii)All India Council for Technical Education iv)Council of Architecture		
2	23.06.22	Basic of Grammar	Speaking Activity	Professional Ethics and Human Values	Dr.P.Tamilarasi, Dean, Students Affairs	Dr.Nandhini, Dept of Management
3	24.06.22	Basic of Grammar-Tenses	Speaking Activity	Assessments and Accreditation i)NAAC	Dr .S. Ravi, Director, IQAC	
4	25.6.22	Voice	Self-Intro	ii)NBA iii)NIRF iv)ARIIA v)ISO Other Higher Education Related Institutions i)AISHE ii)DTBUMP iii)Foreign University Collaboration	Dr.V.Parthasarathy Dean, R & D and Industrial Relations	
5	27.6.22	Formal Letters i.Format ii.Requisition	Introducing Others	**Governance** i)Board of Management ii)Planning and Monitoring Board iii)Finance Committee iv)Academic Council	Dr.M.Palaniswamy, Registrar	
6.	28.6.22	Writing Quotation and Purchase Orders	Casual/Formal Talk	Online Resources i) Moocs ii) SWAYAM/NPTEL iii) E-Pathshala	Dr.Santhosh Associate Professor Computer Science and Engineering	

7	29.6.22	E- Mail Writing Requisition Mails	Giving Instruction	iv) Moodle	Dr.P.Tamilselvan Associate Professor, Dept of IT
8	30.6.22	Mails for conference and invitation	Speaking Activity	a. Academic Related i) Matters i) Board of Studies Curriculum Development & CDC ii) CBCS/PO/CO	Dr.A.Amutha, Dean, Faculty of Engineering
9	1.7.22	Permission to Visit and Internship	Common Orders	b. Academic Related Matters i) Academic Files/Log Book ii) Blooms Taxonomy iii) Value Added Courses	Mr.T.Shanmugavel, Coordinator, IQAC
10	4.7.22	Research Writing Style/Format	Presenting Projects	c. Academic Related Matters Mentor/Mentee	Dr.S.Veni, Head, Dept of Computer Science
11.	5.7.22	Common Errors in Research Writing	Tenses in Practice	a. Research Preparation of Research Proposals i) Funding Agencies ii) Consultancy iii) Research Ethics	Lt.K.P.Sridhar Professor and Head Department of Electronics and Communication Engineering
12	6.7.22	Punctuations	Tenses in Practice	b. Research i) Research Publications ii) IPR iii) Ph.D Research	Dr.A.Sangilimuthu Professor Dept of Bio technology
13.	7.7.22	Research Methodology	Tenses in Practice	Extension Programmes i) NSS ii) RRC/YRC iii) Unnat Bharat Abhiyam iv) Swachh Bharat Abhiyam	Dr.A.Dharmaraj, Associate professor Department of Management

14.	08.07.22	Plagiarism and Paraphrasing	Speaking Activity	Committee/Cells/Centres / clubs	Mr.T.Shanmugavel, Coordinator, IQAC
15	09.07.22	Advanced Vocabulary	Speaking Activity	Specialty Centre	Dr.V.Parthasarathy Dean R&D and Industrial relations
16.	11.07.22	Connectors	Speaking Activity	Automation	Dr.M.Mohan Kumar Associate Professor Computer Science
17	12.07.22	Agenda and Minutes	Speaking Activity	**National Educational Policy**	Dr.S.Ravi Director, IQAC
18.	13.07.22	Descriptions i.Charts ii.Diagram iii. Tabular Column	Speaking Activity	Gender Equity	Dr.Velmurugan, Associate Professor Dept of Commerce
19.	14.07.22	Preparation of PPT	PPT Presentation	Environmental Sustainability	Dr.Usha, Dept of Microbiology
20	15.07.22	Content writing	Speaking Activity	Examination Reforms	Dr.Palanivel, COE
21	18.07.22	MC	Speaking Activity	Teaching Methods	Dr.Vijayalakshmi