



Internal Quality Assurance Cell (IQAC)

Minutes of the eighth IQAC Meeting held on 20.02.2018

The eighth meeting of the Internal Quality Assurance Cell of the RKMVERI – Coimbatore Campus was held on 20th February, 2018 at 3.30 pm at GAPEY Conference Hall. The following attended the meeting.

Members present:

- | | |
|--------------------------|---|
| 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. Sri. S. Somasundaram | - Member (Teacher) |
| 14. Dr. Prabha, H. | - Member (Teacher) |
| 15. Dr. Bhavanishankar | - Local Society & Alumni Member |
| 16. Sri. Shankar Subbiah | - Employer / Industrialist / Stakeholder Member |
| 17. Dr. Saikumar | - External Member - GAPEY |
| 18. Dr. S. Rajaguru | - External member – FDMSE |
| 19. Mr. B. Ramesh | - External Member - FYCSAR |
| 20. Dr. N. Muthaiah | - Director |

Agenda:

I: Confirmation of minutes and action taken report of the previous meeting (7th meeting) held on 04.11.2017

The minutes and action taken report of the 7th IQAC meeting held on 04.11.2017 were presented and unanimously confirmed (Annexure A – Page No. 5).



II: Faculty-wise agenda:

A: Faculty of Disability Management and Special Education

1. Review of activities other than proposed:

Report of a five-day CRE programme on 'multisensory approaches in preschool education' from 26th to 30th December 2017 and International Disability Day observation on 14 December 2017 was shared.

Exhibition on Teaching Learning Materials (TLMs) for Children with Special Needs held on 07.01.2018 at Gurupooja celebration.

Periodical events scheduled

Two events were reported to be scheduled for the forthcoming quarter. These were -

- National Conference on 'Ensuring Inclusive and Equitable Quality Education and Sports for the Empowerment of Women with Disabilities' on 23rd and 24th February 2018 (in collaboration with RKMVERI-GAPEY).
- Literary, Cultural and Sports competitions for students of FDMSE on 3rd March and 10th March, 2018.

2. New Initiatives

It was shared that four new initiatives have been started in FDMSE.

- Preparation of course material for integrated B.Ed. – M.Ed. Special Education (ID) programme,
- Word list module for speech and language assessment for children with hearing impairment,
- Instructional materials for parents of children with disabilities and
- Project for preparing 'Accessible Mathematics for students with visual impairment'.

The initiative of preparing accessible mathematics materials has been submitted to Cognizant Foundation, Chennai, for funding.

B: Faculty of General and Adapted Physical Education and Yoga

1. Review of activities other than proposed:

- Exhibition on the topic "Adapted Sports & Games for Persons with Disabilities" was organized during Gurupuja 2018.
- Alumni Meet was conducted on 04.02.2018 which was attended by 60 alumni.

2. Periodical events scheduled:

The following activities were reported as being planned in the forthcoming months.

- Unified Play Day (21/2/2018),
- National Conference (23rd and 24th February) (in collaboration with RKMVERI-FDMSE).
- Project Sports Meet (3/3/2018) and
- Annual Day (4/4/2018)



3. New Initiatives

The new initiatives being undertaken by the Faculty are Massive Open Online Courses (MOOC) courses that are being undertaken by the faculty members and technical courses for boys. The faculty members were explained about approaching ASHA foundation for support for conducting the programmes.

4. Facilities required

It was reported that Wi-fi facility was needed to be extended to the academic block.

C: Faculty Center for Agricultural Education and Research

1. Review of activities

- Two-week All India Study Tour for fourth year B.Sc (Ag.) students
- Experiential learning programme in wetland paddy cultivation for third year B.Sc. (Ag.) students and on developing entrepreneurial skills for third and fourth year B.Sc. (Ag.) students
- Special lectures
- Coaching classes for ICAR Junior Fellowship Examination
- Orientation for UPSC Civil Services examinations, and
- Training in research for fourth year B.Sc. (Ag.) students.

2. Schedule of periodical events:

It was reported that the Faculty planned to conduct State level inter-agri volley ball and kabaddi tournament for the 4th Vivekananda Trophy in March 2018 and College Annual Day in April 2018.

3. New initiatives:

A new initiative to establish a 'Model Poultry Unit' was undertaken on 13.12.2017 and is functioning currently.

4. Facilities required:

It was reported that additional equipment was required for 'Plant Protection laboratory' and 'Soil Science laboratory'.

D: Office of Controller of Examinations

1. Review of activities other than proposed:

- B.Sc. (Agriculture) Semester & Arrear Examinations were held in the month of January and February 2018 and valuation was in progress.
- As per the guidelines of UGC, the name of the University has been changed in the Forms, Rubber seal and other records of COE. The name change for the Semester Mark sheet, Consolidated Mark Sheet and Provisional Certificates of FDMSE, GAPEY and FAR was under process.



2. Periodical events scheduled:

Exams for the academic programmes – Integrated B.Ed. – M.Ed. Special education (Intellectual Disability) and Integrated MPhil-PhD would be conducted during the upcoming months.

E. Any other matter with the permission of the Chair:

1. FDMSE is planning the following activities:

- Training on gardening / nursery practices for students of vocational unit of RKMVERI-FDMSE is being planned to be conducted in Collaboration with RKMVERI-FAR.
- Skill Development programme on ‘repairing home appliances’ in collaboration with ITI.
- A proposal for the following has been submitted to the ASHA foundation –
 - Digital library with 20 computers and software
 - Computer laboratory for visually impaired
 - Education scholarship for teacher trainees

2. FAR

Training on gardening techniques will be provided by FAR from 4:00 pm to 5:00 pm as a new initiative for students and staff from vocational unit of FDMSE.

Swami Garishthananda
Chairperson, IQAC
RKMVU-Coimbatore Campus
Sw. Garishthananda



Annexure A

**Minutes and Action Taken Report of the seventh Meeting (third in 2017)
held on November 4, 2017.**

Sr. No.	Agenda	Meeting Minutes	Action Taken Report
1.	Approval of minutes of previous meeting held on 3.8.2017	Minutes were presented	Read and Confirmed
2.	Review of activities other than proposed.	FDMSE A two-day Faculty Development Workshop on 'Fusion 360 software for 3-D printing' was held on 28 th and 29 th October 2017 at the University Computer Laboratory. The workshop was conducted by D-team, Chennai. Four faculty members and one research scholar attended the workshop.	A one-week Faculty Development workshop on 'Fusion 360 software for 3-D printing' was held for advanced training by D-Team, Chennai, from 24 th November to 30 th November 2017. Four faculty members and one research scholar attended this workshop and prepared 3-D models that can be used as teaching learning materials.
		GAPEY 1. A State Level Workshop on Modern Trends in Football Coaching and Officiating was conducted during 01 st and 02 nd September 2017. 2. Two faculty members attended the two-day Faculty Development Workshop on 'Fusion 360 software for 3-D printing' conducted on 28 th and 29 th October 2017, at the University Computer Laboratory.	1. Report submitted. 2. Two faculty members attended the one-week Faculty Development workshop, on 'Fusion 360 software for 3-D printing' that was held for advanced training by D-Team, Chennai, from 24 th November to 30 th November 2017 and prepared 3-D models that can be used as adapted physical education models.
		FAR 1. Farmers' training programme on "Quality Seed Production for Seed Farm Growers" on 07.08.2017	Report submitted.



		<ol style="list-style-type: none">2. Six special lectures organized3. A free eye camp was organized on 08.10.2017. Ninety-two villagers were benefitted during the camp.4. An exhibition was organized by the final year B.Sc. (Ag) students on 17.10.2017 as part of the Rural Agricultural Work Experience programme.	
		<p>Controller of Examinations (COE)</p> <ol style="list-style-type: none">1. Maintenance and Security measures were planned for record room shelves of the Office of the COE and RKMVERI Research block.2. Semester and Arrear examinations for B.Sc. (Agri) 2014-2-16 were conducted and valuation was going on.3. Registration numbers for 2017 - 18 students of all four faculties were generated.4. Question paper setting for Nov 2017 exam of FDMSE, GAPEY are in progress.5. A meeting was held with faculties of FDMSE, GAPEY & FAR to bring out some innovative changes in Examination process.	<ol style="list-style-type: none">1. The measures have been undertaken and are in operation.2. 3 and 4. Activities Completed5. Feedbacks from the respective faculties are awaited
3.	Periodical events scheduled	<p>FDMSE</p> <ol style="list-style-type: none">1. Participation and volunteering in Youth Convention 2017 to be held from 1st to 3rd December 2017.2. National Conference will be conducted in February 2018	<ol style="list-style-type: none">1. One student participated and 22 students volunteered for Youth Convention 2017.2. National Conference is scheduled for 23rd and 24th February 2018.



	<p>GAPEY</p> <ol style="list-style-type: none">1. Third Project Sports meet, and Inclusive Sports meet will be held on 15 December 20172. Training by physical education teacher trainees for children with disabilities and without disabilities at various schools in Coimbatore towards preparation for the 'Unified Play Day' (scheduled for February 22, 2018), will begin on 28 December 2017.3. State Level Yoga and Kalari competition will be held on 3 February 2018.	<ol style="list-style-type: none">1. Third Project Sports Meet was organized by Bheema House on 14.12.2017.2. A total number of 114 GAPEY students from BPEd I, BPEd II and BSc III have been visiting various schools since 1st February 2018 for training students to participate in the forthcoming Unified Play Day, rescheduled for February 21, 2018.3. Fifth State Level Yoga Competition and third State Level Kalari Competition were held on 31.01.2018 at Venkatakrishna Indoor Stadium. A total number of 661 students from 35 schools participated in the competition in which 565 took part in yoga and 96 in Kalari competition.
	<p>FAR</p> <ol style="list-style-type: none">1. Students' participation in the Youth Convention in December 2017.2. Participation in Gurupuja celebrations and organizing an exhibition on "Yield Maximization of Commercial Crops and Fodder Crops" in January 2018.	<ol style="list-style-type: none">1. Our I year B. Sc. (Hons) Agriculture students, 63 in number, participated in the Youth Convention 2017.2. Our staff and students participated in the Gurupuja celebrations 2018 and organized an exhibition on "Yield Maximization of Commercial Crops and Fodder Crops" with financial support from National Bank for Agricultural and Rural Development.



		<p>3. Inter-agri Institutions Sports Meet will be organized in February 2018</p> <p>4. College Annual Day will be organized in April 2018</p>	<p>3. The Inter-agri Games for the 4th Vivekananda trophy has been rescheduled to 8th&9th March 2018.</p> <p>4. Preparation to be started for Annual Day 2018</p>
		<p>COE</p> <p>1. Preparation for Semester examinations November 2017 for GAPEY, FDMSE is under process.</p> <p>2. FAR External marks is being fed in the Software and Passing Board meeting will be conducted in November 2017.</p>	<p>1. Results have been declared for the semester examinations held in November 2017 for FDMSE, GAPEY</p> <p>2. Results of FAR B.Sc.(Agri) course for the August 2017 examinations have been declared.</p>
<p>4.</p>	<p>New Initiatives (to be planned)</p>	<p>FDMSE</p> <p>1. As part of transition from school to work, the Pre-Vocational Unit has planned to train student with intellectual disabilities to make the various products.</p> <p>2. A proposal for a CRE programme titled 'Communication options for Children with Hearing Impairment' has been submitted by the Department of Hearing Impairment, RKMVERI-FDMSE, to the Rehabilitation Council of India for approval.</p> <p>3. It is planned to prepare small teaching learning packages on selective areas related to all the three disabilities.</p>	<p>1. The products were exhibited and sold at three schools (SSHSS-EM & TM & TAT Kalanilayam Middle school), three conferences within Vidyalaya and the Gurupuja public festival.</p> <p>2. The CRE Programme was conducted from 27 to 29 January 2018. It was attended by 30 participants.</p> <p>3a. Teaching learning packages were developed in each specialization area using commonly used materials and 3-D printing. They were displayed for Gurupuja Exhibition-2018 and are currently being used in the therapy units.</p>



		<p>4. A research proposal titled, 'Effect of tactile stimulation on concept formation for children with visual impairment and learning disabilities with sensory integration problems' for minor project scheme of the UGC has been submitted for financial assistance to UGC office at New Delhi.</p>	<p>3b. Development of learning resources for improving mathematics aptitude and skills among visually impaired learners. A preliminary expert meeting was held at FDMSE on 23.12.2017 to discuss and explore the possibilities for providing accessible Mathematics for the students with visual impairment. Project proposal is underway and will be submitted to Cognizant Foundation, Chennai shortly</p> <p>4. Response awaited.</p> <p>5. Alumni Meet was conducted on 4 February, 2018*</p> <p>*new initiative reported in sixth meeting (03.08.2017)</p>
		<p>GAPEY</p> <ol style="list-style-type: none">1. A Research Laboratory will be established.2. 3D Models will be procured for Adapted Physical Education lab3. Research Projects will be initiated.	<ol style="list-style-type: none">1. It is in the process2. 3D models were procured and displayed during the Gurupuja Exhibition 2018.3. An orientation programme for staff members has been planned.
		<p>FAR</p> <ol style="list-style-type: none">1. FAR is exploring the possibilities of entering into a MoU with Ironwood Careers and Training (ICT) Adelaide, South Australia	<ol style="list-style-type: none">1. The MoU has been send to RKMVERI Headquarters for approval.



		2. Establishment of a Seed Technology laboratory will be undertaken	2. A Seed Science & Technology laboratory has been established in the FAR Administrative Block.
		COE Procurement of a new examination management software for the Office of Controller of Examination.	The new software is under design process and it may be implemented from next academic year.
5.	Facilities required	FDMSE Consent from schools in the Vidyalaya needs to be obtained to organize sales of the pre-vocational unit products prepared by students with intellectual disabilities at the school.	Consent was obtained and the sales for pre-vocational unit products was organized.
		GAPEY 1. Upgradation of office facilities 2. Extension of Wifi facility to the academic block.	1. Upgradation of office facilities partially completed. 2. Wifi facility to be extended to academic block.
		FAR Laboratory equipments and apparatus for the Seed Technology laboratory.	A Seed Science & Technology laboratory has been established in the FAR Administrative Block.
		COE Hardware support for the new software need to be provided.	Hardware support will be provided for the new software at the time of implementation



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Date: 20.02.2018

Venue: GAPEY Conference Hall

Time: 3.30 pm

Member List

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



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सदस्य जगद्गुरु ॥

11	Member (Teacher)	Dr. M. Srinivasan, Asst. Prof., RKMVERI-GAPEY	
12	Member (Teacher)	Dr. R. Giridharan, Asst. Prof., RKMVERI-GAPEY	
13	Member (Teacher)	Sri. S. Somasundaram, ^{FYCSAR} Asst. Prof., RKMVERI-EGR	
14	Member (Teacher)	Dr. Prabha, Asst. Prof., RKMVERI-FDMSE	
15	Local Society & Alumni Member	Dr. Bhavanishankar, Retired Professor, 17/208, D-6, Annur Road, Near K.P.S. Hospital, Mettupalayam - 641301	
16	Employer / Industrialist / Stakeholder Member	Sri. Shankar Subbiah, Assistive Technology and Accessibility Consultant, Agate Infotek, Chennai	
17	External Member	Dr. Saikumar, Principal and Secretary, RKMV- Maruti College of Physical Education	
18	External Member	Dr. S. Rajaguru, Professor, RKMV-College of Education	
19	External Member	Mr. B. Ramesh, CEO, AES Technologies Pvt. Ltd., Coimbatore	
20	Director, IQAC	Dr. N. Muthaiah, Dean, RKMVERI -FDMSE	