# Ramakrishna Mission Vivekananda Educational and Research Institute (RKMVERI)

(Deemed-to-be University as declared by Government of India under Section 3 of UGC Act, 1956)

## COIMBATORE CAMPUS

SRKV Post, Periyanaickenpalayam, Coimbatore, Tamil Nadu - 641 020, India Phone: (0422) 269 7529, Mobile: (0) 80125 33907, Email: office@vucbe.org



# <u>Internal Quality Assurance Cell (IQAC) Meeting – 2.11.2021</u>

# **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

Sw. Anapekshananda - Administrative Officer
 Br. Ajarachaitanya - Administrative Officer

4. Sw. Virahananda - Administrative Officer

5. Dr. R. Sridhar6. Dr. R. Giridharan7. Member (Teacher)8. 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)

H.O: Ramakrishna Mission Vivekananda Educational and Research Institute, PO Belur Math, Dist. Howrah, West Bengal - 711 202, INDIA

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Faculty of Disability Management and Special Education

Faculty of General & Adapted Physical Education and Yoga

FAR
Faculty Centre for
Agricultural Education
and Research



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- 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.

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School of Mathematical Science - Department of Computer Science