



Internal Quality Assurance Cell (IQAC)

Minutes of the sixth IQAC Meeting held on 03.08.2017

The sixth meeting of the Internal Quality Assurance Cell of the RKMVU – Coimbatore Campus was held on 3rd August 2017 at 10.30 am at GAPEY Seminar Hall. The following members were present in the meeting:

- | | |
|-----------------------------|-------------------------------------|
| 1. Sw. Garishthananda | - Chairperson |
| 2. Sw. Tatprabhananda | - Administrative Officer |
| 3. Sw. Divyaprajnananda | - Administrative Officer |
| 4. Br. Jnaneshachaitanya | - Deputy Controller of Examinations |
| 5. Dr. S. Alagesan. | - Member (Teacher) |
| 6. Dr. R. Sridhar. | - Member (Teacher) |
| 7. Dr. A. Rajarajan. | - Member (Teacher) |
| 8. Dr. Sudha, A. | - Member (Teacher) |
| 9. Dr. Parween, S. | - Member (Teacher) |
| 10. Mr. Ramakrishna, P. | - Member (Teacher) |
| 11. Dr. Srinivasan, M. | - Member (Teacher) |
| 12. Dr. Giridharan, R. | - Member (Teacher) |
| 13. Dr. Prabha, H. | - Member (Teacher) |
| 14. Dr. Ch. V.S.T. Saikumar | - External member – GAPEY |
| 15. Dr. S. Rajaguru | - External member – FDMSE |
| 16. Dr. N. Muthaiah | - Director, IQAC |

The following points were taken up for discussion as per agenda points:

I: Approval of minutes and action taken report of the previous meeting 5th IQAC meeting held on 29.04.2017

The minutes and action taken report of the 5th IQAC meeting (first in 2017) held on 29.04.2017 were presented and unanimously approved. (Annexure A – Page No. 6).

II: Faculty-wise agenda were presented:

A: Faculty of Disability Management and Special Education

1. Review of activities other than proposed ones
 - i. Department of Hearing Impairment, RKMVU-FDMSE, organized an Audiological Assessment Camp with four audiologists from Hearing Aid Centre, Coimbatore, at the FDMSE campus on 29.07.2017. Thirty-one students with hearing impairment in the Vidyalaya campus benefited from this camp.
 - ii. B.Ed. Special Education II Year teacher trainees, Department of Mental Retardation organized a sensitization and awareness programme for parents of children with Intellectual Disabilities in April 2017.



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2. Periodical events scheduled

- i. The 12th Convocation of RKMVU-CBE will be conducted on September 9th, 2017. Preparations for the same are in progress.
- ii. The 3rd issue of the Braille and Large Print magazine, 'Wonders of Touch' will be released in the month of August.

3. New Initiatives (to be planned)

- i. Proposal for Integrated B.Ed. – M.Ed. Special Education (Intellectual Disability) programme has been submitted to the Rehabilitation Council of India, New Delhi.
- ii. Adapted Physical Education has been started as a co-curricular activity with two classes a week.
- iii. The following events are planned to be conducted at Institution level:
 - a. Alumni meet
 - b. Literary competitions
 - c. Sports competitions
 - d. Cultural Fest / Competitions

4. Facilities required

- i. Upgrading infrastructural facilities at FDMSE Seminar hall including LCD projector, Collar Mike, individual mikes (in-built) on the table.
- ii. Wi-Fi (restricted area) needs to be provided in library for research scholars.

5. Any other matter with the permission of the Chair

Proposal for 5-day research methodology workshop entitled, 'Fundamentals of Research Methodology' has been submitted to Rehabilitation Council of India (RCI), New Delhi.



B: Faculty of General and Adapted Physical Education and Yoga

1. Review of activities other than proposed ones
One-day workshop on Wheelchair Accessibility and Sports was jointly organized by GAPEY, Leonard Cheshire Disability and University college of London and Global Disability innovation Hub on 31.05.2017.
2. Periodical events scheduled: Please see Annexure B – Page No. 15
3. New Initiatives (to be planned)
 - i. Integrated B.Sc, B.PEd programme - Four years
 - ii. Integrated B.PEd, M.PEd programme - Three years
 - iii. M.Sc. Yoga – Two years
 - iv. M.Phil Yoga - One year
 - v. Ph.D Yoga - Three years
 - vi. Gymnastics Academy

Proposals are to be prepared and sent to NCTE for the integrated programmes and to the University's Academic Council for the M.Sc. and research programmes in Yoga.

4. Facilities required:
 - i. LCD Projector for ICT Classes - 2 Nos.
 - ii. Water Doctor - 2 Nos.
 - iii. Office furniture –Steel Cupboard - 2 Nos.
 - iv. Long desk (flat) - 6 Nos.
 - v. Lab equipment for master degree research purpose
 - a) Skinfold Caliper - 2 Nos.
 - b) Goniometer - 2 Nos.
 - c) Digital spirometer - 1 No.
 - d) Digital Sphygmomanometer - 2 Nos.
 - e) Reaction Timer - 1 No.
 - f) Hand grip Dynamometer - 2 Nos.
 - g) Treadmill - 1 No.
 - h) Pedometer - 2 Nos.
 - vi. Sports Equipments (List enclosed) - Rs. 1, 04,007/-
5. Any other matter with the permission of the Chair: Nil



C: Faculty Center for Agricultural Education and Research

1. Review of activities other than proposed ones:
 - i. The II Year B. Sc. (Ag) students were on NSS Special Camp for 5 days from 01.05.2017 to 05.05.2017 at Sri Avinashilingam Krishi Vignan Kendra, Vivekanandapuram. In addition, the students organized a free veterinary camp at Guliyur village on 03.05.2017 in which 260 cattle were administered vaccination and/or deworming drugs. A free eye camp was also organized at Adhimadayanur village on 04.05.2017 in which 97 persons were benefited.
 - ii. The 4th meeting of Board of Studies of RKMVU FAR was conducted on 20.06.2017. The curricula and syllabi for the I, II and III year B.Sc (Ag) programme was discussed and approved.
 - iii. The 3rd Annual Day for FAR was celebrated on 15th April 2017. Revered Swami Abhiramanandaji Maharaj, Secretary, Ramakrishna Mission Vidyalaya and Administrative Head, RKMVU FAR presided over the function. Sri S. Rajendran, Deputy Director of Agriculture, Coimbatore was the chief guest. Dr. Bakshi Ram, Director, Sugarcane Breeding Institute, Coimbatore, was the Guest of Honour.
 - iv. A new hostel for FAR, with facilities to accommodate about 500 students, was inaugurated on 28.07.2017 by Srimat Swami Abhiramanandaji Maharaj, Assistant General Secretary, Sri Ramakrishna Mission & Math, Belur.
2. Periodical events scheduled:
 - i. Independence Day will be celebrated on 15.08.2017
 - ii. Commemoration of Swami Vivekananda's Chicago address on 11.09.2017
 - iii. Kalaimagal Vizha will be celebrated from 20.09.2017 to 22.09.2017
3. New Initiatives (to be planned):

FAR is planning introduction of paperless (electronic) examination system from the ensuing academic year.
4. Facilities required:

Establishment of a Plant Protection laboratory
5. Any other matter with the permission of the Chair:

Nil



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D: Office of Controller of Examinations

Academic Audit of the Office of Controller of Examinations was conducted on 29th July 2017. The following points were suggested by the audit team:

1. Provide fresh registration numbers for re-do candidates.
2. Establish a 'Anti - Malpractice Committee': Set up rules for punishment for various malpractices
3. Heads of Departments can take signatures from the concerned teacher handling a course before forwarding the course syllabus to the Office of Controller of Examinations. This will avoid problems of questions from outside the syllabus in the examinations.
4. Number of credits for all programmes could be distributed more or less equally across semesters.
5. Minimum passing credit also can be fixed similar to minimum passing marks.

Sw. Garishthananda

Chairperson, IQAC
Sw. Garishthananda
Administrative Head,
RKMVU - Coimbatore Campus



Annexure A

Minutes and Action Taken Report of the fifth Meeting (first in 2017)

held on April 29, 2017.

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Approval of minutes of previous meeting held on 13.12.2016	Minutes were presented	Minutes were unanimously approved
2.	Journal initiatives in Faculties of RKMVU-CBE	<u>FDMSE</u> Obtaining ISSN for e-journal is under process. <u>GAPEY</u> Impact factor has been obtained. <u>FAR</u> FAR has initiated its e-journal, "Vivekananda University International Journal of Agricultural Research" (VUIJAS). [www.vijas.info]	Impact factor will be obtained two months after ISSN is received. Done Manuscripts for publishing in the journal VUIJAS have been received. They have been peer-reviewed and sent back to the authors for resubmission.
3.	Special Initiatives taken by Faculties towards best & innovative practices	<u>FDMSE</u> 3-day in-service program will be conducted for grassroot level workers in July 2017. <u>FAR</u> <u>Initiatives that will be undertaken in 2017:</u> Training programme for farmers of Periyanaickenpalayam block is scheduled to be conducted by FAR in June 2017. This	The 3- day in-service training and sensitization on disability program was conducted from 13 th to 15 th of July for grass root level workers of primary health centers, anganwadis and community based rehabilitation centers. The funding from NABARD has yet to be received. The training programme will be conducted upon receipt of funds.



		programme will be funded by National Bank for Agriculture and Rural Development (NABARD).	
4.	Organizing Staff Development Programmes for each Faculty	<u>GAPEY</u> Staff developments programmes on Spoken English / Communicative Skills and Computer Applications on Physical Education will be initiated.	Five – day Staff Development Programme in Communication Skills was organized from 19.06.2017 to 23.06.2017. 10 staff members from GAPEY and 3 from FDMSE attended the programme GAPEY organized a workshop on Computer Application in SPSS on 29th and 30th May 2017 at Mathematics Lab of SRKV College of Arts & Science.
5.	Initiatives in upgradation of facilities	<u>FDMSE:</u> Making infrastructure barrier – free. <u>GAPEY:</u> Strengthening of library (GAPEY) – Strengthening of library in GAPEY is now in progress. Additional equipments for a separate ‘Sports Science Laboratory’ to be procured. <u>FAR:</u> Procuring additional facility for faculty activities – An academic building is planned to be constructed in front of the hostel building which is being constructed currently. Procuring additional equipments – Equipments worth 18 lakhs have been procured for the Biotechnology lab.	Process for replacement of lift in admin block is going on. Library: 160 Books have been purchased for the library for an amount of Rs. 1, 06, 000/- Sports Science laboratory: To be done in future. The construction of academic building is in the process of planning. Biotechnology lab has been set up.
6.	Upgrading website of RKMVU-Coimbatore	<u>FDMSE:</u> Audio support needs to be added to FDMSE	To be done in future



		<p>website to make it more disabled-friendly to help persons with disabilities access the information in the website.</p> <p><u>FAR</u>: FAR has created its own website and this need to be connected to the university website.</p>	<p>The website has been created and is due for formal launching shortly.</p>
7.	Strengthening academic processes for all Faculties	<p>Academic audit within each Faculty: External member can be included in the Academic Audit Committee for each Faculty to audit the academic activities once a year.</p> <p>Common academic audit for RKMVU-CBE. – Since the Faculties offer academic programmes in widely varying fields, separate academic audit committees with experts would be created to do the academic audit of the Faculties.</p> <p>Feedback from stakeholders and evaluation of feedback</p>	<p>Academic audit for the Office of the Controller of Examinations has been completed on 29.7.2017</p> <p>FDMSE and GAPEY will be conducting their academic audits in September 2017</p> <p>The feedback is being obtained by each Faculty from its students, faculty members and other relevant stakeholders for continuous improvement of the academic processes.</p>
8.	Initiatives in research and publication opportunities for faculty members	<p>University level research projects grant Research grants up to Rs. 10,000 are available under this heading for faculty members of RKMVU-CBE to conduct pilot research projects.</p> <p>Sanctioned projects – two projects have been sanctioned</p>	<p>Four draft proposals have been received. They will to be finalized after approval by IEC.</p> <p>[List of projects given in Annexure A-1 – P. No. 11]</p> <p>Sanctioned amount is yet to be</p>



		for FDMSE Submitted projects – Three projects have been submitted from FDMSE and GAPEY	received from the fund granting agency. Decision is awaited
9.	Setting up specialized laboratories and centers	<u>FDMSE</u> – Assistive technology lab, Mobility lab, Early Intervention lab, Vocational Training Centre have been set up. <u>GAPEY</u> – Information and Communications Technology lab: FYCSAR is establishing an ICT lab by installing 15 systems in the GAPEY computer laboratory. <u>FAR</u> – Biotechnology lab has been set up.	Centers are functional ICT lab has been set up.
10.	Starting new programmes	<u>FDMSE</u> : Integrated B.Ed – M.Ed Special Education (Intellectual Disability) Programme proposal has been sent to Rehabilitation Council of India (RCI), New Delhi. <u>GAPEY</u> : It is proposed to start B.Sc. Yoga programme	Awaiting for the approval from the RCI. B.Sc. Yoga was not started as there was no demand for the course.
11.	Update on NAAC documentation	NAAC is undergoing changes in its accreditation process. Information for next steps yet to be received	Sw. Kirtipradanandaji Maharaj met with all faculty members of RKMVU-CBE to discuss preparation of new NAAC documentation on 01.08.2017 & 02.08.2017.
12.	Any other matter with the permission of the Chair	It was informed by external member, Dr. Saikumar, that as per the current guidelines for IQAC, the committee meeting should be conducted once on three months and the report and outcomes of the meeting can be uploaded in the website.	IQAC meetings for 2017-18 have been planned once in three months. Reports will be uploaded after NAAC accreditation has begun.



Annexure A - I

List of Research Projects at RKMVU-Cbe

1. University Level Research Grants – Pilot Projects

Sr. No.	Title	PI / Co-PI	Duration	Amount (Rs.)
1	Effect of storyboard in improving social and communication skills among children with Downs syndrome	Dr. A. Sudha, Asst. Prof., RKMVU-FDMSE	6 months	25000/-
2	Effect of Graphic Organizers on Concept Development among Children with Low Vision.	Dr. S. Parween, Asst. Prof., RKMVU-FDMSE	6 months	5000/-
3	Association between gestures in Indian Sign Language and Indian Classical Dance form of Bharathanatyam	Dr. Prabha Hariharan, Asst. Prof., RKMVU-FDMSE	6 months	5000/-
4	Implementation of yoga with low tech assistive devices on life skills development among persons with intellectual and developmental disabilities – A pilot study	Dr. M. Srinivasan, Asst. Prof., RKMVU-GAPEY	6 months	20,000/-



2. Sanctioned projects – two projects have been sanctioned for FDMSE

Sr. No.	Title	PI / Co-PI	Funding Agency	Grant Amount	Status
1	Development of Adapted Science Experiments for Improving Skills in Learning Science of Students with Visual Impairment at Secondary Level.	PI: Dr. J.B. Dheesha	Central Sector Research Scheme on Disability Related Technology, Products and Issues, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment	Rs. 6.85 lakhs	Agreement has been sent from our side
2	Effect of tactile stimulation on concept formation for children with visual impairment and learning disabilities with sensory integration problems.	PI: Dr. Prabha Hariharan Co-PI: Mrs. Kamakshamma Murthy	UGC Minor Research Project	Rs. 1.5 lakhs	Acceptance Certificate has been sent from our side



3. Submitted projects – The following projects have been submitted from FDMSE and GAPEY

Sr. No.	Title	PI / Co-PI	Funding Agency	Grant Amount
1	Identifying and assessing Assistive Technology Requirements of Students with Disabilities in Education and Enhancing the list of ADIP Scheme products	Dr. Prabha Hariharan, Asst. Prof., RKMVU-FDMSE Dr. S. Parween, Asst. Prof., RKMVU-FDMSE Mr. S. Shankar Subbiah, Assistive Technology Consultant, Agate Infotek, Chennai (Collaborator)	Central Sector Research Scheme on Disability Related Technology, Products and Issues, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment	Rs. 10.18 lakhs
2	Design and impact of adapted yoga module on life skills and biomotor variables of Children with Intellectual Disability	Dr. M. Srinivasan, Asst. Prof., RKMVU-GAPEY	Central Sector Research Scheme on Disability Related Technology, Products and Issues, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment	Rs. 7.32 lakhs
3	Creation of adapted yoga and meditation programme on physical mental and cognitive development of persons with intellectual disability	Dr. M. Srinivasan, Asst. Prof., RKMVU-GAPEY	DST-SATYAM	Rs. 25.31 lakhs



Annexure B

Periodical events scheduled - GAPEY

Semester I

21.06.2017	International Day of Yoga
22.06.2017	Academic Council Meeting
22.06.2017	Research Advisory Committee Meeting
22.07.2017	IQAC Meeting
02.08.2017	I project track and field meet & Inclusive Sports Meet
08.08.2017	Convocation
09.08.2017	Anti Ragging Cell Meeting
11.08.2017	Swami Vivekananda's Chicago Address Oratorical Competition
15.08.2017	Independence day celebration
17.08.2017	CIA - I examintations
18.08.2017	CIA - I examintations
25.08.2017	Vinayagar Chathurthi
29.08.2017	National Sports day celebration
01.09.2017	Workshop
02.09.2017	Workshop
02.09.2017	Grievance Redressal Cell Meeting
05.09.2017	Teacher's day celebrations
11.09.2017	Swami Vivekananda's Chicago Address Oratorical Inter Vidyalaya Competition
14.09.2017	II Project track and field meet & Inclusive Sports Meet
16.09.2017	Gender Sensitization Cell Meeting
22.09.2017	Leadership Training Camp for BPed I & BSc II & Rural Coaching for I MPed, Internship for MPed II
04.10.2017	External Teaching Practice in Schools
14.10.2017	IQAC Meeting
20.10.2017	CIA - II examinations
21.10.2017	CIA - II examinations
24.10.2017	Teaching Practice - External Practical Examination for BPed I & II
27.10.2017	Internal Practical Examination
30.10.2017	Pre Semester Examination
07.11.2017	Semester Examinations

6.



Semester II

05.12.2017	UGC NET Coaching for MPed II & MPhil
15.12.2017	III Project Sports Meet & Inclusive Sports Meet
23.12.2017	Workshop
23.12.2017	IQAC Meeting
26.12.2017	Tutor ward meeting
28.12.2017	Unified playday activities training for our students
07.01.2018	Gurumaharaj Utsav (Gurupuja)
09.01.2018	National Youth Rally
19.01.2018	CIA I Examinations
20.01.2018	CIA I Examinations
26.01.2018	Republic Day Celebration
01.02.2018	Visit to schools for Unified Playday activities
03.02.2018	State Level Yoga and Kalari Competition
22.02.2018	Unified Play Day
27.02.2018	National Conference
28.02.2018	National Conference
02.03.2018	IV Project Sports meet and Inclusive sports meet
06.03.2018	Campus Interview
12.03.2018	Parents Meeting
16.03.2018	Tutor ward meeting
19.03.2018	CIA II Examinations
20.03.2018	CIA II Examinations
28.03.2018	Annual day
02.04.2018	Internal Practical
05.04.2018	1. Library Committee Meeting 2. External teaching practice for MPed I, MPed II , BSc III, & BPEd II
16.04.2018	Pre - Semester Examinations
23.04.2018	Semester Examinations



Internal Quality Assurance Cell (IQAC)
Minutes of the sixth IQAC Meeting held on 03.08.2017

Date: 03.08.2017

Venue: GAPEY Conference Hall

Time: 10.30 am

Member List

S. No.	IQAC Composition	Members	Signature
1	Chairperson	Sw. Garishthananda Secretary, RKMV Administrative Head, RKMVU – Coimbatore Campus	
2	Administrative Officer	Sw. Tatprabhananda Asst. Admin. Head., RKMVU-FAR	
3	Administrative Officer	Sw. Divyaprajnananda Asst. Admin. Head, RKMVU – FDMSE, GAPEY, FYCSAR	
4	Controller of Examinations	Br. Jnaneshachaitanya, COE, RKMVU-Cbe	
5	Member (Teacher)	Dr. Alagesan, H.O.D., RKMVU - GAPEY	
6	Member (Teacher)	Dr. Sridhar, R. H.O.D., RKMVU - FYCSR	
7	Member (Teacher)	Dr. A. Rajarajan, Dean, RKMVU-FAR	
8	Member (Teacher)	Dr. Sudha, Asst. Prof., RKMVU-FDMSE	 3/08/17
9	Member (Teacher)	Dr. Parween, Asst. Prof., RKMVU-FDMSE	 3/8/17



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10	Member (Teacher)	Mr. Ramakrishna Pettala, Asst. Prof., RKMVU-FDMSE	
11	Member (Teacher)	Dr. Srinivasan, Asst. Prof., RKMVU-GAPEY	
12	Member (Teacher)	Dr. Giridharan, Asst. Prof., RKMVU-GAPEY	
13	Member (Teacher)	Sri. S. Somasundaram, Asst. Prof., RKMVU-FCR	
14	Member (Teacher)	Dr. Prabha, Asst. Prof., RKMVU-FDMSE	
15	Local Society & Alumni Member	Dr. Bhavanishankar, Retired Professor, 17/208, D-6, Annur Road, Near K.P.S. Hospital, Mettupalayam - 641301	
16	External Member	Dr. Saikumar, Principal and Secretary, RKMV- Maruti College of Physical Education	
17	External Member	Dr. S. Rajaguru, Professor, RKMV-College of Education	
18	Director, IQAC	Dr. Muthaiah, Hon. Dean, RKMVU-FDMSE	