



### Internal Quality Assurance Cell (IQAC)

#### Minutes of the fourth IQAC Meeting held on 13.12.2016

The fourth IQAC meeting of RKMVU - Coimbatore Campus was held on 13th December, 2016. The following members were present for the meeting:

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|-----------------------------|-------------------------------------|
| 1. Swami Abhiramananda      | - Chairperson                       |
| 2. Swami Garishthananda     | - Administrative Officer            |
| 3. Br. Paramarthachaitanya  | - 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. 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. Somasundaram, S.   | - Member (Teacher)                  |
| 14. Dr. Prabha, H.          | - Member (Teacher)                  |
| 15. Dr. Ch. V.S.T. Saikumar | - External member – GAPEY           |
| 16. Dr. S. Rajaguru         | - External member – FDMSE           |
| 17. Dr. N. Muthaiah         | - Director                          |

#### Minutes:

##### 1. Minutes and action taken report of the 3<sup>rd</sup> IQAC meeting held on 4.12.2015

The minutes and action taken report of the 3<sup>rd</sup> IQAC meeting held on 4.12.2015 were presented and unanimously approved. (Annexure A – Page No. 4)

##### 2. Review of functions of the following committees:

- Placement Cell
- Gender Sensitization Cell
- Anti-Discrimination Cell
- Anti-Ragging Committee
- Grievance Redressal Committee
- Alumni Association

The above committees have been formed and are functional. The Faculties have to maintain the files for each of their committees as mentioned in the list above.



### 3. Review of Self Appraisals

Faculty members prepared their self-appraisal forms. Dr. Alagesan was scheduled to give a presentation on the procedures and important aspects of writing self-appraisals.

### 4. Obtaining Impact Factor for Journals of RKMVU-CBE

FDMSE: Impact factor for the Journal of Disability Management and Special Education will be obtained.

GAPEY: Impact factor for the Journal of Adapted Physical Education and Yoga has been obtained for the online journal. The Journal has been indexed by the following organizations.

- Scientific Indexing Services
- Cosmos Impact Factor
- Impact Factor Services for International Journals
- Academic Resource Journals
- Directory of Research Journals
- Eurasian Scientific Journals

FAR: Journal has to be released yet; after which impact factor will be obtained.

### 5. Special Initiatives taken by Faculties

FDMSE: Special initiative has been undertaken by FDMSE at the request of the Sarva Shiksha Abhiyaan, Tamil Nadu (SSA-TN) to conduct in-service programmes on curricular adaptations for children with special needs. The first level program for upper-primary teachers will be conducted from 19<sup>th</sup> to 23<sup>rd</sup> December, 2016. Funding of approximately Rs. 2,00,000.00 was received for the same from the SSA. These programmes will be extended to subsequent levels of officials in the system in due course.

GAPEY: Dr. M. Srinivasan, Asst. Professor, RKMVU-GAPEY has undertaken the task of writing a book on Calisthenics and Light Apparatus Exercises.



**6. Any other matter with the permission of the Chairman**

- Br. Paramarthachaitanyaji Maharaj, Asst. Admin. Head, RKMVU-FDMSE, GAPEY informed the members regarding the process of submission of NAAC - SSR reports through online for universities with multiple Faculties.
- The Director encouraged the members to focus on best practices and innovative practices for sustenance of quality.

*Swami Abhiramananda*

**Signature of Chairperson, IQAC**

Sw. Abhiramananda

Administrative Head,

RKMVU – Coimbatore Campus



**ANNEXURE I**

**Minutes and Action Taken Report of the 3<sup>rd</sup> IQAC meeting held on Friday, 4<sup>th</sup> December, 2015**

Sr. No.	Agenda	Minutes	Action Taken
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.	-
2	Organizing Staff Development Programmes for each Faculty	Members suggested that Staff Development Programmes can be organized.	<b>FDMSE:</b> The following special lectures by eminent scientists were organized for staff members – <ul style="list-style-type: none"><li>• Need for Interdisciplinary Research by Dr. C. V. Ramakrishnan on 08.12.2015.</li><li>• Journal indexing and publication scores by Dr. T.V. Ramamurthy on 08.09.2016.</li><li>• Impact factor and APA scores by Dr. S. Alagesan on 09.09.2016.</li></ul> <b>GAPEY:</b> <ul style="list-style-type: none"><li>• Impact factor and APA scores by Dr. S. Alagesan.</li></ul> <b>FAR:</b> A scheme of staff development programmes have been planned but since FAR is in its initial stages of establishment, it has been decided to organize staff development programmes once the faculty recruitment is completed in full.
3	Creation of a common almanac for the Coimbatore Campus	Members discussed and suggested that separate almanacs are sufficient.	Separate Almanac System is being followed.



4	<b>Making infrastructure barrier – free</b>	Members recommended making barrier-free infrastructure arrangements at the GKD auditorium, Sharada Illam (Guest House), FDMSE campus.	Temporary ramps at GKD auditorium and Sharada Illam (Guest House) are being used when required.  Toilets in FDMSE academic block and men's and women's hostels have been made disabled friendly with iron frames and lowered washbasins.  Front entrance of FDMSE Academic Block is wide and accessible to wheelchair users. Ramp has been constructed in the canteen entrance and provides barrier-free access to wheel-chair users.
5	<b>Updating website of RKMVU-Coimbatore</b>	Staff in-charges of each Faculty are working with Swami Hararupanandaji Maharaj to update their respective webpages in the University website.	Website of the University is being updated on regular basis.
6	<b>Planning for academic audit for the following year for all Faculties</b>	Mechanism for academic audit was discussed	FDMSE: Academic audit will be conducted shortly.  GAPEY: A proforma has been prepared for Academic audit. Academic audit will be conducted for the academic year 2016-2017.  FAR: An Academic Audit Cell has been constituted for FAR. This cell will review the syllabi, library and other academic aspects in the ensuing month of March.
7	<b>Develop research and publication opportunities for faculty members</b>	Faculty members are encouraged to seek opportunities to write papers and develop	FDMSE: A research project submitted to UGC-Minor research project scheme, entitled 'Effect of Tactile Stimulation on concept



		research projects by the Committee members	<p>formation for children with visual impairment and children with learning disabilities with sensory integration problems' has been approved for funding of Rs. 1,50,000.00.</p> <p>Two research proposals have been submitted to Department of Science and Technology (DST-SATYAM) in November 2016 (Dr. Srinivasan, Asst. Prof., GAPEY and Dr. Sudha, Asst. Prof., FDMSE).</p> <p>Research proposals were submitted to Ministry of Social Justice and Empowerment-Awareness Generation and Promotion Scheme (Combined proposal by Dr. Sudha, Dr. Parween, Dr. Dheesha &amp; Dr. Prabha), NIEPMD (Dr. Sudha) and ICSSR (Dr. Parween and Dr. Dheesha) by faculty members of FDMSE, DST-SATYAM (Dr. Giridharan, Asst. Prof., GAPEY) in 2015-16.</p> <p><b>Publication:</b> <b>FDMSE:</b> In collaboration with Christoffel Blinden Mission (CBM), Indian Sign Language Dictionary – Bi – Lingual (English &amp; Hindi) was published on 05.02.2016.</p>
8	<b>Setting up specialized laboratories and centers</b>	Members suggested that specialized labs can be set up in the Faculties.	<p><b>FDMSE:</b> Laboratories for Assistive technology, vocational training are established in FDMSE. Mobility Lab was initiated on 01.07.2016</p>



			<b>FAR:</b> A sophisticated Biotechnology Laboratory has been established in the Faculty of Agricultural Education and Research with state-of-the art equipments and amenities.
9	<b>Procurement of additional space and equipment</b>	<b>FAR :</b> Members suggested that steps for procurement of additional space and equipment can be undertaken.	Various governmental and other agencies have been approached for funding for equipments and action in this regard is being vigorously pursued.  FDMSE: Inaugural function of upgraded Braille production unit with modern Braille printer - Braillo 650SW was held on 07.04.2016.
10	<b>Strengthening of library</b>	Members suggested that GAPEY Library can be strengthened.	One new Rack have been procured. 72 books at the cost of Rs.65252/- have been purchased during the month of November, 2016.
11	<b>Starting specific Journals</b>	'Journal of Agricultural Extension and Research' by FAR have been approved	It has been decided to bring the "Journal of Agricultural Extension and Research" as an e-journal and provision has been made to this effect in the exclusive website of FAR that is being developed.  The Journal of Adapted Physical Education and Yoga have been upgraded as Online journal named International Journal of Adapted Physical Education and Yoga (IJAPEY) since March, 2016 with ISSN- 2455-8958. The journal has been indexed with impact factor 4.125.



12	<b>Strengthening academic processes such as optimizing number of teaching hours, obtaining feedback and specific inputs from relevant stakeholders.</b>	Members suggested obtaining feedback from teachers, students, parents and school authorities.	FDMSE – Feedback was collected from teachers, students and other stakeholders. GAPEY - The feedback were collected from the students, parents and the school principal/headmasters with regard to the curriculum
13	<b>Starting new programmes</b>	FDMSE – Integrated Programmes proposals sent  GAPEY– Certificate course in Communicative English	Awaiting for response.  The certificate course in Communicative English has been started and 30 contact hours have been completed.
14	<b>Creating examination committee for all Faculties</b>	Members suggested that the examination committee can be formed.	Committee was formed
15	<b>Review and discussion on preparation of NAAC documents</b>	Members suggested that document preparation & review should to be done.	Documents have been prepared. Review is under progress.
16	<b>Any other matter</b>	The committee members suggested that each department should conduct orientation programmes, conferences, workshops and seminars based on their specialization areas and recent trends.	<b>FDMSE</b> Orientation Programme on Physical Education, Recreation, Leisure and Sports for Persons with Disabilities organized from 05.01.2016 to 09.01.2016  National Conference on ‘Practices and Challenges Encountered in Implementing Policies related to Special Education, Sports and Adapted Games was organized form 05.02.2016 to 06.2.2016  Workshop on Social Security and Legal Aspects in Disability Rehabilitation of Persons with Intellectual Disability was organized from 16.04.2016 to 18.04.2016





			<p>Work shop on Best out of Waste: Need and Importance of TLM for Children with Intellectual Disability was organized from 16.07.2016 to 18.07.2016</p> <p>Orientation Programme on Teaching Children with Visual Impairment in Inclusive Classroom was organized from 06.08.2016 to 08.08.2016</p> <p>Workshop on Educational Assessment and Evaluation for Students with Hearing Impairment was conducted from 27.08.2016 to 29.08.2016.</p> <p><b>GAPEY</b></p> <p>National Conference on 'Practices and Challenges Encountered in Implementing Policies related to Special Education, Sports and Adapted Games was organized form 05.02.2016 to 06.2.2016.</p> <p>Translation Workshop-cum-Orientation of State/Association State Coordinators in National Achievement Survey (NAS) Class VIII (Cycle – 4) was organized in collaboration with NCERT, New Delhi on 19<sup>th</sup> January 2016</p>
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S. No.	IQAC Composition	Members	Signature
1	Chairperson	Swami Abhiramananda Secretary, RKMV & Administrative Head, RKMVU – Coimbatore Campus	
2	Administrative Officer	Swami Garishthananda Assistant Secretary, RKMV	
3	Administrative Officer	Swami Tatprabhananda Asst. Admin. Head., RKMVU- FAR	
4	Administrative Officer	Br. Paramarthachaitanya, Asst. Admin. Head, RKMVU – FDMSE, GAPEY, FYCSAR	
5	Controller of Examinations	Br. Jnaneshachaitanya, COE, RMKVU-Cbe	
6	Member (Teacher)	Dr. Alagesan, H.O.D., RKMVU - GAPEY	
7	Member (Teacher)	Dr. Sridhar, R. H.O.D., RKMVU - FYCSAR	
8	Member (Teacher)	Dr. A. Rajarajan, Dean, RKMVU-FAR	
9	Member (Teacher)	Dr. Sudha, Asst. Prof., RKMVU-FDMSE	 13/12/16
10	Member (Teacher)	Dr. Parween, Asst. Prof., RKMVU-FDMSE	



11	Member (Teacher)	Mr. Ramakrishna Pettala, Asst. Prof., RKMVU-FDMSE	
12	Member (Teacher)	Dr. Srinivasan, Asst. Prof., RKMVU-GAPEY	
13	Member (Teacher)	Dr. Giridharan, Asst. Prof., RKMVU-GAPEY	
14	Member (Teacher)	Sri. S. Somasundaram, Asst. Prof., RKMVU-FER FYCSAR	
15	Member (Teacher)	Dr. Prabha, Asst. Prof., RKMVU-FDMSE	
16	Local Society & Alumni Member	Dr. Bhavanishankar, Retired Professor, 17/208, D-6, Annur Road, Near K.P.S. Hospital, Mettupalayam - 641301	
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	Director, IQAC	Dr. Muthaiah, Hon. Dean, RKMVU-FDMSE	