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Internal Quality Assurance Cell (IQAC)

Minutes of the ninth IQAC Meeting held on 01.06.2018

The ninth meeting of the Internal Quality Assurance Cell of the RKMVERI –Coimbatore Campus was held on 1st June 2018 at 3.30 pm at Conference Hall, GAPEY. 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. A. Alagesan | - Member (Teacher) |
| 6. Dr. R. Sridhar | - Member (Teacher) |
| 7. Dr. A. Rajarajan | - Member (Teacher) |
| 8. Dr. A. Sudha | - Member (Teacher) |
| 9. Dr. S. Parween | - Member (Teacher) |
| 10. Mr. RamakrishnaPettala | - Member (Teacher) |
| 11. Dr. M. Srinivasan | - Member (Teacher) |
| 12. Dr. R. Giridharan | - Member (Teacher) |
| 13. Sri. S. Somasundaram | - Member (Teacher) |
| 14. Dr. J.B. Dheesha | - Member (Teacher) |
| 15. Sri. Shankar Subbiah | - Employer / Industrialist / Stakeholder Member |
| 16. Mr. P. Karthick | - External Member |
| 17. Dr. S. Rajaguru | - External Member |
| 18. Dr. N. Muthaiah | - Director, IQAC |

Agenda I: Approval of minutes and action taken report of the previous IQAC meeting held on 20.02.2018

Minutes and action taken report of the previous IQAC meeting held on 20.2.2018 were read and confirmed.

(Refer: Annexure – I, Pg. No. 8)



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Agenda II: Faculty-wise agenda

A: Faculty of Disability Management and Special Education (FDMSE)

A1: Review of activities other than proposed

Minutes:

The following activities other than proposed were reviewed.

- **Project on Automation of all Academic Activities**

It is planned to digitalise all the activities of various departments of the University through 'Enterprise Resource Planning (ERP)'. In this regard, a digital Networking Centre has been established at the Head Quarters to update all such activities. Br. Achyutachaitanya Maharaj from Belur Campus visited FDMSE on 30 April 2018 to discuss the requirements for undertaking digitization and automation of various aspects at FDMSE.

- **Faculty development programme**

As a part of faculty development programme Sri M. Vasudev, Former Director (Southern Region), NCTE, addressed all the faculty members on "The Role of Teachers in the Holistic Development" on 29 May 2018.

A2: Periodical events scheduled

The following activities will be conducted during forthcoming months by FDMSE

S.No	Events	Date
1	Board of Studies Meeting	02.06.2018
2	Training Programme on Gardening Practices	01.06.2018 to 30.06.2018
3	Academic Council Meeting	08.06.2018
4	Commencement of Classes	11.07.2018
5	Orientation Programme for Freshers	11.07.2018
6	Bridge Course for Freshers	12.07.2018 to 17.07.2018
7	Anti-Ragging Cell Meeting	09.08.2018



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A3: a) New Initiatives

The members of IQAC approved the following new initiatives of FDMSE.

Project:

- **Sponsor for Teacher Trainees**

A proposal to the tune of 5 lakh has been submitted to Cognizant Foundation (CF), Chennai, to sponsor 10 teacher trainees to undergo training (one year) in special education for 2018-19. Approval is awaited.

Programme:

- **Workshop on “Learning Disability”**

It is planned to organize a workshop in the second week of July, 2018. Hemender Pusa, Special educator and Social worker from US is the resource person. Target group would be Teacher trainees, Research scholars, Parents of children with special needs and faculty members.

Upgradation of Facilities:

- Psychology Lab will be upgraded with latest experiments and tools.
- More books and journals will be procured to the Library.

A3: b) Update of completion of initiatives already undertaken

Updates of the initiatives undertaken by FDMSE were discussed in the meeting.

Status of on-going Research Project:

MSJE Project on “Development of Adapted Science Experiments for Improving Skills in Learning Science of Students with Visual Impairment at Secondary Level” is under progress.

Material Development:

The following three activities are under progress.

- **Course Material** for Integrated B.Ed. M.Ed. Program (Intellectual Disability).
- **Word List Module** for Speech & Language Assessment for children with hearing impairment is being prepared.
- **Instructional Manuals** for parents of children with visual impairment, hearing impairment and mental retardation are under preparation.

A4: Facilities required

Adequate space/ room required for accommodating psychology experiments and books in the Library.

The Chairperson directed the Asst. administrative head to provide the above mentioned facilities for FDMSE.



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B: Faculty of General and Adapted Physical Education and Yoga (GAPEY)

B1. Review of activities other than proposed

Programme: Three days coaching camp for the Wheel Chair Tennis Players was organized from 18th to 20th May 2018. Eight Wheel chair tennis players from Chennai and Coimbatore attended the camp.

B2. Periodical events scheduled

The following activities will be conducted during forthcoming months by GAPEY

S.No	Events	Date
1	Project Sports Meet by Diploma in Special Olympics	6-6-2018
2	International Yoga Day	21.06.2018
3	Freshers & Parents Meeting	28.06.2018
4	Bridge Course	29.06.2018 to 05.07.2018
5	Intramural Inauguration	12.07.2018
6	Students Literary Association Inauguration	13.07.2018
7	First Project Sports Meet	01.08.2017

B3. New Initiatives

The members of the IQAC approved the following new initiatives of GAPEY.

- CBCS(Choice Based Credit System) will be introduced from the academic year 2018-2019.
- Separate department Library will be established.
- More books and journals will be procured to the Library.
- In order to establish Sports Centre for Disabled, a proposal has been prepared for availing financial assistance.
- A new P.G.Diploma programme in Yoga will be started from the academic year 2018-2019.
- A proposal to start P.G.Diploma in Sports Management is in the process.



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C: Faculty Center for Agricultural Education and Research (FAR)

C1: Review of activities other than Proposed:

The following programmes were conducted by FAR.

- **Orientation Programme:** A Fertilizer Orientation Programme was organized for the final year B. Sc. (Agri) students on 09.03.2018 in collaboration with M/s YARA Fertilizers India Private Ltd., a multinational fertilizer company.
- **Placement Cell:** All the sixty out-going students of B.Sc (Agri) programme are placed in private companies through on-campus interviews.

S. No	Name of the Company	No. of Students Recruited
1	M/s Green Tech Bio Pollachi	40
2	M/s Sathyam Bio Private Limited Chennai	20

C2: Periodical events scheduled:

The following activities will be conducted during forthcoming months by FAR

S.No	Events	Date
1	Agronomy study tour for II year B. Sc. (Agriculture) students	June 2018
2	Board of Studies Meeting	06.06.2018
3	Academic Council Meeting	08.06.2018
4	Counseling for admission to the B. Sc. (Hons) Agriculture degree programme	July 2018
5	Orientation programme and commencement of classes for the new batch of students	August 2018



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C3: New initiatives:

Online submission of applications for admission to the B. Sc. (Hons) Agriculture Degree programme has been enabled on the website of RKMVERI FAR from the academic year 2018– 19.

The above mentioned new initiative was approved by the IQAC members.

C4: Facilities required:

Additional space for classrooms and laboratories.

The Chairperson directed the Asst. administrative head to provide the above mentioned facilities for FAR.

D: Office of the Deputy Controller of Examinations

D1: Review of activities other than proposed:

The following events were presented by the Deputy Controller of Examinations.

- FDMSE, GAPEY& FAR (2014 batch) Semester and Arrear examinations were held in the month of April & May 2018 and valuation for the same is under progress
- FDMSE, GAPEY& FAR (2014 batch) external practical marks and Internal theory marks are being fed in the Software.

D2: Periodical events scheduled:

Passing Board meeting will be held and declaration of results to be uploaded. New mark sheets incorporating the name change of the University, will be issued after declaring the results for all the faculties.

D3: Facilities required:

New Photostat machine with scanner facility.

The Chairperson agreed to provide the above mentioned facility to the office of Deputy Controller of Examinations.

III. Any other matter

Dr. N. Muthaiah, Director, IQAC (Dean, FDMSE), shared the following points under any other matter with the permission of the Chairman.

1. It is suggested that the following important points need to be brought as agenda points of IQAC meetings:



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- Quality assurance strategies related to reviewing teaching learning process, structures and methodologies of operations and learning outcomes
- Analysis of reports on demand ratio for all programmes after duly placed in the academic council
- Details of faculty members who have attended professional development programmes.

2. Offering online Courses.

The Staff and students should be motivated to undergo SWAYAM - Online certificate courses (Value-added or Add-on courses) which are totally or partially relevant to the curriculum of various Programmes. The updates of the same should be presented in the weekly staff meetings and reports should be submitted to the Digital Centre of the University Head Quarters periodically. A copy of the report should also be sent to the Office of Controller of Examination for verifying the credits accumulated by the students, if necessary.

3. National Skills Development Corporation (NSDC)

Mr. S. Shankar Subbiah, Industrialist / Stakeholder Member presented a PPT on National Skill Development Corporation NSDC Qualification Packs.

Mr. S. Shankar Subbiah shared about National Occupation Standards (NOS) for National Skills Qualification Pack as per the National Skills Qualification Framework (NSQF) which is a collaborative initiative by Ministry of HRD and Skill Development. It is emphasised that since several programmes offered by our Institution are vocational or employment oriented, the need for aligning the curriculum with NOS skills is mandatory.

The meeting ended with vote of thanks proposed by Dr. N. Muthaiah, Director, IQAC.

Swami Garishthananda

(Sw. Garishthananda)

Chairperson, IQAC

RKMVU – Coimbatore Campus



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Annexure - I

Minutes and Action Taken Report of the Meeting (8th Meeting - fourth in 2017-18)
held on 20.02.2018

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Approval of minutes of previous meeting held on 4.11.2017	Minutes were presented	Read and Confirmed
2.	Review of activities other than proposed.	FDMSE <ul style="list-style-type: none">A five-day CRE programme on 'Multisensory approaches in preschool education' from 26th to 30th December 2017.Observance of International Disability Day on 14 December 2017.	Reports submitted.
		GAPEY <ul style="list-style-type: none">In connection with Gurupuja 2018, two staff and 40 students organized an Exhibition on the topic "Adapted Sports & Games for Persons with Disabilities"GAPEY organized Alumni Meet on 04.02.2018. Dr. S. Kalidasan, Director of Physical Education, Dr. Zakir Husain College, Paramakkudi addressed alumni on Modern Trends in Handball. Sixty alumni participated in the Alumni Meet.	Reports submitted.
		FAR <ul style="list-style-type: none">The fourth year B. Sc. (Ag.) students had undertaken an All India Study Tour for two weeks, from 20.11.2017 to 06.12.2017.The third year B. Sc. (Ag.) students had undergone experiential learning programme in wetland paddy cultivation.	Reports submitted.



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		<ul style="list-style-type: none">• Four special lectures were arranged for the benefit of the students on varied topics.• Special coaching classes to students to write ICAR Junior Fellowship examination and orientation for UPSC Civil Services examinations were organized.• Ten experiential learning programmes were offered to III year and IV year B. Sc. (Ag.) students towards developing their entrepreneurial skills.• The fourth year B. Sc. (Ag.) students have been assigned research projects in groups in order to train them in research methodologies to become agricultural researchers.	
		<p>Controller of Examinations (COE)</p> <ul style="list-style-type: none">• B.Sc. (Agriculture) Semester & Arrear Examinations were held in the month of January and February 2018 and valuation is in progress.• Diploma in Theatre Arts and Holistic Development certificates is being prepared.• As per the guidelines of UGC, the name of the University is changed in the Forms, Rubber seal and other records of COE and the name change of our University in the Semester Mark sheet, Consolidated Mark Sheet and Provisional Certificates of FDMSE, GAPEY and FAR is under process.	<ul style="list-style-type: none">• Results for B.Sc.(Agriculture) course for the January & February 2018 examinations have been declared• Diploma in Theatre Arts and Holistic Development Certificates were issued• Semester Mark Sheet, Consolidated Mark Sheet and Provisional Certificates of FDMSE, GAPEY and FAR with the name change of the Institute will be received shortly.



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3.	Periodical events scheduled	FDMSE <ol style="list-style-type: none">1. National Conference on 'Ensuring Inclusive and Equitable Quality Education and Sports for the Empowerment of Women with Disabilities' on 23rd and 24th February 2018.2. Literary, Cultural and Sports competitions for students of FDMSE are planned to be conducted on 3rd March and 10th March, 2018.	Activities were conducted as planned, reports submitted.															
		GAPEY <table border="1"><thead><tr><th>S.No</th><th>Events</th><th>Date</th></tr></thead><tbody><tr><td>1</td><td>Unified Play Day</td><td>21.02.2018</td></tr><tr><td>2</td><td>National Conference</td><td>23rd & 24th February 2018</td></tr><tr><td>3</td><td>Project Sports Meet</td><td>02.03.2018</td></tr><tr><td>4</td><td>Annual Day</td><td>04.04.2018</td></tr></tbody></table>	S.No	Events	Date	1	Unified Play Day	21.02.2018	2	National Conference	23 rd & 24 th February 2018	3	Project Sports Meet	02.03.2018	4	Annual Day	04.04.2018	The activities were conducted, and reports submitted.
S.No	Events	Date																
1	Unified Play Day	21.02.2018																
2	National Conference	23 rd & 24 th February 2018																
3	Project Sports Meet	02.03.2018																
4	Annual Day	04.04.2018																
		FAR <ul style="list-style-type: none">• State level Inter-Agri volley ball and kabaddi tournament will be organized for the 4th Vivekananda Trophy in March 2018.• College Annual Day will be celebrated in April 2018	<ul style="list-style-type: none">• Volley ball and Kabaddi tournament for the 4th Swami Vivekananda Trophy was conducted on 9th and 10th March 2018.• 4th Annual Day of FAR was celebrated on 28.04.2018.															
		COE <ul style="list-style-type: none">• Integrated B.Ed-M.Ed. Special Education (ID) practical examination to be held and first Semester examination for theory papers to be conducted.	<ul style="list-style-type: none">• Examinations were conducted and results have been declared for the practical & theory examinations of Integrated B.Ed-M.Ed. Special Education (Intellectual Disabilities)															



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		<ul style="list-style-type: none">• Integrated M.Phil-Ph.D theory examination for 2017 batch students to be held.	<ul style="list-style-type: none">• Examination was conducted and results have been declared for Integrated M.Phil-Ph.D theory examination for 2017 batch.
4.	New Initiatives (to be planned)	FDMSE <ul style="list-style-type: none">• Course Material for Integrated B.Ed. M.Ed. Program (Intellectual Disabilities) is being prepared.• Word List Module for Speech & Language Assessment for children with hearing impairment is being prepared.• Project proposal for preparing 'Accessible Mathematics for students with visual impairment' will be submitted to Cognizant foundation, Chennai.• Preparation of instructional manuals for parents of children with visual impairment, hearing impairment and mental retardation is under preparation.	<ul style="list-style-type: none">• Preparation of the materials are under process• Work is in progress• Proposal has been submitted to Cognizant Foundation, Chennai• Work is in progress
		GAPEY <ul style="list-style-type: none">• MOOC and Swayam courses will be undergone by faculty.• Basic technical courses for boys will be organized.• The faculty were explained about ASHA foundation for conducting the programmes.	<ul style="list-style-type: none">• The staff members were instructed to complete atleast one online course on MOOC every year.• In the new syllabus 2018-2019, for M.P.Ed. students, online course has been included under Skill Enhancement Course.
		FAR <p>A Model Poultry Unit was established on 13.12.2017 in order to give students hands-on training in rearing of broiler chicks.</p>	<p>The model poultry unit is functioning presently.</p>



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5.	Facilities required	GAPEY Wi-fi facility to the academic block needs to be extended	To be done
		FAR Additional equipment for Plant Protection laboratory and Soil Science laboratory.	The following new equipments have been purchased for the Plant protection Laboratory and Soil Science Laboratory: <ul style="list-style-type: none">• Hydraulic conductivity unit• Double ring infiltrometer• Stainless steel core sampler• electronic balance
6.	Any other matter with the permission of the Chair	FDMSE <ul style="list-style-type: none">• The following programmes are proposed for the Pre-Vocational cum Production Centre<ul style="list-style-type: none">❖ Gardening / Nursery Practices in Collaboration with FAR.❖ Skill Development programme on Repairing Home Appliances in Collaboration with ITI: above said purpose.• Three proposals have been submitted to the ASHA foundation	<ul style="list-style-type: none">❖ The training programme is planned to be held from 1st to 30th of June 2018.❖ The training programme has been conducted from 23rd April to 23rd May 2018. Two staff members and one teacher trainee attended the programme.• A total of six proposals have been submitted online to the ASHA foundation.
		FAR Training on gardening techniques will be provided by FAR from 4 pm to 5 pm as a new initiative for students and staff from vocational unit of FDMSE.	The training on gardening is scheduled in June 2018, after summer vacation.



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Internal Quality Assurance Cell (IQAC)

Minutes of the ninth IQAC Meeting held on 01.06.2018

Member List

S. 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. Jnaneshachaitanya, COE, RKMVERI Coimbatore Campus	
5	Member (Teacher)	Dr. S. Alagesan, H.O.D., RKMVERI - GAPEY	
6	Member (Teacher)	Dr. R. Sridhar H.O.D., RKMVERI - FYCSR	
7	Member (Teacher)	Dr. A. Rajarajan, Dean, RKMVERI - FAR	
8	Member (Teacher)	Dr. A. Sudha, Asst. Prof., RKMVERI - FDMSE	 01/06/2018



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9	Member (Teacher)	Dr. S. Parween, Asst. Prof., RKMVERI - FDMSE	
10	Member (Teacher)	Dr. Ramakrishna Pettala, Asst. Prof., RKMVERI- FDMSE	
11	Member (Teacher)	Dr. M. Srinivasan, Asst. Prof., RKMVERI - GAPEY	
12	Member (Teacher)	Dr. R. Giridharan, Asst. Prof., RKMVERI - GAPEY	
13	Member (Teacher)	Mr. S. Somasundaram, Asst. Prof., RKMVERI - FYCSAR	
14	Member (Teacher)	Dr. J. B. Dheesha, Asst. Prof., RKMVERI - FDMSE	 Dheesha.J.B. 17/6/2018
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. VST. Saikumar, Principal and Secretary, RKMV- Maruti College of Physical Education	-
17	External Member	Dr. S. Rajaguru, Principal, RKMV-College of Education	
18	External Member	Mr. B. Ramesh P. Marthi CEO, AES Technologies Pvt. Ltd Coimbatore	
19	Employer / Industrialist / Stakeholder Member	Mr. S. Shankar Subbiah, Assistive Technology and Accessibility Consultant, Agate Infotek, Chennai	
20	Director, IQAC	Dr. N. Muthaiah, Dean, RKMVERI-FDMSE	