



### Internal Quality Assurance Cell (IQAC)

#### Minutes of the third IQAC Meeting held on 04.12.2015

The third IQAC meeting of RKMVU - Coimbatore Campus was held on 4<sup>th</sup> December, 2015. The following members were present in the meeting:

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|----------------------------|------------------------------------------------------|
| 1. Swami Abhiramananda     | - Chairperson                                        |
| 2. Swami Garishthananda    | - Administrative Officer                             |
| 3. Swami Tatprabhananda    | - Administrative Officer                             |
| 4. Swami Kirtipradananda   | - Deputy Controller of Examinations                  |
| 5. Br. Paramarthachaitanya | - Administrative Officer                             |
| 6. Dr. S. Alagesan         | - Member (Teacher)                                   |
| 7. Dr. Sridhar, R.         | - Member (Teacher)                                   |
| 8. Dr. Sankaralingam, S.   | - Member (Teacher)                                   |
| 9. Dr. A. Rajarajan        | - Member (Teacher)                                   |
| 10. Dr. Sudha, A.          | - Member (Teacher)                                   |
| 11. Dr. S. Parween         | - Member (Teacher)                                   |
| 12. Dr. Abhishek, K. S.    | - Member (Teacher)                                   |
| 13. Dr. M. Srinivasan      | - Member (Teacher)                                   |
| 14. Dr. R. Giridharan      | - Member (Teacher)                                   |
| 15. Sri. S. Somasundaram   | - Member (Teacher)                                   |
| 16. Dr. Prabha             | - Member (Teacher)                                   |
| 17. Sri. S. Padmanabhan    | - Employers / Industrialists / Stakeholders – Member |
| 18. Dr. N. Muthaiah        | - Director                                           |

#### Minutes:

- 1. Minutes and action taken report of the 2<sup>nd</sup> IQAC meeting held on 22.11.2014.**  
The minutes and action taken report of the 2<sup>nd</sup> IQAC meeting held on 22.11.2014 were presented and unanimously approved. (Annexure – A – Page No. 5)
- 2. Organizing Staff Development Programmes for each Faculty.**  
The Faculties of RKMVU-CBE can organize Staff Development Programmes.
- 3. Creation of a common annual calendar for the Coimbatore Campus**  
The members suggested that a common annual calendar cannot be made for all Faculties and each Faculty can have its own calendar.



#### **4. Making infrastructure barrier – free**

The following suggestions were given by the members:

- Use temporary ramps at GKD auditorium and Sharada Illam (Guest House) when required.
- Toilets in FDMSE academic block need to be made disabled friendly with iron frames.
- Side entrance of FDMSE Academic Block needs to be made wider and accessible for wheelchair users.

#### **5. Updating website of RKMVU-Coimbatore**

- Swami Hararupanandaji Maharaj is to be requested for all matters related to website.

#### **6. Planning for academic audit for the following year for all Faculties**

- Academic Audit Cell for each Faculty and a common Academic Audit Council for RKMVU-CBE.
- Each Faculty should have an Academic Audit Cell comprising of the Dean with external members. This cell will review the syllabi, library and other academic aspects.
- The single Academic Audit Council should also be created common for RKMVU-Coimbatore campus comprising of the Deans, External members for each Faculty and one or two members from the management.
- Chairperson suggested to conduct the academic audits periodically.

#### **7. Develop research and publication opportunities for faculty members**

- Faculty members of all Faculties are encouraged to develop research and publication opportunities.

#### **8. Setting up specialized laboratories and centers**

FDMSE –The Centers may be set up as most of the work is already being undertaken.

- Assistive Technology (AT) lab can be Center for Assistive Technology Research.
- For center on vocational training, the note book sections can be added as part of the center.

#### **9. Procurement of additional space and equipment**

FAR

- Sri Padmanabhan informed that the Commissioner of IT was doing on a research project, Smart Irrigation, involving electronic devices for conservation of water, humidity check and suggested that FAR could provide such a place and in turn be benefitted from the project.



- Chairperson suggested Dr. Rajarajan, Dean, RKMVU-FAR to coordinate with Sri Padmanabhan and explore the possibilities for the same.
- Dr. Rajarajan can follow up on equipment procurement.
- Sri Padmanabhan suggested applying for research projects that yield financial gains through interest which can be carried over for setting up subsequent projects.
- Chairperson suggested arranging a meeting with Head of Research and Projects, School of Engineering, Amrita University – CBE, Dr. Shantanu Bhowmik, for exploring these options.

#### **10. Strengthening of library**

##### **GAPEY**

Dr. Alagesan informed that more shelves need to be procured for library. Chairperson suggested to procure the same.

#### **11. Starting specific Journals**

Journals can be started by the faculties

- The Journal for FAR can be called 'Journal of Agricultural Extension and Research'.

#### **12. Strengthening academic processes such as optimizing number of teaching hours, obtaining feedback and specific inputs from relevant stakeholders**

Suggestions regarding strengthening of academic processes need to be discussed by staff members in consultation with the respective Principals.

#### **13. Starting new programmes**

##### **FDMSE**

Proposals for integrated programmes have been sent through Vice Chancellor to the Rehabilitation Council of India.

##### **GAPEY**

- Dr. Alagesan informed that in RKMVU – GAPEY, a Certificate Course in Communicative English is in process of initiation after decision at their BOS.

#### **14. Strengthening the examination processes of the University**

- Sw. Kirtipradanandaji Maharaj, Controller of Examinations (COE), RKMVU-Coimbatore campus, suggested improvisation of existing systems at the COE with automation system. This automation would be a higher system which reduces the dependency on staff and can be centralized for all Coimbatore Faculties.



- Chairperson suggested to arrange a meeting of COE with Swami Hararupanandaji Maharaj for the same.
- Examination committee – can be formed with the Deans, HODs and the Controller of Examinations. The committee can meet once a semester and address issues related to examinations other than those that are dealt within the Passing Board Committee.

### **15. Review and discussion on preparation of NAAC documents**

The Director shared that NAAC criterion wise documents should be prepared by all Faculties across all campuses of RKMVU.

### **16. Any other matter**

The committee members suggested that each department should conduct orientation programmes, conferences, workshops and seminars based on their specialization areas and recent trends.

*Swami Abhiramananda*

**Signature of Chairperson, IQAC**

Sw. Abhiramananda

Administrative Head,

RKMVU – Coimbatore Campus



**Annexure - A**

**1. Minutes and action taken report of the 2<sup>nd</sup> IQAC meeting held on 22.11.2014**

S. No.	Agenda	Minutes	Action Taken
1	Minutes and action taken report of the 1 <sup>st</sup> IQAC meeting held on 20.03.2014	Minutes and action taken were presented and unanimously approved.	-
2	<b>To approve the NAAC reports of the Faculties of RKMVU-Coimbatore campus:</b>  1) Faculty of Disability Management and Special Education (FDMSE) 2) Faculty of General and Adapted Physical Education and Yoga (GAPEY) 3) Faculty Centre for Agricultural Education and Research (FAR)	The Self-study reports, evaluative reports, and NAAC questionnaires (set of questions for all faculties sent from HQ] were reviewed for each of the RKMVU – Coimbatore faculties and suggestions were given by members to revise them.	Revisions in the documents are being carried out by each Faculty.
3	<b>Formation of Committees – common for Faculties at Coimbatore Campus</b>	The members of IQAC suggested to formulate certain common committees for Faculties at Coimbatore Campus as envisaged by the UGC guidelines other than the existing committees.	The following common committees have been formed other than existing committees:  1. Library Advisory Committee 2. Anti-ragging committee 3. Research and Consultancy Committee
4	<b>Any other Matter</b>  <b>Conducting Faculty Development/ Enrichment Programmes</b>	It was decided by the committee members that each department should organize Faculty Development/ Enrichment Programmes every year.	<b><u>Faculty Development Programmes:</u></b> <b><u>FDMSE:</u></b> • Preparation of research proposals and procedure for obtaining grant from various funding agencies on 28.11.2014 & 29.11.2014.



	<p><b>Organizing Orientation programmes, Conferences, Workshops &amp; Seminars</b></p>	<p>The committee members suggested that each department should conduct orientation programmes, conferences, workshops and seminars based on their specialization areas and current demands.</p>	<ul style="list-style-type: none"><li>• Need and ways of conducting inter-disciplinary research was held on 05.12.2014.</li><li>• Good Lecturing Practices on 22.08.2015</li></ul> <p><b><u>FDMSE:</u></b></p> <p>Orientation Programme on Differential Diagnosis between Specific Learning Disability and Mild Mental Retardation was held on 14.12.2014</p> <p>National Seminar on Assistive Technology in Education and Sports for Total Inclusion of Persons with Disabilities was organized on 06 &amp; 07. 02.2015</p> <p>National Seminar on Sensitization of Teacher Educators on RTE Act, 2009: Overcoming the current and future Problems was organized by FDMSE in collaboration with College of Education on 24.04.2015 &amp; 25.04.2015.</p> <p>Teaching Geometric Theorems from 26.09.2015 to 9.09.2015.</p> <p>Sensitization about</p>
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	<p><b>Enhancing Research Activities</b></p>	<p>It was suggested by the members to initiate collaborative research activities with government/ non - government organizations.</p>	<p>Disability among Key Functionaries - Teachers and Principles of Govt. and Non Govt. Institutions from 23.11.2015 to 25.11.2015.</p> <p><b>GAPEY</b></p> <p>National Seminar on Assistive Technology in Education and Sports for Total Inclusion of Persons with Disabilities was organized on 06 &amp; 07. 02.2015</p> <p>A workshop on “Writing for Research Grant and Research Paper” was organized on 27th &amp; 28th November 2014.</p> <p>A state level workshop on “Archery, Carrom, Chess, Taekwondo and Tennikoit” was organized on 15th &amp; 16th August 2015.</p> <p><b>FDMSE:</b></p> <p>In collaboration with CBM, Bangalore “Indian Sign Language Dictionary – Bi Lingual (English and Tamil) was published on 06.02.2015</p>
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Internal Quality Assurance Cell

(IQAC) Meeting – 3

Date: 4<sup>th</sup> December, 2015; Time: 10.00 am;

Member List

S. No.	IQAC Composition	Members	Signature
1	Chairperson	Sw. Abhiramananda Secretary, RKMV Administrative Head, RKMVU – Coimbatore Campus	
2	Administrative Officer and Management Member	Sw. Garishthananda Assistant Secretary, RKMV	
3	Administrative Officer	Sw. Tatprabhananda Asst. Admin. Head., RKMVU- FAR	
4	Controller of Examinations	Sw. Kirtipradananda, COE, RKMVE-Cbe	
5	Administrative Officer	Br. Paramarthachaitanya, Asst. Admin. Head, RKMVU – FDMSE, GAPEY, FYCSAR	
6	Member (Teacher)	Dr. Alagesan, H.O.D., RKMVU - GAPEY	
7	Member (Teacher)	Dr. Sridhar, R. H.O.D., RKMVU - FYCSR	
8	Member (Teacher)	Dr. Sankaralingam, S. Administrative Director, RKMVU - FAF	





9	Member (Teacher)	Dr. A. Rajarajan, Dean, RKMVU-FAR	
10	Member (Teacher)	Dr. Sudha, Asst. Prof., RKMVU-FDMSE	
11	Member (Teacher)	Dr. Parween, Asst. Prof., RKMVU-FDMSE	
12	Member (Teacher)	Dr. Abhishek, Asst. Prof., RKMVU-FDMSE	
13	Member (Teacher)	Dr. Srinivasan, Asst. Prof., RKMVU-GAPEY	
14	Member (Teacher)	Sri Giridharan, Asst. Prof., RKMVU-GAPEY	
15	Member (Teacher)	Sri. S. Somasundaram, Asst. Prof., RKMVU-FCR	
16	Member (Teacher)	Dr. Prabha, Asst. Prof., RKMVU-FDMSE	
17	Local society, Students and Alumni – Member	Dr. Bhavanishankar	
18	Local society, Students and Alumni – Member	Prof. N. Govindarajulu	
19	Employers / Industrialists / Stakeholders - Member	Sri. S. Padmanabhan, CEO, Easy Design Systems, Coimbatore - 18	
20	Director, IQAC	Dr. Muthaiah, Hon. Dean, RKMVU-FDMSE	 4/12/2015