



# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

**ERODE – 638 107**

## MEETING MINUTES OF THE VALUE ADDED COURSES

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**2021-2022**

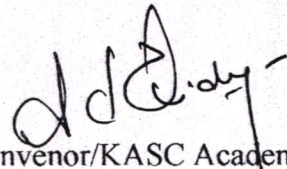
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE – 638 107

KASC ACADEMY OF EXCELLENCE  
MEETING MINUTES

**MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE  
ADDED COURSE COORDINATORS HELD AT 3.45 P.M. ON 15.07.2021 AT BOARD ROOM**

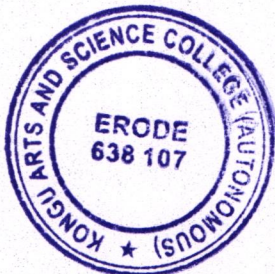
**The following instructions and announcements were given.**


1. It is informed to continue the Value Added Courses through online for the ensuing academic year also.
2. The co-ordinator informed that 40 hours classes can be divided into 30 online contact hours and 10 hours inhouse practicals.
3. It is also informed to collect the course choice from the students year wise through Google Forms.
4. The co-ordinator also advised the Value Added Co-ordinators to prepare the course materials in the form of PPT or Videos.

  
Convenor/KASC Academy of Excellence

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KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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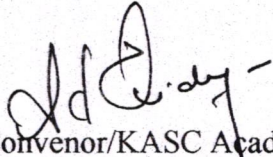
KASC ACADEMY OF EXCELLENCE

MEETING MINUTES

**MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 1.30 P.M. ON 28.07.2021 AT LANGUAGE ROOM**

**The following instructions and announcements were given.**


1. The Convenor appreciated the efforts of the faculty members for implementing the value added course through online.
2. She asked to send the online class schedule for the value added courses.
3. She asked to submit the details of the courses handled by the faculty
4. It is also informed the value added course coordinators that the Google form will be sent to the students for the purpose of enrolment.
5. It is asked to commence the online value added course from October 2021 onwards.

  
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KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM

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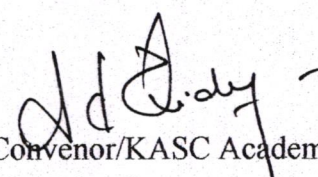
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MEETING MINUTES

**MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 4.00 P.M. ON 03.09.2021 AT LANGUAGE ROOM**

**The following instructions and announcements were given.**


1. It is asked the coordinators to ensure the number of students enrolled in their respective courses.
2. The Convenor asked to commence the Value Added Courses for the academic year 2021-2022 after the enrolment of First Year Students.
3. She instructed to create a suitable platform for handling the Value Added Courses through Social Media as previous year.
4. She also asked to maintain the following
  - a) Study Materials
  - b) Lesson Plan
  - c) Attendance
  - d) Test Marks
5. She informed that utmost care should be taken for executing the Value Added Courses.

  
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KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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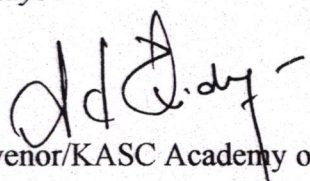
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MEETING MINUTES

**MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 3.30 P.M. ON 18.10.2021 AT LANGUAGE ROOM**

**The following instructions and announcements were given.**


1. It is asked the coordinators to ensure the number of students enrolled in their respective courses.
2. The Convenor instructed to commence the classes from 23.10.2021.
3. She suggested to conduct maximum 3 classes on Saturdays .

  
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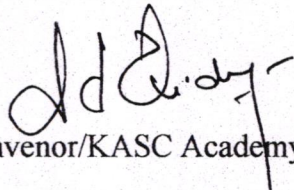
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KASC ACADEMY OF EXCELLENCE

**MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 2.30 P.M. ON 06.01.2022 AT LANGUAGE ROOM**

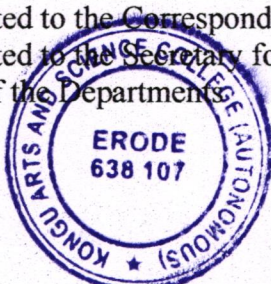
**The following instructions and announcements were given.**


1. The Convenor instructed the Value Added Course Coordinators to schedule the remaining classes from 17.01.2022 to 20.01.2022 and examination in April 2022
2. She instructed the coordinators to follow the schedule and complete the syllabus on time.
3. She insisted the Coordinators to set the Question paper based on the format circulated.
4. She instructed the course coordinators to announce the examination schedule of their courses to the students properly.
5. She instructed the coordinators to plan for the Value Added courses for the upcoming academic year 2022-2023
6. She advised not to include the courses of the regular curriculum as value added courses
7. She suggested to frame the Value Added Courses Syllabus - Practical and Skill oriented to enhance career prospects of the students

  
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(AUTONOMOUS)  
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**2020-2021**



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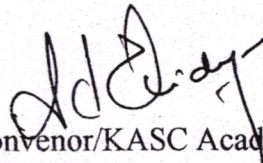
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ZOOM MEETING MINUTES

MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 5.00 P.M. ON 13.05.2020 THROUGH ZOOM APP

The following instructions and announcements were given.


1. It is informed to continue the value added courses for the ensuing academic year also.
2. The co-ordinator informed that 40 hours classes can be divided into 30 online contact hours and 10 hours inhouse practicals.
3. She suggested to conduct the Value Added Courses Examination in MCQ pattern.
4. It is also informed to collect the course choice from the second and third year students through Google Forms from the Academic Year 2020-2021.
5. It is also pointed out that the first year students will have a common course(stream wise) for this academic year only.
6. The co-ordinator also advised the Value Added Co-ordinators to prepare the course materials in the form of PPT or Videos.

  
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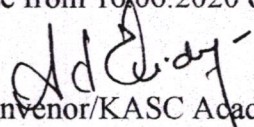
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ZOOM MEETING MINUTES

MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 1.30 P.M. ON 23.05.2020 THROUGH ZOOM APP

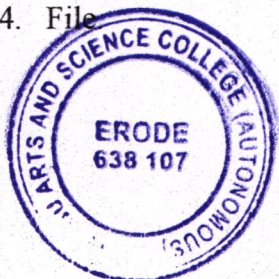
The following instructions and announcements were given.


1. The Convenor appreciated the efforts of the faculty members for implementing the value added course through online.
2. She stressed three important aspects in the implementation of online value added courses effectively.
  - a) Knowledge sharing
  - b) Plan to execute
  - c) Honesty in the execution of the programme
3. She asked to send the online class schedule for the value added courses.
4. She asked to submit the details of the courses handled by the faculty
5. It is also informed the value added course coordinators that the Google form will be sent to the students for the purpose of enrolment.
6. It is asked to commence the online value added course from 16.06.2020 onwards.

  
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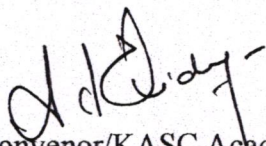
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KASC ACADEMY OF EXCELLENCE  
ZOOM MEETING MINUTES

MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 4.00 P.M. ON 12.06.2020 THROUGH ZOOM APP

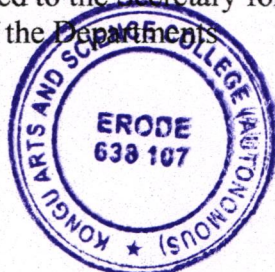
The following instructions and announcements were given.


1. It is asked the coordinators to ensure the number of students enrolled in their respective courses.
2. The Convenor asked to commence the Value Added Courses for the academic year 2020-2021 from 17.06.2020 onwards.
3. She instructed to create a suitable platform for handling the Value Added Courses through Social Media.
4. She also asked to maintain the following
  - a) Study Materials
  - b) Lesson Plan
  - c) Attendance
  - d) Test Marks
5. She suggested to have at least an hour or two daily till 30<sup>th</sup> June 2020.
6. She informed that utmost care should be taken for executing the Value Added Courses.
7. She sought the ways and means from the coordinators for the implementation of the online Value Added Courses.

  
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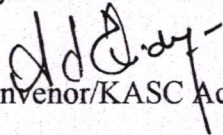
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KASC ACADEMY OF EXCELLENCE

MINUTES OF THE MEETING BETWEEN THE CONVENOR AND VARIOUS VALUE ADDED  
COURSE COORDINATORS HELD AT 2.30 P.M. ON 31.12.2020 IN THE BOARD ROOM

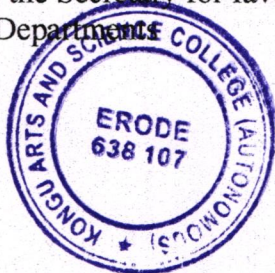
The following instructions and announcements were given.


1. The Convenor instructed the Value Added Course Coordinators to schedule the classes from 04.01.2021 to 08.01.2021 and examination from 09.01.2021 to 11.01.2021
2. She instructed the coordinators to follow the schedule and complete the syllabus on time.
3. She insisted that 50% attendance is required for a student to write Value Added Course Examination.
4. She insisted the Coordinators to set the Question paper based on the format circulated.
5. She instructed the course coordinators to announce the examination schedule of their courses to the students properly.
6. She insisted to maintain utmost heed in conducting Value Added Course classes and examinations. She also announced that the Value Added Course Examination Mark Statement and Remuneration Claim are to be submitted on or before January 31, 2021.
7. She instructed the coordinators to plan for the Value Added courses for the upcoming academic year 2021-2022
8. She advised not to include the courses of the regular curriculum as value added courses
9. She suggested to frame the Value Added Courses Syllabus - Practical and Skill oriented to enhance career prospects of the students

  
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**2019-2020**

KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

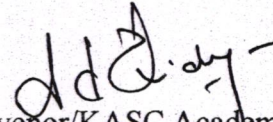
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KASC ACADEMY OF EXCELLENCE  
MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 10.00 A.M on 14.06.2019 in the Board Room.**

**The Convenor gave the following instructions and announcements:**

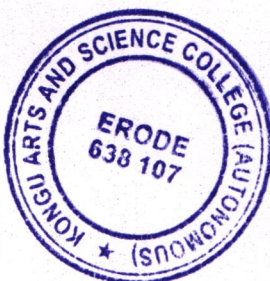
- She suggested the Course Coordinators to frame the Value Added Courses Syllabus as Practical and Skill oriented in order to enhance career prospects of the students.
- She instructed the coordinators that the counselling for the Value added Courses for the academic year 2019-20 will be held on 25.06.2019 for the II and III year UG students and 01.07.2019 for the I year UG students.
- She advised to send circular to the classes for information about the courses to the students prior to Counselling.
- She urged that utmost attention should be given in the preparation of course materials.




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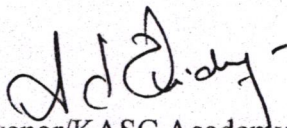
KASC ACADEMY OF EXCELLENCE

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 11.45 A.M on 02.07.2019 in the Board Room.**

**The Convenor gave the following instructions and announcements:**


- She informed that the class students list with Value Added Courses opted details should be submitted on or before 05.07.2019
- It is also advised that the weekly Attendance for every course has to be maintained separately by the Course Coordinator concerned and to be submitted periodically.
- She informed the Course Coordinators to involve the entire faculty in the Department to actively engage in handling the Classes for the Value Added course conducted by their department.
- She instructed to commence the classes from 08.07.2019

  
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No.3

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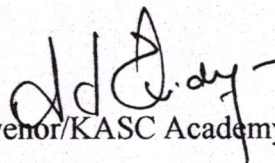
KASC ACADEMY OF EXCELLENCE

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 11.45 A.M on 08.07.2019 in the Board Room.**

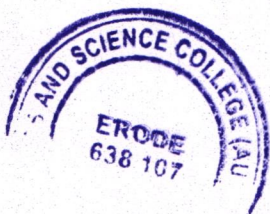
**The Convenor gave the following instructions and announcements:**


- She appreciated the Coordinators for successfully executing the Counselling process.
- She instructed the coordinators to follow the schedule and complete the syllabus by September 2019.
- She instructed to take utmost care during the data entry process of Value Added Course details in the automated tool.
- She urged that utmost attention should be given in the preparation of course materials. She insisted the coordinators to prepare and distribute the course material for their course students on or before July 30, 2018.

  
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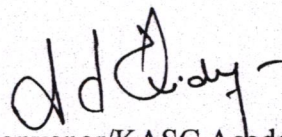
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MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 11.45 A.M on 23.09.2019 in the Board Room.**

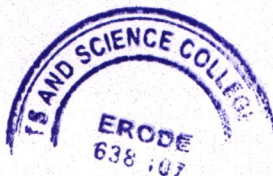
**The Convenor gave the following instructions and announcements:**


- She also informed that the Practical examination for the Value Added Courses should be conducted on 27.09.2019 and the theory examinations on 23.10.2019 & 24.09.2019.
- She insisted that 75% attendance is required for a student to appear for the Value Added Course examinations
- She insisted the Coordinators to set the Question paper based on the format circulated She instructed the course coordinators to announce the examination schedule of their courses to the students properly

  
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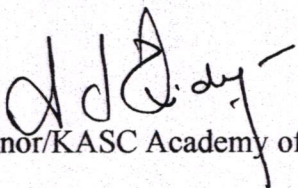
KASC ACADEMY OF EXCELLENCE

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 12.00 Noon on 31.10.2019 in the Board Room.**

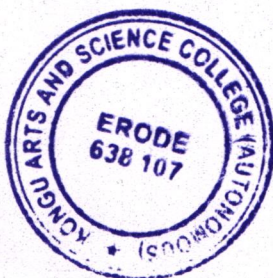
**The Convenor gave the following instructions and announcements:**


- She announced that the mark statements for the Value Added Course examinations are to be submitted by November 2019
- She instructed the coordinators to plan for the Value Added courses for the upcoming academic year 2020-2021

  
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PRINCIPAL,  
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**2018-2019**

KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

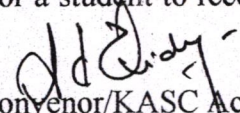
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KASC ACADEMY OF EXCELLENCE  
2018 - 2019  
MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 10.00 A.M on 11.06.2018 in the Board Room.**

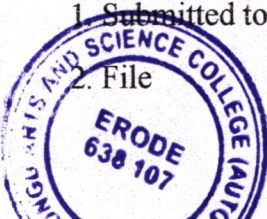
**The Convenor gave the following instructions and announcements:**


- She suggested the Course Coordinators to frame the Value Added Courses Syllabus as Practical and Skill oriented in order to enhance career prospects of the students and also she insisted that the syllabus for the new courses introduced this year to be duly approved by an expert in the field.
- She informed the Coordinators to submit the syllabus and Expert letter for the same by 2nd July, 2018.
- She instructed the coordinators that the counseling for the Value added Courses for the academic year 2018-19 will be held on 13.06.2018 for the II and III year UG students and 05.07.2018 for the I year UG students.
- She advised to send circular to the classes for information about the courses to the students prior to Counselling.
- She instructed the coordinators to conduct the classes on all working days between 3.20 to 4.20 pm.
- She informed the Course Coordinators to involve the entire faculty in the Department to actively engage in handling the Classes for the Value Added course conducted by their department.
- She instructed the Course Coordinators to submit the student strength list of their course and venue for the classes and the Class incharges to submit the course allotted details of their students separately on or before 07.07.2018.
- She urged that utmost attention should be given in the preparation of course materials. She informed the coordinators to submit weekly attendance sheet of the students, every Friday.
- She insisted that 75% attendance is required for a student to receive the certificate of completion.

  
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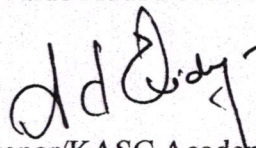
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KASC ACADEMY OF EXCELLENCE  
2018 - 2019  
MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 11.45 A.M on 19.06.2018 in the Board Room.**

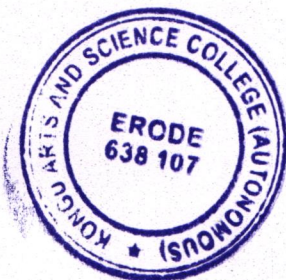
**The Convenor gave the following instructions and announcements:**


- She informed that the class students list with Value Added Courses opted details should be submitted on or before 25.06.2018
- She also advised that the weekly Attendance for every course has to be maintained separately by the Course Coordinator concerned and submitted to the Principal periodically
- She informed the Course Coordinators to involve the entire faculty in the Department to actively engage in handling the Classes for the Value Added course conducted by their department.

  
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KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

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KASC ACADEMY OF EXCELLENCE

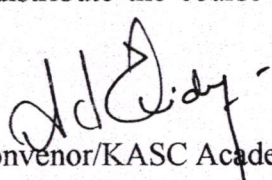
2018 - 2019

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 11.45 A.M on 06.07.2018 in the Board Room.**

**The Convenor gave the following instructions and announcements:**


- She appreciated the Coordinators for successfully executing the Counselling process and instructed them to consolidate their course student strength before 07.07.2018
- She instructed the Coordinators to commence the classes from 09.07.2018
- She instructed the coordinators to follow the schedule and complete the syllabus by September 2018.
- She instructed to take utmost care during the data entry process of Value Added Course details in the automated tool.
- She urged that utmost attention should be given in the preparation of course materials. She insisted the coordinators to prepare and distribute the course material for their course students on or before July 30, 2018.

  
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KASC ACADEMY OF EXCELLENCE

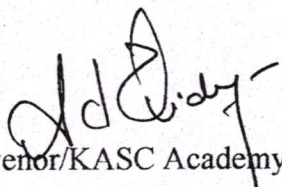
2018 - 2019

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 11.45 A.M on 29.08.2018 in the Board Room.**

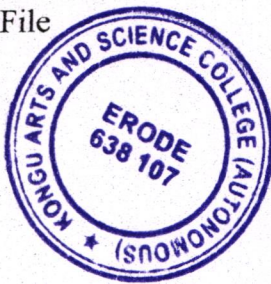
**The Convenor gave the following instructions and announcements:**


- She informed that the VAC classes will be suspended during Internal examinations and will resume on 06.09.2018.
- She instructed the coordinators to follow the schedule and complete the syllabus on time. She also informed that the Practical examination for the Value Added Courses should be conducted on 27th September and the theory examinations on 1<sup>st</sup> and 3<sup>rd</sup> October, 2018.
- She instructed to take utmost care during the data entry process of Value Added Course details in the automated tool.
- She also advised that the weekly Attendance for every course has to be maintained separately by the Course Coordinator concerned and submitted periodically
- She instructed the coordinators to plan for the Value Added courses for the upcoming academic year 2019-2020
- She suggested to frame the Value Added Courses Syllabus - Practical and Skill oriented to enhance career prospects of the students

  
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KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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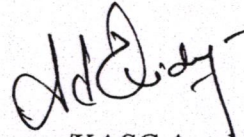
2018 - 2019

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 12.00 Noon on 25.09.2018 in the Board Room.**

**The Convenor gave the following instructions and announcements:**

- She insisted that 75% attendance is required for a student to appear for the Value Added Course examinations
- She insisted the Coordinators to set the Question paper based on the format circulated He instructed the course coordinators to announce the examination schedule of their courses to the students properly
- She insisted to maintain utmost heed in conducting Value Added Course examinations She announced that the mark statements for the Value Added Course examinations are to be submitted by November 2018.




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KONGU ARTS AND SCIENCE COLLEGE  
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KASC ACADEMY OF EXCELLENCE

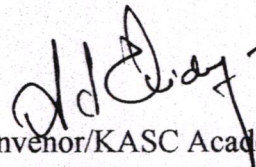
2018 - 2019

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 12.00 Noon on 31.12.2018 in the Board Room.**

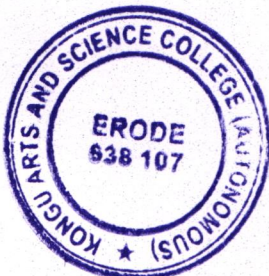
**The Convenor gave the following instructions and announcements:**


- She instructed the coordinators to submit the Value Added Course Remuneration Claim on or before January 10,2019
- She suggested to frame the Syllabus of Value Added Courses as Skill and Practical oriented for the next academic year 2019-2020
- She advised not to include the courses of the regular curriculum as value added courses He insisted to take utmost care while preparing materials for the next academic year value added courses
- She instructed the course coordinators to submit the syllabus for the next academic year on or before February 01,2019

  
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KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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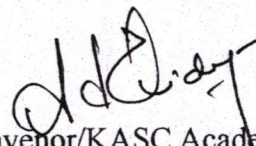
2018 - 2019

MINUTES OF THE MEETING

**The Meeting of the Value Added Course Coordinators with the Convenor of KASC Academy of Excellence was held at 12.00 Noon on 04.02.2019 in the Board Room.**

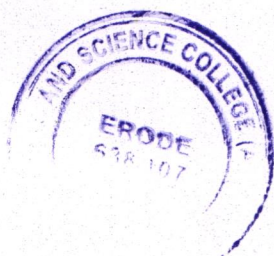
**The Convenor gave the following instructions and announcements:**


- She instructed the coordinators to update themselves in their domains concerned.
- She insisted to take utmost care during the data entry process of Value Added Course details in the automated tool.
- She insisted to prepare the Value Added Course certificates for this academic year at the earliest

  
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**2017-2018**

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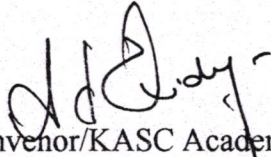
**KASC ACADEMY OF EXCELLENCE**

**MINUTES**

Minutes of the Meeting between the Value Added Course Coordinators and the Convenor  
held at 3.55 P.M on 12 /06 /2017 at Board Room

**The Convenor gave the following instructions and announcements :**

- The Convenor instructed the coordinators that counseling for the Value added Courses will be held on 19.06.2017 for the II and III years and 28.06.2017 for the first year
- She advised to send circular to the classes for information about the courses to students prior to Counselling.
- She instructed the coordinators to conduct the classes on all working days between 3.20 to 4.20 pm
- She informed the Course Coordinators to involve all the faculty in the Department to actively engage in handling the Classes for the Value Added course conducted by their department.
- She informed the coordinators to submit weekly attendance sheet of the students , every Friday .
- She insisted that 75% attendance is required for a student to receive the certificate of completion.

  
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**ERODE-638107.**

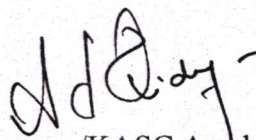
**KASC ACADEMY OF EXCELLENCE**

**MINUTES**

Minutes of the Meeting between the Value Added Course Coordinators and the Convenor  
held at 3.55 P.M on 05/07/2017 at Board Room

**The Convenor gave the following instructions and announcements :**

- She appreciated the Coordinators for successfully executing the Counselling process and instructed them to consolidate the course strength before 07.07.2017
- She instructed the Coordinators to commence the classes from 10.07.2017
- She instructed the coordinators to follow the schedule and complete the syllabus by September
- She also informed that the VAC classes may be suspended during Internal exams
- She urged that utmost attention should be given in the preparation of course materials.




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(AUTONOMOUS)  
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**ERODE-638107.**

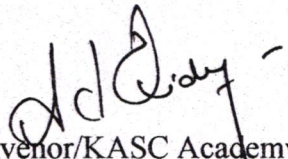
**KASC ACADEMY OF EXCELLENCE**

**MINUTES**

Minutes of the Meeting between the Value Added Course Coordinators and the Convenor  
held at 3.55 P.M on 04 /09 /2017 at Board Room

**The Convenor gave the following instructions and announcements :**


- She informed that the Practical and the Theory examinations for the Value Added Courses should be conducted during 10-20 October.
- She informed to collect feedback from students on completion of course for further review process.

  
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