



### Internal Quality Assurance Cell (IQAC) Meeting – 2.11.2021

#### Minutes of the Meeting

A meeting of IQAC Members of the four Off-Campus Faculties of RKMVERI, Coimbatore Campus, was held on 2<sup>nd</sup> November 2021 at Conference Hall, Central Office at 2.00pm. The following members were present in the meeting:

1. Sw. Garishthananda - Chairperson
2. Sw. Anapekshananda - Administrative Officer
3. Br. Ajarachaitanya - Administrative Officer
4. Sw. Virahananda - Administrative Officer
5. Dr. R. Sridhar - Member (Teacher)
6. Dr. R. Giridharan - Member (Teacher)
7. Dr. S. Parween - Member (Teacher)
8. Dr. A. Sudha - Member (Teacher)
9. Dr. J.B. Dheesha - Member (Teacher)
10. Dr. A. Sathiyamoorthy - Member (Teacher)
11. Mr. S. Somasundaram - Member (Teacher)
12. Dr. K. Vinoth Kumar - Member (Teacher)
13. Mr. B. Muthuraja - Member (Teacher)
14. Dr. N. Muthaiah - Director, Coimbatore Campus

Dr.N.Muthaiah, Dean, FDMSE, oriented them on the specific issues to be highlighted in the reports of IQAC and other statutory and non-statutory bodies of the University including Annual Plan & Academic Calendar which are mentioned below:

- The academic calendar should contain all the details such as
  - ❖ Meetings (Board of Studies, Academic Council, IQAC, Finance Committee, Online Alumni Meeting, Staff Meeting)
  - ❖ Academic Audit
  - ❖ Guest Lectures
  - ❖ Faculty Development Programmes for Teaching & Non-teaching
  - ❖ Exams dates
  - ❖ Internship details
- Frequency of meetings:
  - ❖ Academic Council Meeting – Once in a year
  - ❖ Board of Studies – Twice in a year (End of I Semester & II Semester)
  - ❖ IQAC – Once in three months (July, October, January & April)



- Feedback report should be included as an agenda point in the IQAC meeting. (Feedback from students, teachers, parents, alumni and stakeholders should be collected and the report should be submitted in the July and January IQAC meeting).
- Report of the meetings (Statutory & Non – Statutory) should be submitted in April IQAC meeting.
  - ❖ Statutory such as Board of Studies & Academic Council
  - ❖ Non-Statutory such as
    - Anti-ragging Cell
    - Anti-Sexual Harassment Committee
    - Institutional Ethics Committee
    - Grievance Redressal Cell/ Mentor Mentee
    - Gender Sensitization cell
    - Equal Opportunity Cell
    - Library Committee
    - Admission Committee
    - Placement cell
- Report of the inventory checking should be submitted in July IQAC meeting.
- Faculty Development Programmes for Teaching & Non-teaching should be conducted twice in a semester.
- Faculty wise team (2 to 3 member) should be formed to provide the details for the queries asked by the Head Quarters. All the staff members are to be oriented to provide the required data immediately.
- Academic Audit should be conducted annually or Programme wise.
- Common Academic Calendar should be created by using Google Sheet which will be initiated by Dr.Sridar, Head, DCS- RKMVERI.
- The minutes of IQAC should be taken to Staff Council or relevant Committees and ensure the necessary actions to be taken.