

6.5.1. The documents pertaining to institutionalization of Quality Assurance Strategies and Processes by Internal Quality Assurance Cell (IQAC)

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REGISTRAR
Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.



1. Internal Committee for Disabled Students

1.1 Constitution of Internal Committee for Disabled Students



KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act, 1956)

Pollachi Main Road, Eachanari Post, Coimbatore – 641 021, Tamil Nadu, India.

Phone: 0422- 2980011-14 / Fax No: 0422 – 2980022-23 Email: info@karpagam.com

Dr. M. PALANISWAMY, PhD, FSAB.
Director, IQAC

Ref: IQAC/C1/36/19

19.08.2019

To
The Convener / Members of Internal Committee for Disabled Students
Karpagam Academy of Higher Education
Coimbatore – 641 021

Sub: Constitution of Internal Committee for Disabled Students – reg.
Ref: V-C's approval dated 19.07.2019

I am by direction to inform you that Internal Committee for Disabled Students has been constituted with the following members for a period of one year from the Academic Year 2019-2020.

1. Dr. R. Madankumar, Dept. of Tamil (Convener)
2. Dr. P. M. Gopal, Dept. of Mechanical Engineering (Faculty Member)

The Convener of the Committee is requested to convene the meeting as per the schedule attached and / or as and when required and submit the minutes / report to the undersigned immediately.

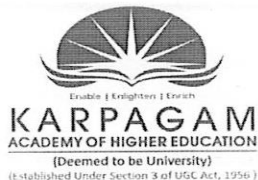

Director, IQAC

Copy to

1. The V-C's Table
2. The Registrar's Table
3. Dr. R. Madankumar, Dept. of Tamil
4. Dr. P. M. Gopal, Dept. of Mechanical Engineering

1.2 Minutes of the Internal Committee for Disabled Students Meeting held on 24.09.2019 at IQAC Office at 3 pm

2



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Internal Committee for Disabled Students

Minutes of the Meeting held on 24-09-2019 at IQAC Office at 3 PM

The meeting has been conducted for the students with disabilities and the following members were present at the occasion.

Members Present

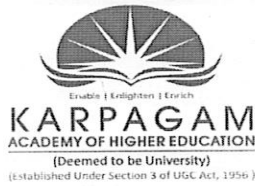
1. Dr.R.Madhan Kumar, Dept. of Tamil (convenor) *[Signature]* 24/9/2019
2. Dr.P.M.Gopal, Dept.of Mechanical Engineering, (Faculty Member) *[Signature]* 24/9/2019
3. Mr.T.Shanmugavel, Co-ordinator, IQAC (Special Invitee) *[Signature]* 24/9/2019
4. Mr.M.Gokulraj (18BEBME014), Student, II-Year, Bio-Medical Engg., *[Signature]* 24/9/2019

The Convenor welcomed the participants. Being the first meeting the members introduced themselves and the Convener briefed the purpose of the meeting.

It was discussed to identify the requirement of the disabled students periodically and take necessary action to address the same.

The faculty member Dr. P M. Gopal delivered vote of thanks and the meeting came to an end at 4.00 pm. .

**1.3 Minutes of the Internal Committee for Disabled Students Meeting
held on 15.11.2019 at IQAC Office at 11 am**



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Internal Committee for Disabled Students

Minutes of the Meeting held on 15-11-2019 at IQAC Office at 11 AM

Members Present

1. Dr. R. Madhan Kumar, Dept. of Tamil (convenor) *[Signature]* 15/11/19
2. Dr. P M. Gopal, Dept. of Mechanical Engineering, (Faculty Member) *[Signature]* 15/11/19
3. Ms. B. Dharshini, Student, I-B.Com CA (Special Invitee) *[Signature]* 15/11/19
4. Mr. T. Shanmugavel, Co-ordinator, IQAC (Special Invitee) *[Signature]* 15/11/19
5. Ms. K. Manosakthi, Dept. of Physical Education (Special Invitee) *[Signature]* 15/11/19

The Convenor welcomed the participants and briefed the purpose of the meeting. The following agenda was taken up.

Agenda 1:

To understand the support required for the student Ms. B. Dharshini (19CCU70), I-B.Com CA.

Resolution:

Resolved to understand that the following supports are required for the Student:

- i) She is in need of a Hearing Aid. *(Annexure - I)*
- ii) She requires special care during Lecture Period. *(Annexure - II)*

Further she mentioned that,

- a) She is well supported by the inmates of the hostel for her personal needs.
- b) She has been well supported by the staff of Physical Education in Kabaadi. She represents the Institution in National Level Tournaments.

It was decided that her requirements will be taken up with the authorities of the Institution.

Dr. P M. Gopal, (Faculty Member) rendered vote of thanks and the meeting came to end at 11.30 am.

Internal Committee for Disabled Students

Meeting held on 15-11-2019 at IQAC Office at 11 AM



Members of Internal Committee for Disabled Students and Coordinator, IQAC interacts with the students. (15-11-2019)



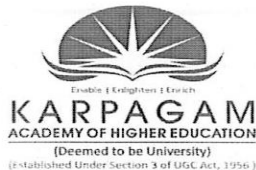
Coordinator, IQAC receives the feedback from the students (15-11-2019)

Members Present in the Meeting (From the Right to left):

1. Mr.T.Shanmugavel, Co-ordinator, (IQAC), 2. Dr.R.Madhan Kumar, Dept. of Tamil (Convenor),
3. Dr.P.M.Gopal, Dept.of Mech.Engineering, 4. Ms.Manosakthi, Dept. of Physical Education,
5. Ms.B.Dharshini, Student, I-B.Com CA

1.4 Minutes of the Internal Committee for Disabled Students Meeting held on 04.12.2019 at IQAC Office at 3 pm

Annexure - II - 6



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Internal Committee for Disabled Students

Minutes of the Meeting held on 04-12-2019 at IQAC Office at 3 PM

Members Present

1. Dr. R. Madhan Kumar, Dept. of Tamil (convenor) *4/12/19*
2. Dr. P M. Gopal, Dept. of Mechanical Engineering, (Faculty Member) *4/12/19*
3. Mr. T. Shanmugavel, Co-ordinator, IQAC (Special Invitee) *4/12/2019*
4. Mr. S. Venkatachalam, Head, Dept. of B.Com CA, (Special Invitee) - *4/12/19*
5. Ms. K. Kavitha, Dept. of B.Com CA (Special Invitee) *4/12/2019*
6. Ms. M. Jannath Begam, Dept. of Mathematics (Special Invitee) - *M.V. 4/12/19*
7. Ms. P. Kalaivani, Dept. of English (Special Invitee) *4/12/19*

The Convenor welcomed the participants and briefed the purpose of the meeting.

He referred the meeting held by the Internal Committee for Disabled Students with the student Ms. B.Dharshini (19CCU70), I-B.Com CA., on 15-11-2019 to know the support required if any.

He informed that according to her, the delivery of faculty members (especially when they are facing the blackboard) is not audible due to her hearing disability problem.

The following agenda was taken up and the resolution passed.

Agenda 1:

To provide special care during teaching.

Resolution 1:

Resolved that special care be provided by all the faculty members concerned.

Further, the faculty members expressed their willingness to take special classes if required by the student.

Dr. P M. Gopal, (Faculty Member) rendered vote of thanks and the meeting came to end at 3.45 pm.

2. Teaching Methods in the Course File / Log Book

2.1 Lecture Plan

LECTURE PLAN

UNIT - II

S.No.	Lecture Duration (Hr)	Topics to be Covered	Support Materials
1.	1	Conformational analysis and stereochemistry: Stereochemistry of Sulphur and nitrogen compounds. Stereoselective and stereospecific reactions.	Tg: 300-30 Tl: 172
2.	1	ELN-notation of optically active carbon compounds.	Tl: 130-141 R3: T6-66
3.	1	Optical isomerism of biphenyls, allenes and spiranes. Planar chirality - cyclophanes and ansa compounds	Tl: 130-135 R3: 68-70
4.	1	Geometrical isomerism - E/Z - notation - configuration in aldoses and ketoses.	Tl: 162-165 R3: 137-141 153-159
5.	1	Conformation in cyclic system - decalins	R3: 228-23
6.	1	Conformation of perhydrophenanthrene and perhydroanthracene.	R3: 240-2
7.	1	Conformation and reactivity of cyclohexanes.	Tl: 180-18 R3: 203-2 257-266
8.	1 8 Hours	Recapitulation and discussion of important questions	
Total no. of Hours planned for Unit - II		8	

Textbooks

Tl: Smith, M.B. (2015). March's Advanced Organic Chemistry: Reactions, Mechanisms and Structure (8th Edition). New Jersey: John Wiley & Sons, Inc. Hc

References Books

Tg. Nasipuri, D. (2011). Stereochemistry of Organic Compounds: Principles and Applications (11th Edition). New Delhi: New Age International (P) Ltd.

Website

R3. Ramesh, P. (2005). Basic Principles of Organic Stereochemistry (I Edition). Madurai: Meenu Publications.

Journals

:

S.P.M.
HoD

Dean

2.2 Course Log

COURSE LOG

Date	Period	Topics Covered	Teaching Method Adopted	Signature	
				Faculty	HoD
4-12-19	5	Conformational analysis and Stereochemistry: stereochemistry of sulphur and nitrogen compounds. Stereoselective and stereospecific reactions.	Black board method	As 4-12-19	
5-12-19	4	R/S-notation of optically active carbon compounds	Smart board method	As 5-12-19	
6-12-19	4	Optical isomerism of biphenyls, allenes and spiranes. Planar chirality - cyclophanes and ^{ansa} compounds	video lecture	As 6-12-19	
10-12-19	3	Geometrical isomerism - E/Z-notation. configuration in aldoximes and ketoximes.	Group discussion	As 10-12-19	SRM
11-12-19	5	Conformation in cyclic system - decalins	Black board method	As 11-12-19	
12-12-19	4	Conformation of perhydrophenanthrene and perhydroanthracene - cene	video lecture	As 12-12-19	
13-12-19	4	Conformation and reactivity of cyclohexanes.	Black board method	As 13-12-19	
17-12-19	3	Recapitulation and discussion of important questions.	Black board method	As 17-12-19	SRM
Total no. of Hours taken for execution of Unit-II			8		

Comments of the Faculty Member :
(with reference to syllabus content & duration)

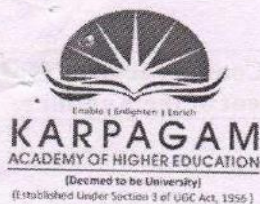
The unit is well defined. no changes are required.

SRM
HoD

As
Dean

3. Review of Log Book

KAH/E/TQAC/IAP/R2/20



Internal Quality Assurance Cell KARPAGAM ACADEMY OF HIGHER EDUCATION

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Internal Academic Audit Form

Course File Audit

Date of Audit:- 12.03.2020

Interim:

Final: ☒

Department	Bio-technology	Academic Year	2019-20
Programme	UG / PG	Semester	Odd / Even

Name of the Faculty : Ms. P. Divya

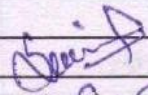
Title of the Course : Bioprocess Laboratory Course Code : 17BTBT511

S.No.	Audit Criteria	Comment (Yes/ No)
1	Use of recommended version of Lab Manual	
2	Coverage of List of Practicals as per the course plan	Yes
3	Adherence to Practical Schedule	Yes
4	Weekly submission of Logbook to HoD / Dean	Yes
5	Marking and assigning marks to Attendance	Yes
6	Assigning marks to Observation / Record	Yes
7	Assigning marks to Model Exam	Yes
8	Entry of Practical Completion details	Yes
9	Submission of Logbook to HoD at the end of the semester.	Yes
10	Completeness of entries	Yes
11	Correctness of entries	Yes*
12	Copy of internal (Consolidated) Mark Sheet submitted to CoE	Yes
13	Filing / Storing of the relevant documents as per the course file index	Yes
14	Any other observations	Yes

Audit Findings :

Sl. No.	Interim / Final	Response by the Course Faculty / HoD for the comment of the Auditor
(11)	Compared with internal consolidated Mark sheet and log book, ^{the} total marks are varied for two students. Reg No: 17RBTBT015, 17RBTBT030	I had noted the mentioned corrections. will be rectified in the forthcoming semester.
(14)	Dean sir Signature not available in course file.	

Name and Signature of the Auditor:

	Interim / Final
Signature	
Name	S. Sivaganesan.
Date	12.03.2020

Name of the Faculty Member	P. Divya
Signature with Date	P. Divya 12/3/20
Signature of HoD with Date	R. Arunachal 12/3/20

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Internal Academic Audit Form

Course File Audit

Date of Audit:- 11.03.2020

Interim:

Final: ✓

Department	MATHEMATICS	Academic Year	2019-2020
Programme	UG / PG	Semester	Odd / Even

Name of the Faculty : M. V. KUPPUSAMY

Title of the Course : MATHEMATICAL MODELLING Course Code : 18MMP303

S.No.	Audit Criteria	Comment (Yes/ No)
1	Coverage of entire syllabus and tuorials as per the Course Plan	YES*
2	Adherence to Lecture Plan	YES
3	Marking of Attendance, Assignment details and Seminar details	YES
4	Assigning marks to Attendance / Assignment / Seminar	YES
5	Completeness of Internal test result analysis	YES
6	Completeness and Correctness of entries	YES
7	Submission of Logbook to HoD / Dean after CIA	YES*
8	Availability of Sample Assignment / Seminar Presentation	YES
9	Feedback by the Course Teacher about the syllabus for each Unit	YES*
10	Correctness of totaling of marks	YES
11	Submission of Logbook to HoD at the end of the semester.	YES
12	Copy of CIA (Consolidated) Mark Sheet submitted to CoE	YES
13	Filing / Storing of the relevant documents as per the course file index	YES*
14	Initiative of a Faculty Member to develop learning resources such as e-resources, LMS and incorporating them in the scheme of teaching learning	NO
15	Any other observations	YES*

Audit Findings :

Sl. No.	Interim / Final	Response by the Course Faculty / HoD for the comment of the Auditor
1.	'Mathematical modeling in Economics' is not covered in the course log for unit II.	1. Problem discussed in the indicated topic and the remark regarding this was taken up.
7.	Dean's signature for CIA-I is not present.	7. It would be corrected in future.
9.	feedback on no. of hours taken/ executed is not written by the faculty members.	9. The Response was taken up and it would be avoided in future.
13.	The course file index sheet is not signed by the Dean.	13. It would be corrected in future.
14.	NO e-resources are used by the faculty members.	14. It would be corrected in future.
15.	The faculty may abbreviate the textbook used for all the units.	15. We have been ^{using this} format as instructed.

Name and Signature of the Auditor:

	Interim / Final
Signature	<i>M. N. Shrinani</i> Final
Name	Dg. Nanthini M.
Date	11.03.2020

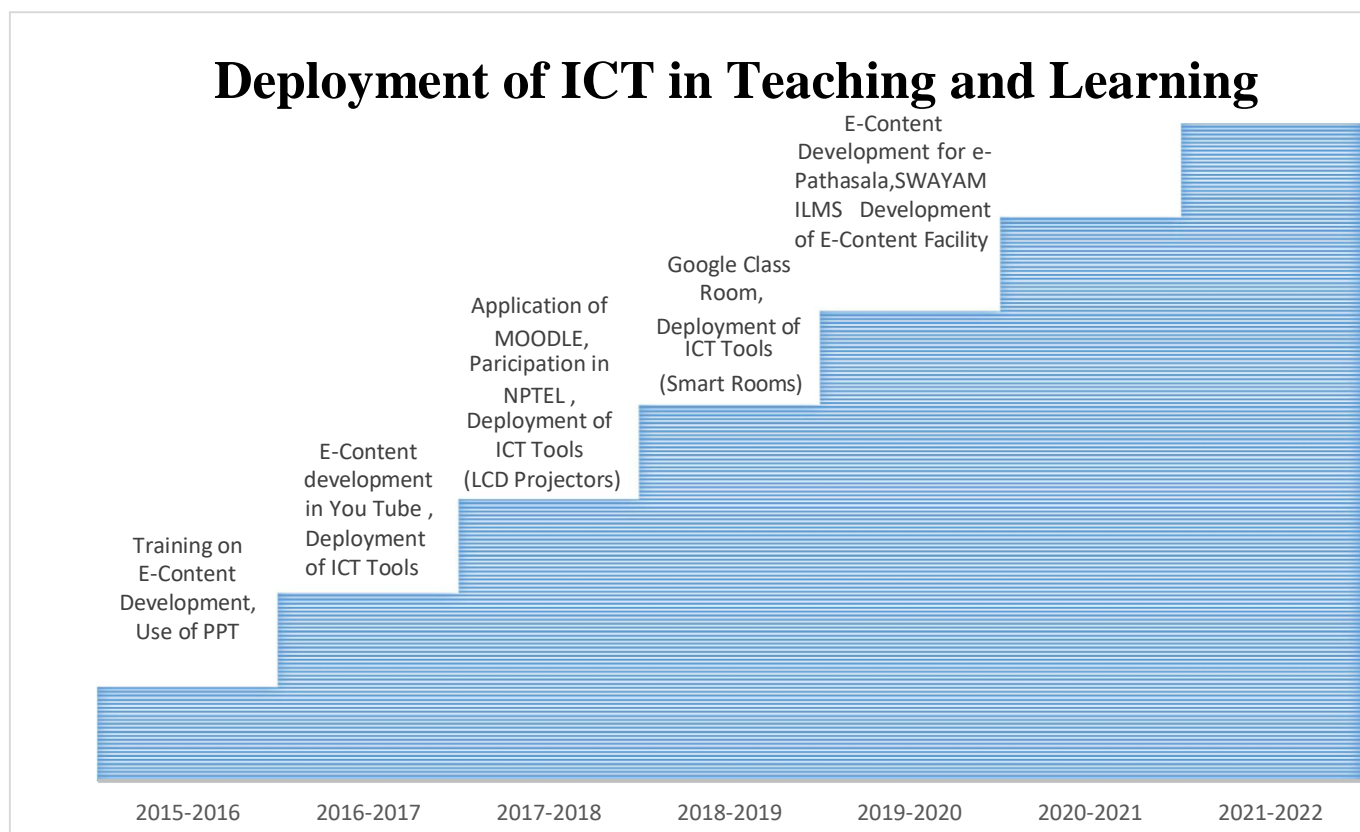
Name of the Faculty Member	V. KUPPUSAMY Interim / Final
Signature with Date	V. Kuppasamy Interim / Final
Signature of HoD with Date	M. N. Shrinani 11/3/20 Interim / Final

4. Technology Enabled Teaching – Learning

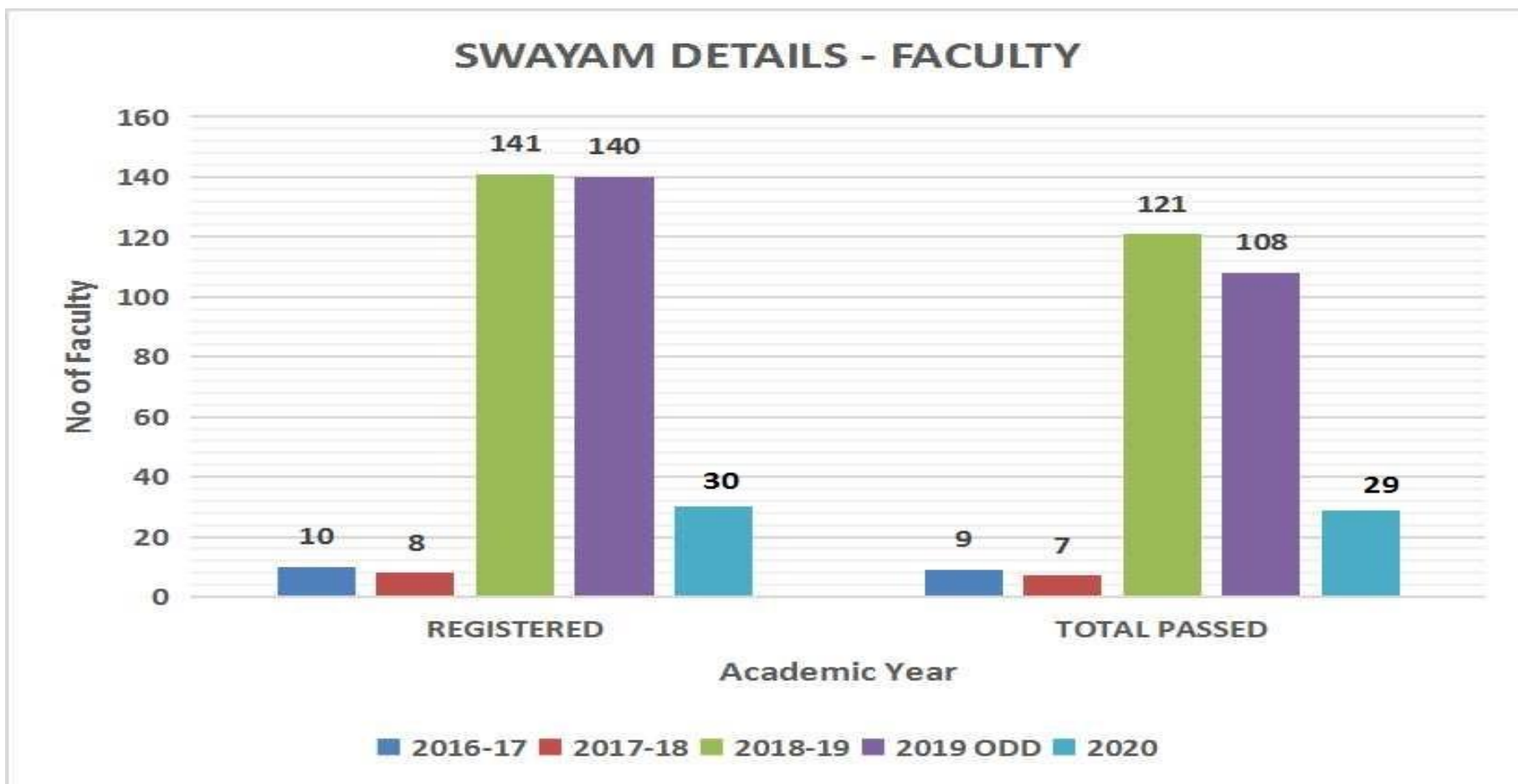
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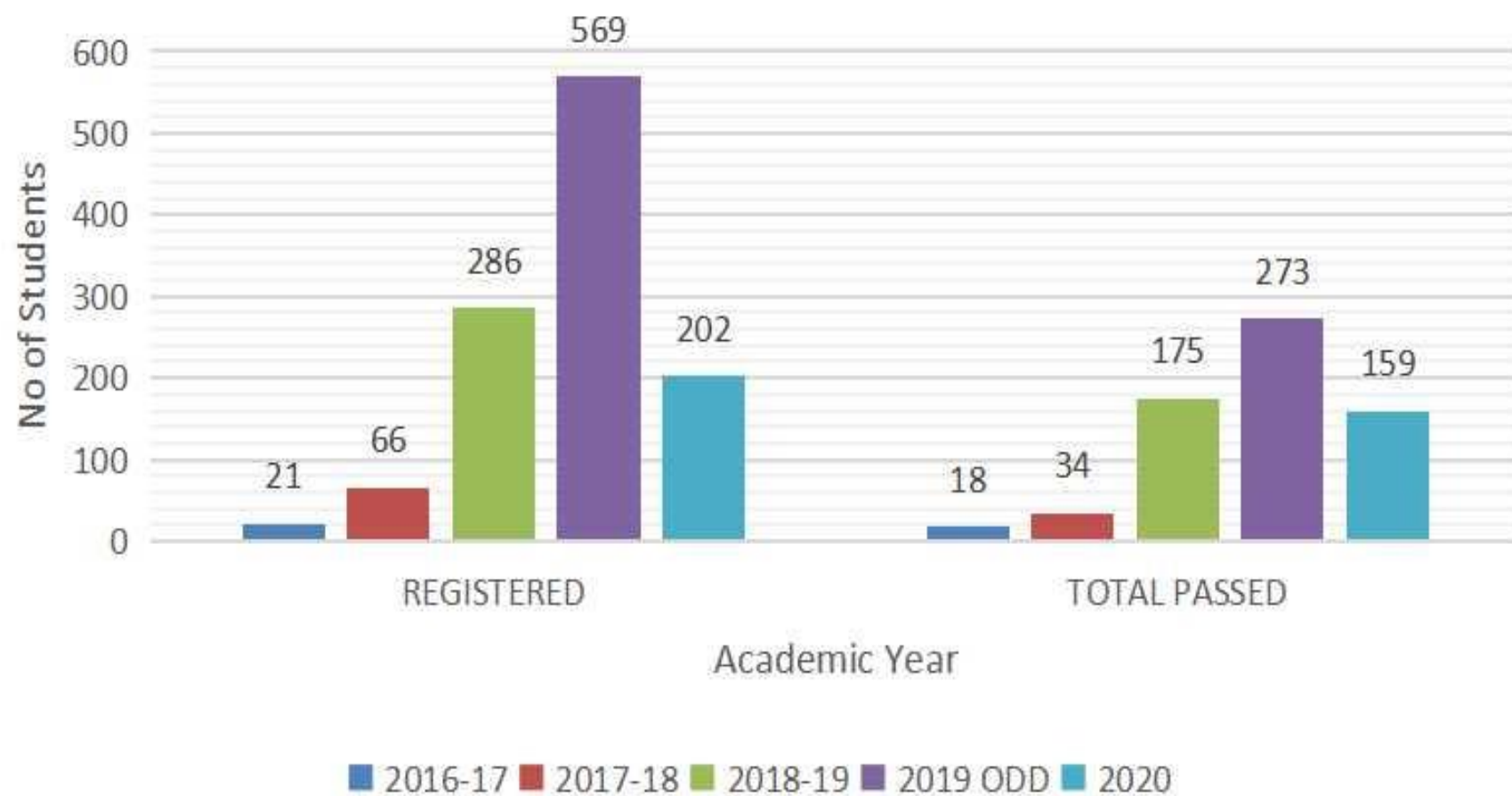
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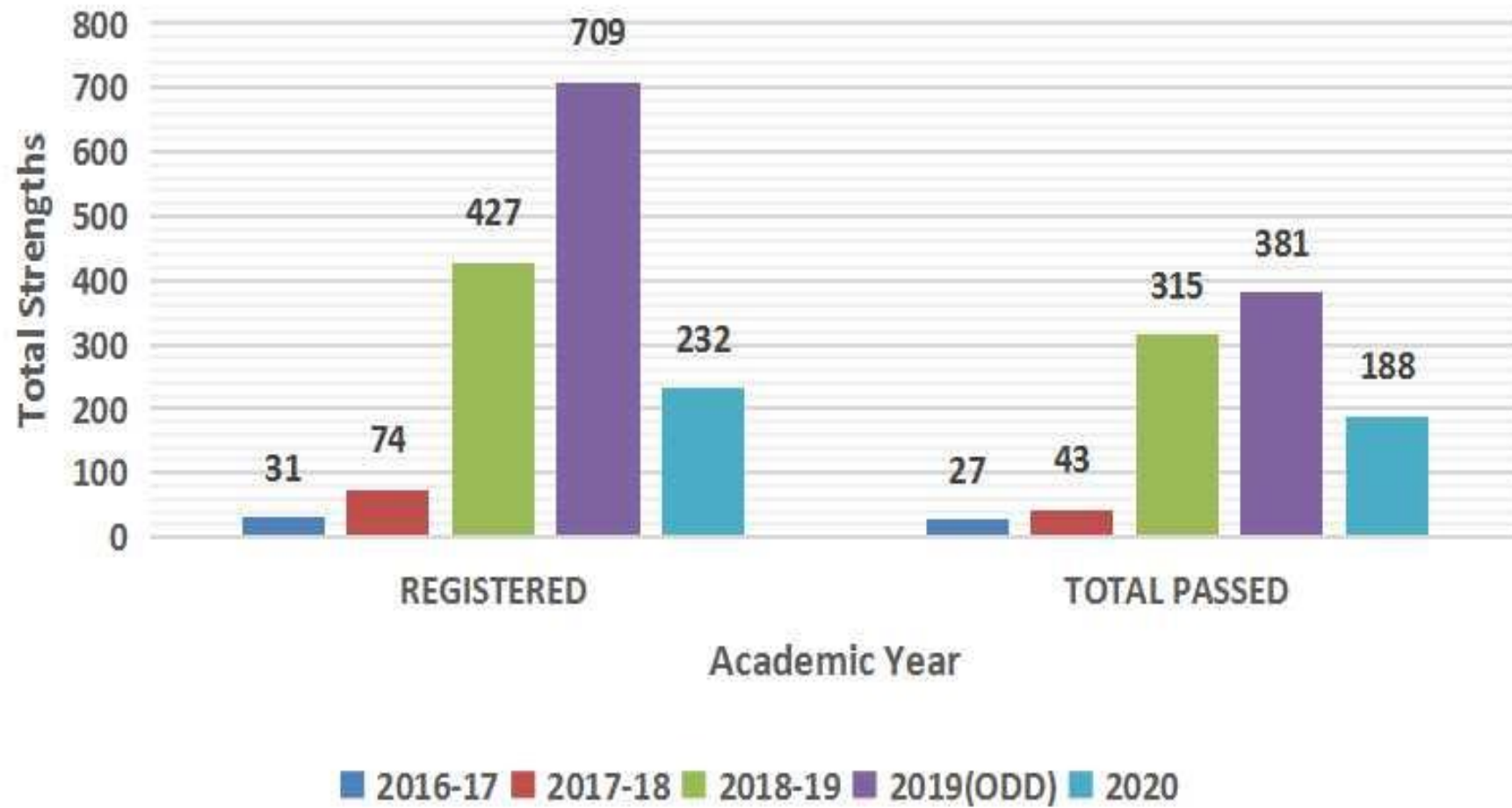
5. Swayam Details



SWAYAM DETAILS - STUDENTS



SWAYAM DETAILS



6. Top Rankers

KARPAGAM ACADEMY OF HIGHER EDUCATION

Spoc Details

Course Wise

Toppers Details

Toppers



SATHISH KUMAR K 93%

TOP 1 % OF CERTIFIED CANDIDATES

COURSE NAME: DESIGN PRACTICE



NAGAVENI PRASANNA 87%

TOP 2 % OF CERTIFIED CANDIDATES

COURSE NAME: TECHNOLOGIES FOR
CLEAN AND RENEWABLE ENERGY
PRODUCTION



GOPAL P M 83%

TOP 5 % OF CERTIFIED CANDIDATES

COURSE NAME: FUNDAMENTALS OF
MANUFACTURING PROCESSES



SATHISH KUMAR K 100%

TOP 1 % OF CERTIFIED CANDIDATES

COURSE NAME: PRODUCT DESIGN USING
VARIATION ENGINEERING

Activate Windows
Go to PC settings