



**Internal Quality Assurance Cell (IQAC)**

**Minutes of the fifth IQAC Meeting held on 29.04.2017**

**Minutes of the Meeting**

The fifth IQAC meeting of RKMVU- Coimbatore Campus (first in 2017) was held on April 29, 2017. The following members were present in the meeting:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| 1. Sw. Abhiramananda        | - Chairperson                       |
| 2. Sw. Garishthananda       | - Administrative Officer            |
| 3. Sw. Tatprabhananda       | - Administrative Officer            |
| 4. Sw. Divyaprajnananda     | - Administrative Officer            |
| 5. Br. Jnaneshachaitanya    | - Deputy Controller of Examinations |
| 6. Dr. S. Alagesan.         | - Member (Teacher)                  |
| 7. Dr. R. Sridhar.          | - Member (Teacher)                  |
| 8. Dr. A. Rajarajan.        | - Member (Teacher)                  |
| 9. Dr. Sudha, A.            | - Member (Teacher)                  |
| 10. Dr. Parween, S.         | - Member (Teacher)                  |
| 11. Mr. Ramakrishna, P.     | - Member (Teacher)                  |
| 12. Dr. Srinivasan, M.      | - Member (Teacher)                  |
| 13. Dr. Giridharan, R.      | - Member (Teacher)                  |
| 14. Sri. Somasundaram, S.   | - Member (Teacher)                  |
| 15. Dr. Prabha, H.          | - Member (Teacher)                  |
| 16. Dr. Ch. V.S.T. Saikumar | - External member – GAPEY           |
| 17. Dr. S. Rajaguru         | - External member – FDMSE           |
| 18. Dr. Bhavanishankar      | - Local Society & Alumni Member     |
| 19. Dr. N. Muthaiah         | - Director, IQAC                    |

**Minutes:**

**1. Approval of minutes and action taken report of the 4<sup>th</sup> IQAC meeting held on 13.12.2016**

The minutes and action taken report of the 4<sup>th</sup> IQAC meeting held on 13.12.2016 were presented and unanimously approved. (Annexure A – Page No. 6)

**2. Journal initiatives in Faculties of RKMVU-CBE**

- Initiation of journal
- Digitization of journal
- Obtaining impact factor for journal

FDMSE: Obtaining ISSN for e-journal is under process. Impact factor will be obtained two months after ISSN is received.

GAPEY: Impact factor has been obtained for e-journal of GAPEY (IJAPEY) of 4.215 from ISFIJ and is indexed in six agencies.

FAR: FAR has initiated its e-journal, “Vivekananda University International Journal of Agricultural Research” (VUIJAS). [www.vijas.info].





### 3. Special Initiatives taken by Faculties towards best & innovative practices.

#### FDMSE

##### Initiatives undertaken during the academic year 2016-17

- FDMSE conducted a 2 – day workshop for Special Educators on DAISY books reading and creation on 6<sup>th</sup> and 7<sup>th</sup> of April.
- The National Seminar on Education for persons with Learning Disabilities: Practices and Perspectives, was organized on 24th and 25th March 2017, by Sri Ramakrishna Mission Vidyalaya College of Education & Faculty of Disability Management and Special Education, Ramakrishna Mission Vivekananda University Coimbatore.
- A project on converting the words in the Indian Sign language Dictionary, Banking and Physics terminologies into eleven Indian Languages for mobile application was undertaken by FDMSE in collaboration with C-DAC, Hyderabad. This project was funded by CBM, Bangalore.

##### Initiatives that began in 2016 and that would be continued in future

- “Wonders of Touch” a Quarterly Magazine for Children with Special Needs is an initiative with the technical assistance and financial support from Access Braille, USA. It is published with contents in both Braille and Large print, including tactile graphics for the benefit of children with visual impairment and learning disabilities. The content creators of this magazine are children with various disabilities.
- FDMSE started offering „Certificate Course for on Pre-Employment Skills“ (two-month duration) for persons with specific disabilities in collaboration with Leonard Cheshire Disability, Bangalore to prepare them for employment.

##### Initiatives that will be undertaken in 2017:

- Three-day programme titled „in-service training and sensitization of key functionaries of State Government, Local Bodies and other service providers – Grassroot Level Workers – Public Health Nurses and Anganwadi Workers“ funded by Rehabilitation Council of India (RCI), New Delhi is scheduled to be conducted from 22 to 24 June, 2017.

#### FAR

##### Initiatives undertaken during the past one year

- Free veterinary camp was conducted.
- All Tamil Nadu Sports meet for Agricultural Institutions was organized.

##### Initiatives that will be undertaken in 2017:

- Training programme for farmers of Periyanaickenpalayam block is scheduled to be conducted by FAR in June 2017. This programme will be funded by National Bank for Agriculture and Rural Development (NABARD).



#### 4. Organizing Staff Development Programmes for each Faculty

##### GAPEY

Staff developments programmes on Spoken English / Communicative Skills and Computer Applications on Physical Education will be initiated.

#### 5. Initiatives in upgradation of facilities

- Making infrastructure barrier – free: (FDMSE) - A lift in the administrative block needs to be provided.
- Strengthening of library (GAPEY) – Strengthening of library in GAPEY is now in progress. Additional equipments for a separate „Sports Science Laboratory“ to be procured.
- Procuring additional facility for faculty activities (FAR) – An academic building is planned to be constructed in front of the hostel building which is being constructed currently.
- Procuring additional equipment (FAR) – Equipments worth 18 lakhs have been procured for the Biotechnology lab.

#### 6. Upgrading website of RKMVU-Coimbatore

FDMSE: audio support needs to be added to FDMSE website to make it more disabled-friendly to help persons with disabilities access the information in the website.

FAR: has created its own website and this need to be connected to the university website.

#### 7. Strengthening academic processes for all Faculties

- 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.
- 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.
- Feedback from stakeholders and evaluation of feedback – The feedback is being obtained by each Faculty from its students, faculty members and other relevant stakeholders for continuous improvement of the academic processes.

#### 8. Initiatives in research and publication opportunities for faculty members

- 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.



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

S. 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 Co-PI: Dr. S. Parween	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 University.
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 University.

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

S. N.	Title	PI / Co-PI	Funding Agency	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 Dr. Parween Mr. S. Shankar Subbiah (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	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	DST-SATYAM	Rs. 25.31 lakhs



**9. Setting up specialized laboratories and centers**

- a. FDMSE – Assistive technology lab, Mobility lab, Early Intervention lab, Vocational Training Centre have been set up.
- b. GAPEY – Establishment of Information and Communications Technology lab is under process as per the needs expressed through the students' feedback.
- c. FAR – Biotechnology lab has been set up.

**10. Starting new programmes:**

FDMSE: Integrated B.Ed – M.Ed Special Education (Intellectual Disability) Programme proposal has been sent to Rehabilitation Council of India (RCI), New Delhi.

GAPEY: It is proposed to start B.Sc. Yoga programme.

**11. Update on NAAC documentation** – NAAC is undergoing changes in its accreditation process. Information for next steps yet to be received.

**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.

*Swami Abhiramananda*

**Signature of Chairperson, IQAC**

Sw. Abhiramananda

Administrative Head,

RKMVU – Coimbatore Campus



ANNEXURE-I

Minutes and Action Taken Report of IQAC meeting held on 13.12.2016

Agenda	Minutes	Action Taken
<b>1. Approval of minutes of previous meeting held on 4.12.2015</b>	Minutes were approved unanimously	
<b>2. Review of functions of the following committees</b>  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. Faculty members have to maintain the files of the respective committees as mentioned in the list.	Files were maintained by the faculty concerned.
<b>3. Review of Self Appraisals</b>	Faculty members prepared their self-appraisal forms. Dr. Alagesan was requested to give a presentation on the procedures and important aspects of writing self-appraisals. Clarifications were to be discussed during the presentation.	Presentation was done as per the schedule
<b>4. Obtaining Impact Factor for Journals of RKMVU-Cbe</b>	<p>FDMSE – It was decided to obtain impact factor for the Journal of Disability Management and Special Education</p> <p>GAPEY – Impact factor for the International Journal of Adapted Physical Education and Yoga has been obtained</p>	<p><b>FDMSE:</b> JODMSE (print version) is now being brought out as JODYS (Online version) from March 2017. Application has been sent for ISSN. The same is awaited. Impact factor for JODYS will be applied for after two months.</p> <p><b>GAPEY:</b> ❖ IJAPEY has obtained impact factor <b>4.215</b> from IFSIJ. ❖ IJAPEY indexed by the following agencies. ✓ COSMOS Impact Factor</p>



	FAR – Journal to be started and impact factor to be obtained	<ul style="list-style-type: none"><li>✓ IFSIJ Measure of Journal Quality</li><li>✓ Scientific Indexing Services (SIS)</li><li>✓ Academic Resource Index</li><li>✓ Directory of Research Journals (DRJI)</li><li>✓ Eurasian Scientific Journal</li></ul> <p><b>FAR:</b> An e-journal journal by name “Vivekananda University International Journal of Agricultural Research” (VUIJAS) has been initiated. [www.vijas.info]</p>
<b>5. Special initiatives undertaken by the Faculties</b>	FDMSE: The first level program for upper-primary teachers will be conducted from 19th to 23rd December 2016. Funding of approximately Rs. 2,00,000.00 was received for the same from the SSA.	<p><b>FDMSE:</b> A 5-day training programme on “Curriculum Adaptation for Special Children” for Upper primary teachers is being organized by RKMVU-FDMSE in collaboration with SSA, Chennai Tamil Nadu from 19 to 23 December 2016.</p> <p><b>Programmes Organized by FDMSE:</b></p> <p>Educational Exhibition on The Role of Indigenous Toys in Educating Children with Special Needs on 01.01.2017 during the occasion of Gurupuja – The Socio Cultural Event.</p> <p>National Conference on Empowering Persons with Visual Impairment for Quality Livelihood through Education and Adapted Physical Education – 27.01.2017 &amp; 28.01.2017.</p>



	<p>GAPEY: Dr. M. Srinivasan, Asst. Professor, RKMVU- GAPEY has undertaken the task of writing a book on Calisthenics and Light Apparatus Exercises.</p>	<p>Programme on Holistic Management of Persons with Multiple Disabilities - Educational &amp; Therapeutic Interventions for Children with Intellectual Disabilities from 30.03.2017 to 31.03.2017</p> <p><b>GAPEY:</b> Book editing working is going on in the printing press. The book will be completed during the month of May 2017 and the ISBN is 978-93-5267-880-8.</p>
<p><b>6. Any other matter</b></p>	<p>NAAC uploading should be done after Faculties get their username and password.</p> <p>Focus on best practices and innovative practices for quality sustenance.</p>	<p><b>GAPEY:</b></p> <p><b>Practice – 1: UNIFIED PLAY DAY - An Innovative Service Delivery System for Children with Disabilities</b></p> <p><b>Action taken:</b> GAPEY has organized UNIFIED PLAY DAY for the Children with Disabilities</p> <p><b>Practice – 2: Sports for persons with disabilities</b></p> <p><b>Action taken:</b> GAPEY has organized the following Sports Competitions.</p> <ul style="list-style-type: none"><li>❖ District Level Basketball Coaching &amp; Skill Tests Competition 2016</li><li>❖ SOB Tamil Nadu – Coimbatore District</li><li>❖ State Level Paraplegic Cricket Tournament (Sitting and Standing)</li><li>❖ District Level Bocce &amp; Badminton Skill Tests and Athletic Meet</li><li>❖ Coimbatore District Sports and Games for Differently abled</li><li>❖ Inclusive Project Sports meet 4 events</li></ul>





Internal Quality Assurance Cell (IQAC) meeting  
Fifth in serial - First meeting in 2017

Date: 29.04.2017

Venue: GAPEY Conference Hall

Member List

S. No.	IQAC Composition	Members	Signatures
1	Chairperson	Sw. Abhiramananda Secretary, RKMV Administrative Head, RKMVU – Coimbatore Campus	Abhiramananda
2	Administrative Officer	Sw. Garishthananda Assistant Secretary, RKMV	Garishthananda
3	Administrative Officer	Sw. Tatprabhananda Asst. Admin. Head., RKMVU-FAR	Swami Tatprabhananda
4	Administrative Officer	Sw. Divyaprajananda Asst. Admin. Head, RKMVU – FDMSE, GAPEY, FYCSR	Sw. Divyaprajananda
5	Controller of Examinations	Br. Jnaneshachaitanya, COE, RKMVU-Cbe	Br. Jnaneshachaitanya
6	Member (Teacher)	Dr. Alagesan, H.O.D., RKMVU - GAPEY	Dr. Alagesan
7	Member (Teacher)	Dr. Sridhar, R. H.O.D., RKMVU - FYCSR	Dr. Sridhar
8	Member (Teacher)	Dr. A. Rajarajan, Dean, RKMVU-FAR	Dr. A. Rajarajan
9	Member (Teacher)	Dr. Sudha, Asst. Prof., RKMVU-FDMSE	Dr. Sudha 29/04/17



# Ramakrishna Mission Vivekananda University




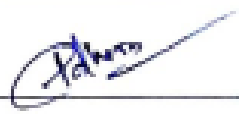





## COIMBATORE CAMPUS

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॥ आत्मनो मोक्षार्थं जगद्धिताय च ॥

10	Member (Teacher)	Dr. Parween, Asst. Prof., RKMVU-FDMSE	 29/4/17
11	Member (Teacher)	Mr. Ramakrishna Pettala, Asst. Prof., RKMVU-FDMSE	 29.4.17
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- <del>FEER</del> FYC SAE	
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	 29/04/2017
19	Director, IQAC	Dr. Muthaiah, Hon. Dean, RKMVU-FDMSE	