

NATIONAL INSTITUTE FOR EMPOWERMENT PERSONS WITH MULTIPLE DISABILITIES (Divyangjan)

(Accredited with NAAC : ISO 9001: 2015)

Department of Empowerment of Persons with Disabilities (Divyangjan)

(Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Research & Development Unit

NIEPMD/R&D.20(4)/2020

Dated 12th October ,2020

Internal Quality Assurance Cell (IQAC)-National Assessment and Accreditation Council(NAAC) - Minutes of Meeting

A. VENUE

- Mini conference Hall, NIEPMD.

B. DATE and TIME

- 06/10/2020 between 3:00 PM to 05.00 PM

C. Members present

1. Shri.S.Sankarara Narayanan
2. Dr.K.Balabaskar
3. Dr. A. Amarnath
4. Shri.P.Kamaraj
5. Shri.S. Karthikeyan
6. Shri.M.Rajesh
7. Shri.S.Gurumoorthy
8. Smt.J.Kanchana
9. Smt. P. Angelin Golda
10. Shri.D. Stalin Arul Regan
11. Dr.B.Amutha, Sr.Consultant

D. Members on Duty/Leave

1. Shri.S.K.Samy

E. AGENDA

The Chairperson and Member Secretary of the Committee welcomed all the members for the IQAC meeting. The following are the agenda discussed.

- Designing feedback forms
- Students enrolment process during Covid 19
- Examination and Evaluation
- Faculty Development
- Teaching and learning

- Research and Development
- Library(E-books)
- ICT(Model Lab)

- The Chairperson and Member Secretary of the Committee discussed about the current status and the need for quality of assessment in NIEPMD. Staff members from all units and departments (HRD and Admin) should be involved to ensure the quality assurance for assessment and accreditation
- Update the member on revised NAAC guidelines issued during the month of April 2020 for IQAC and Annual Quality Assurance Report (AQAR)

F. Following points were discussed in the meeting held on 06.10.2020.

1. Designing Feedback form

➤ **Criteria ; Curriculum Aspects format**

Discussed about developed common feedback form and taken suggestions from the committee. The following are the different feedback forms are to be prepared:

- Students Feedback form
- Alumni Feedback form
- Employee Feedback form
- Parents feedback form

(Students, Ragging, woman related issues, safety of child, Communication)

To develop a format for course work and to be circulated to all course coordinators.

2. Examination and Evaluation

➤ **Criteria ; Teaching, Learning and Evaluation**

- The committee suggested to record the following aspects to maintain internal quality Examination and Evaluation : CET examination and counselling, Induction and orientation.
- Advertisement online and offline given in all the states
- As per RCI norms, online application process for PG courses (M.Ed, M.Phil) to be followed
- NIEPMD-NBER diploma examination
- Periodical assessment and evaluation should be made for all the courses by the department concerned.
- Result analysis is conducted by the various departments and the outcome of the same is utilized for improving teaching learning quality and student performance.

3. Faculty Development

- NIEPMD faculties to be oriented about NAAC and Intellectual Property Rights (IPR) through Faculty development programme.
- Records should be maintained on services (Provided for persons with deaf blindness). Resource materials and COVID online classes should reach the HRD students duly the following protocol by creating of webpage and login
- Punctuality, In and Out time should be maintained by the student during Case presentation.
- Documents should be maintained regarding question paper, timetable etc., Details of grant received from them Ministry and other agencies such as CSIR, DST must be documented.
- Faculty requirement qualifications and experience laid down by the concerned universities for higher education courses and RCI for Diploma Courses.

Action by All Course Coordinators

4. Research and Development

➤ Criteria ; Research, Innovation and Extension

- Research and Development, planned to publish 9 E-books in the first phase and 6 E-books to reduce the cost of printing at the end of this year(2020-21). So total 15 books (e-books) will be published.

Action by Research & Development Unit

5. Library (E-books)

➤ Criteria ; Infrastructure and Learning Resources

- There is urgency to develop virtual Library by procuring more no of e books. Individual login account should be created to access the materials by students and faculties, In future department level reference library may be started, will be supervised by HoDs/faculties.
- IQAC-NAAC peer review committee is responsible to review and publish the IQAC- NAAC documents in NIEPMD website.

6. Information and Communication Technology (ICT - Model Lab)

- ICT - Model Lab to strengthen.

Action Shri.M.Rajesh,IMO

➤ **Others**


- All the HODs, requested to depute one faculty each to be nominated from the departments to IQAC- NAAC work on the above Criteria's and time slot to be scheduled.
- A separate NAAC cell with sufficient number of staff to support the cell.
 - To Look in each parameter.
 - Each department has to depute the staff exclusively for this work.
 - To attend Periodic meetings.

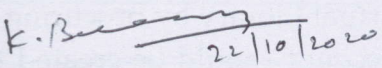
Action by Department of all HoDs.

- Every three months IQAC meeting may be Conducted and action taken reports to be discussed.
- Detail of Alumni Association to be planned in website. Shri. P. Kamaraj, HoD, Special Education, to update for other members.
- Each department should utilise the services of the Alumni to obtain feedback from them, so as to develop standards of improvement further periodically (every year)


Action by shri.P.Kamaraj - HoD,(SE)

- The meeting ended thanks to chair.


Sr. Consultant (R&D)


22/10/2020
Lecturer- AIL/
Member Secretary (IQAC-NAAC)

Deputy Registrar (Admin)/
Chairperson (IQAC-NAAC)


4/11/2020

EPMD/R&D.20(2)/2021

Dated 08th February, 2021

Sub: Meeting of the Internal Quality Assurance Cell (IQAC)- National Assessment and Accreditation Council (NAAC) Committee held on 01.02.2021, Mini conference Hall, at 2.30 Pm-4.00 Pm

A. AGENDA

External members Meeting attended through online (platform: Google meet) on 01.02.21 following COVID - 19 protocol

➤ Shri. S. Sankara Narayanan, Chairperson and Dr.K.Balabaskar, Member Secretary of the IQAC_NAAC Committee welcomed all the External and Internal members for the IQAC meeting. The following agenda points were discussed.

- Assigning Roles and Responsibilities to Nominated persons from each department
- Discussion regarding the feedback form
- Faculty and HRD trainee development during COVID-19
- Curriculum aspects of Teaching, Learning and Evaluation
- Documenting the reports and its filing system
- If any other points to be discussed.

B. Following points were discussed in the meeting held on 01.02.2021.

➤ External member Dr. S. Mani HoD, Dept of Educational Planning and Management, Tamil Nadu Teacher Education university (TNTEU), has given the following suggestions:

- Expand the quality of education and academic credentials documents to be prepared by every month and need to maintained in an orderly manner as per required.
- IQAC In charge of concerned department has to monitor the Progress of the maintainance of records.
- Peer Review team can be constituted with experienced members.
- Communication has to be send to passed out students of NIEPMD regarding "Peer team" and their objectives and NAAC peer team compile the document of the report projected by the instantly.
- Periodical review can be done by the institution and mock visit to be conducted once in 3 months.
- Parents meeting to be arranged and information to be given to them about NIEPMD and its facilities available etc.,

- Power point on the NIEPMD needs to be prepared with due care and periodically, it should be updated.

➤ **Following that, Dr. A. Chidambaram, Asst. Professor, Centre for study of Social Exclusion and Inclusive policy school of social sciences, Pondicherry University, has discussed in detail and highlighted following points:**

- Documentation process should include the Verification of proof, implementation of Programmes, Academic activities/Journal publications, placement details, hostel facilities, and co curricular activities.
- Policy Recommendation
 - Frequent interaction with students.
 - Details of advantage in rehabilitation are to be compiled.
 - Volunteered to organise a webinar on Teaching and Learning component process and it's to be documented and separately by each department.

➤ **Dr.M.B.Aswath Narayanan, Registrar, Tamil Nadu M.G.R. Medical University rendered the following suggestions:**

- Honesty to be maintained in preparing all the documents
- SOP data to be reviewed every month and focus should be given on publication,
- Log book needs to be maintained in each department. For planned and unplanned activities time need to be allotted by each departments.
- Nodal Officer to be nominated and everyone should be involved in NAAC certification process.
- All staff include security services need to know about NAAC and its procedure to be followed.
- Recording all activities-practice to be made .
- Apply for any other accreditation process.
- Improvisation of staff continuously.

➤ **Smt.S.M. Abinaya, Advocate, Given the following Suggestion:**

- Suggestions and Compliant Box needs to be installed.

➤ **The following points were discussed in the internal members meetings:**

- To conduct meeting every month, to HRD faculties.
- Department should depute HRD staff to complete the Faculty Improvement/Development, Refresher and UGC orientation programmes.
- Academic section should be centralised and maintain to keep records related to the details of students, Alumni, Administration etc.

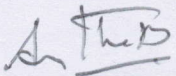
- Record every activities and maintain the logbook.
- Coordination with all the departments every month, by arranging periodical NAAC cell meeting.
- Circulation of feedback format survey of students, faculties, employers, Alumni and parents.

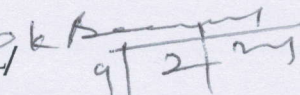
➤ **The following are the tentative schedule for executing the activities:**

- IQAC meeting to be schedule on 2nd Friday of every months.
- Documentation to be done on centralized basis and without additional financial commitments.
- NAAC members to be involved in NAAC document preparation process regularly.
- Department of information and management technology (IMO) and document to collateral the information centrally.
- IQAC to organize regularly meeting with nominated members of department staff.

The meeting ended thanks to the chair.

List of members enclosed: **Annexure- I**


Sr. Consultant (R&D)


Lecturer DAIL/ 
Member Secretary (IQAC-NAAC)

Deputy Registrar (Admin)/ 1. The Minutes may pt. be
Chairperson (IQAC-NAAC) circulated to all the Members.
2. May be read in next
Meeting.
3. For uploading in the website.

To,

➤ All Members

Copy to: Director (Offg.,) NIEPMD - for kind information please.


9/2/2021

Minutes of the IQAC - NAAC internal committee meeting of NIEPMD held on 15-03-2021 at 3.00 pm in the committee hall of NIEPMD. Following are the members present during the meeting.

- Shri.S.Sankara Narayanan
- Dr.K.Balabaskar
- Shri.S.Karthikeyan
- Shri.M.Rajesh
- Smt.P.Angelin Golda
- Shri.D.Stalin Arul Regan
- Smt.Mercy clara
- Dr.B.Amutha

Shri. S. Sankara Narayanan, Chairperson of the IQAC-NAAC Internal Committee welcomed all the members for the IQAC meeting. Following are the points discussed during the meeting:

1. AQAR upload for the year 2019-20 (31st May 2021) and Support service from various departments for uploading. *done*

The procedure to upload AQAR 2019-20 was discussed. Services of Smt.I. Akshal Gold, Shri.D. Gunasekar shall be utilized to upload AQAR 2019-20.

2. Overall analysis of AQAR 2019-20 and strategies to strengthen it workout.

It was decided to organise staff meeting on 17.03.2021 to discuss on the seven criterion and to brief the duties & responsibilities to member deputed for the sub committee.

S.No.	Criterion	Official deputed for the subcommittee
1.	Curriculum Aspects	Smt. I.G. Anusuya
2.	Teaching, Learning and Evaluation	Shri. Rajesh Ramachadran/ Shri. D. Stalin Arul Regan
3.	Research, innovation and Extension	Shri. B.S. Santhosh Kanna

4.	Infrastructure and learning Resources	Shri. M. Rajesh
5.	Student support and progression	Shri. S. Gurumoorthy
6.	Governance, Leadership and Management	Shri. S. Karthikeyan
7.	Institutional values and Best practices	Dr. K. Balabaskar

3. Analysis of feedback form received from stake holders and plan of action.

Following are the details on receipt of feedback from different categories

S.No	Feedback response from	Number of responses Received
1.	Students	107
2.	Teachers	16
3	Parents	15
4.	Almuni	5
5.	Employers	-

- It was decided to develop a new feedback form with additional information for all category except students.
- The students feedback form will be redesigned. Course Coordinators shall ensure that students submit their feedback.
- To ensure the submission of feedback form a provision shall be made in the no due certificate of student to verify the feedback submission status. Content of the feedback to be oriented by Dr.B. Amutha to the students before submission

4. Orientation about NEW AQAR format 2020-2021?

It was decided to circulate the new AQAR format soft copy to each department for better understanding. The sub committee members will be responsible to collect the data for criterion wise from all the department.

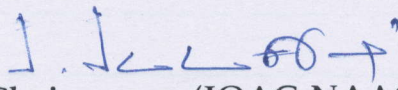
Action plan for NAAC 2nd cycle Assessment (2023)?

- It was observed that from the academic year 2016-17 onwards the admission procedure / process for HRD Programme was decentralized and scheduled by the respective departments. The admission register and other documents pertaining to admission was maintained by concern department. At present Academic section does not have the data / information on the students enrolled from the academic year 2016-17 to 2020-21. It was decided to request the Department In charge to submit the data/ information and application forms along with requisite documents of the students enrolled in various programme to Academic section and Academic section shall prepare a common admission register and maintain the application along with students documents for NAAC inspection purpose.
- It was decided to initiate the process for generating online application forms for admission of students in various HRD Programme. A provision shall be given to collect the GST charges along with application fee from the candidate. Shri. M. Rajesh, IMO shall be nominated to develop the online application with the support of software engineer engaged in NBER-NIEPMD.


Any other's matter related to NAAC?

Committee decided to organise enrichment programme and Faculty development programme twice a year. Lecturer (AIL) shall organize the 1st enrichment programme for their academic year 2020-2021 and Dr.P.Chidambaram, Assistant Professor, Pondicherry University shall be invited as a resource person for the 1st enrichment programmed.

The meeting ended with thanks to the chair.


Chairperson (IQAC-NAAC)

Please circulate to all members.


22/3/21