

## MINUTES OF THE MEETING-IQAC- 15/07/2021

### CALL TO ORDER

A meeting of the IQAC members was held on 15/07/2021 at the Seminar Hall. The meeting commenced at 1:45 PM.

### ATTENDANCE

The meeting was attended by the following members:

- Dr. Rashmi J Bhat, IQAC Chairperson
- Dr. B.S.Premalatha, Invited member
- Dr. Anita Reddy, Faculty member
- Mr.Suresh T, Faculty member
- Ms.Srividya A, Invited member
- Mr. Nitish Ranjan Patel, Faculty member
- Ms.Dessai Teja Deepak (acting IQAC-Co-ordinator)

#### **Invited Members:**

- Ms.Mereen Rose Babu
- Ms.Subhashini D
- Ms.Jinumole Daniel
- Ms. Soniya
- Ms. Anita Jose
- Ms. Sarah
- Ms.Sharon
- Mr.Prabish
- Mr.Nitin Damam
- Ms.Cynthia
- Ms. Deepa
- Ms.Jaimol
- Ms.Sarah

The objective of this meeting was to review progress of the plan of action of previous academic year.

### **AGENDA 1: REVIEW RECONSTITUTION OF COMMITTEES**

Owing to the addition of new staff re-constitution of NAAC committee was done. The following changes were made:

- Ms. Priyanka to replace Mr. Shobin in Annual report committee.
- Ms. Sarah and Ms. Soniya were added in Extension committee.
- Ms. Deepa to replace Mr. Shobin as Chairperson for sports committee.
- Ms. Shiji was added as a member of Sports committee.
- Ms. Sharon was added as member of Alumni committee.
- Ms. Akhila was assigned as a member of Environmental committee.

The above recommendations were proposed by Dr. Rashmi J Bhat and was seconded by Ms. Dessai Teja and Dr. Anita Reddy.

### **AGENDA 2: REVIEW FORMULATION OF ACADEMIC CALENDAR**

Progress on formulation of academic calendar was discussed. On completion, it was advised to be circulated amongst the staff.

This notion was proposed by Dr. Rashmi J Bhat and was seconded by Mr. Nitish Ranjan Patel.

### **AGENDA 3: REVIEW LINKAGES/COLLABORATION OF INTERNSHIPS**

A MOU was suggested to be made with Internship centres such as Spastic Society of Karnataka and COM-DEALL in the previous meeting. However due to the lockdown it could not be done. Hence it was advised to the Internship coordinators to resume procedures related to the same.

The afore mentioned recommendation was proposed by Dr. Rashmi J Bhat and was seconded by the Internship co coordinators.

### **AGENDA 4: REVIEW: IMPLEMENTATION OF ADMINISTRATIVE AND ACADEMIC AUDIT**

It was advised that the academic audit may be planned as per students' arrival.

The above-mentioned recommendation was proposed by Dr. Rashmi J Bhat and seconded by Dr. Anita Reddy

### **AGENDA 5: REVIEW UPGRADATION OF WEBSITE**

The possibility of outsourcing website designing, and development was discussed.

The aforementioned particular was proposed by Mr. Nitin and was seconded by Ms. Mereen

## **AGENDA 6: PROMOTING SPEECH AND HEARING AWARENESS ACTIVITIES**

The activities conducted till date were reviewed and was found to be satisfactory. Emphasis was given on documenting the activities methodically.

The above-mentioned recommendation was made by Ms. Teja and seconded by Dr. Rashmi J Bhat and Mr. Nitin.

## **AGENDA 7: REVIEW FIELD VISIT FOR STUDENTS**

- Despite commencing measures to implement field visits for all batch of students, due to lockdown it could not be carried out. The possibility of implementing the same currently was looked into.
- Possibility of engaging students by enrolling them in online courses as a measure to compensate / substitute for field visits was discussed.

This was proposed by Dr. Rashmi J Bhat and seconded by Ms. Jinumole and Mr. Nitin.

## **AGENDA 8: REVIEW FEEDBACK FROM STUDENTS**

The notion of issuing No Dues to students after submission of feedback forms which was proposed in the previous meeting was recommended to be followed.

This was proposed by Dr. Rashmi J Bhat and was seconded by Dr. B.S. Premalatha

## **AGENDA 9: QUALITY INITIATIVES THROUGH IQAC**

- Value added courses: Value added courses in platforms like SWAYAM and COURSERA are being looked into for being pursued by both students and staff. Likewise, feasibility of conducting infection control related courses is also being looked into.
- Student Handbook: Progress of Student Handbook was discussed; second draft correction is ongoing and is expected to be ready for circulation before commencement of next academic year.
- Training videos and service rule book: Disorder specific videos, pocket guide in speech and hearing and the service rule book were advised to be updated and circulated.
- Paperless Communication: Feasibility of using paperless communication for Internal communication was discussed. Feasibility of supplementing CPC with photographs of students and digitising the same was discussed.

- Inclusion of a staff representative in SASH: It was advised to include a staff representative (Mr. Nitin K Damam), to ensure transparency of SASH activities.

The aforementioned recommendations was made by Dr. Rashmi J Bhat and was seconded by Mr. Suresh T, Dr. B.S. Premalatha, Ms. Jinumile, Ms.Subhashini and Mr.Nitin.

## ADJOURNMENT

Ms Dessai Teja Deepak moved that the meeting be adjourned, and this was agreed upon at 2:40 PM

*Rashmi J. Bhat*  
Dr. Rashmi J Bhat

IQAC Chairperson

*Chairperson*  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

*for* *penair*  
*15/07/2021*  
IQAC Co-ordinator  
*Coordinator*  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

## MINUTES OF THE MEETING-IQAC- 07/03/2022

### CALL TO ORDER

A meeting of the IQAC members was held on 07/03/2022 at the Seminar Hall. The meeting commenced at 10:15 AM

The minutes of the meeting was recorded by Ms.Subhashini D

### ATTENDANCE

The meeting was attended by the following faculties:

1. Mr. C.A DL Suresh Babu, Management representative
2. Dr. Rashmi J Bhat, Chairperson IQAC
3. Dr.Madhuri Gore, Invited member
4. Dr. B.S.Premalatha, Invited member
5. Dr. Anita Reddy, Faculty member
6. Mr.Suresh T, Faculty member
7. Dr.Srividya A, Invited member
8. Ms.Alphonsa, Invited member
9. Dr. Avanti, Invited member
10. Ms.Premakumari, Invited member
11. Ms.Megha Sasidharan, Alumni Representative
12. Mr. Nitish Ranjan Patel, Faculty member
13. Dr.Mereen Rose Babu, Invited member
14. Ms.Dessai Teja Deepak, Acting IQAC Co-ordinator
15. Ms.Subhashini D, Invited member
16. Ms. Soniya, Invited member
17. Ms. Aishwarya, Invited member
18. Ms. Sarah, Invited member
19. Ms.Sheron, Invited member
20. Ms.Cynthia, Invited member
21. Ms.Deena Priya, Invited member
22. Ms.Sybile Francis, Office representative
23. Ms.Manu GC, Invited member
24. Ms. Prajna Kodgi Udappa, Invited member
25. Ms. Nisha Sunil, Invited member
26. Ms.Nikita Subudhi M, Invited member
27. Ms.Shweba Mariam Peter, Invited member
28. Ms.Deborah Dean Athaide, Invited member
29. Ms.Sreelakshmi, Invited member
30. Mr.Jayaram, Administrative representative

31. Ms. Munitha Manoj, Parent Representative
32. Mr. Darwin Jacob, Student representative
33. Ms. Ifra Shafi, Student Representative

## **AGENDA 1 : REVIEWING ACTION PLAN OF PREVIOUS YEAR**

### **(a) Publication in Institute Journal**

The progress made in releasing the Institute Journal was discussed and is as follows:

- Dr. Madhuri Gore is designated as the editor of the Journal and is in consultation with Dr. Prathiba Karanth and Dr. Sumitrajit Dhar on further processes associated with formation of a journal review committee/board
- The Journal registration is complete
- The authors for invited articles have been decided for the first 6 issues.
- Dr. Madhuri Gore proposed formation of editorial committee.
- Two articles have been received for consideration towards publication in the journal.
- Dr. Madhuri Gore also informed the staff gathered that the journal will accept tutorials, case studies, review studies, letter to the editor and experimental studies
- Ms. Dessai Teja Deepak requested all staff to submit their research the work in the institute journal.

The aforesaid developments were told by Dr. Madhuri Gore and was seconded by Dr. Rashmi J Bhat and Ms. Megha Sasidharan

### **(b) ACADEMIC AUDIT FOR 2020 ONWARDS**

Dr. Rashmi J Bhat explained the challenges in performing an academic audit form 2020 onwards owing to uncertainties brought in by the pandemic. Hon Secretary C.A. DL Suresh Babu urged for the same to be conducted at the earliest.

The aforesaid recommendations were made by Dr. Rashmi J Bhat and was seconded by Ms. Dessai Teja Deepak and Dr. Anita Reddy

### **(C) ADMINISTRATIVE AUDIT**

Mr. Suresh Babu and Dr. Rashmi J Bhat deliberated upon documenting the systems and protocols followed by administration department.

A stepwise protocol or Standard operating protocol for all procedures ( Eg: availing leaves ) were advised to be made by Hon Secretary.

The aforesaid recommendations were made by Ms.Desai Teja Deepak and was seconded by Mr.Jayaram

#### **(D) MAKING MOU WITH ASSOCIATED CENTRES**

Hon Secretary urged for the MOUs to be made with all 14 centres associated with institute.

The aforesaid recommendation was made by Dr.Rashmi J Bhat and was agreed by Mr.Nitish Ranjan Patel

#### **AGENDA 2: RECONSTITUTION OF COMMITTEES**

Owing to the addition of new staff re-constitution of NAAC committee was done. The following changes were made:

- Ms.Subhashini was included in the Annual Report committee as she is already an existing member of newsletter team. ( ISH Link)
- Dr.Avanti and Ms.Theertha Dinesh were added as new members in the Faculty Development committee
- No new members were added in the mentorship committee. However Ms.Teja enumerated the Importance of maintaining documentation of mentorship activities and urged all staff to maintain the same.
- Dr. Madhuri Gore suggested that a workshop by by Dr.Sujatha Shanba on Mentorship for all staff may help in streamlining and improving efficiency of our mentorship activities/routines.
- Ms.Sushma was added in the extension committee in place of Mr Prabish ( former staff) and Mr.Anil was also included to the committee
- Mr.Amith was included in the place of Ms.Jinumole in the Infrastructure and maintenance committee.
- Dr.Anita Reddy suggested postgraduate representatives from Msc Audiology and Msc Speech to be added in the Library committee and this was agreed upon by all
- Dr.Sarika Khurana and Ms.Shweba were included as new members in cultural committee
- Ms.Sushma was added in place of Ms.Jinumole ( Former Staff) in Alumni association Committee
- Ms.Deenapriya was reconstituted as a chairperson of Placement committee and Ms.Prajna was included as Mentor
- Ms.Nikita was added in the place of Ms.Tessy Henry Gomez( Former Staff) in the women empowerment committee
- Ms.Nisha and Ms.Bhavya ( staff) and Ms.Christina ( 2<sup>nd</sup> BASLP student) were included as new members to the environment committee.

The aforementioned recommendations were made by Ms.Teja and Dr.Rashmi J Bhat and was seconded by Dr.Anitta Reddy and Dr.Madhuri Gore.

### **AGENDA 3: GEARING UP ACTIVITIES OF COMMITTEES**

Dr.Rashmi J Bhat urged all committee heads and members to plan a minimum of 3 activities per year

The aforementioned recommendation was made by Dr.Rashmi J Bhat and was seconded by Ms.Alphonsa

### **AGENDA 4: DOCUMENTATION OF EACH ACTIVITIES AS PER NAAC/IQAC STIPULATIONS/WITH PROOF**

Ms.Dessai Teja Deepak urged all staff to mention : "in association with IQAC" for all seminars and workshops organised. This has been followed since the past year and will be continued for future events as well. Dr.Rashmi J Bhat requested all staff to promptly submit write up of activities within a day with photographs bearing time stamps and geo tags.

The aforementioned recommendations were made by Ms.Dessai Teja Deepak and was seconded by Ms.Subhashini and Ms.Alphonsa

### **AGENDA 5: WEBSITE DEVELOPMENT**

Hon.Secretary C.A. D L Suresh Babu instructed Mr.Jayaram admin to gear up on website development/ upgradation and it was urged that the website has to be updated on a day to day basis.

These recommendations were made by Dr.Rashmi J Bhat and was seconded by Mr.Jayaram and Dr.Srividya A

### **AGENDA 6 : QUALITY INITIATIVES THROUGH IQAC**

1. Paperless Communication: Challenges faced by staff in using paper based communication methods were discussed and Hon.Secretary urged the administrative department to explore options in paperless communications as means for internal communication
2. Institute Funding for Research/Intramural funding for research: Mr.Suresh T requested provision for staff to avail funding for their research activities . Hon.secretary instructed the research team to write a proposal for the same
3. Digital Library: Hon.Secretary advised the respective committee members to approach other institutes with such facility and look into options for implementing the same in our institute
4. Student Clubs: Mr.Darwin ( II PG student, SASH president) informed Hon.secretary about formation of student clubs such as social awareness clubs, art and crafts club, nature etc. He also requested the management for funding to carry out large scale activities through the club. He was asked to write a proposal for the same.
5. Funding for activities aimed at creating awareness: Dr. Rashmi J Bhat requested Hon.Secretary for allocation of funds/seed money towards activities that will be



carried out by institute for creating awareness as a part of social responsibility. Hon.Secretary informed Mr.Jayaram and Mr.Ram murthy to plan a budget towards the same.

The aforementioned recommendations were by made by Ms.Dessai Teja Deepak Mr.Suresh T, Dr.Rashmi J Bhat and Mr.Darwin. This was endorsed by Dr.Anita Reddy and Mr.Jayaram

### **AGENDA 6 : PREPARTION OF SSR REPORTS**

Dr.Madhuri Gore suggested that the SSR be prepared by inhouse staff rather than outsourcing the same.

This was proposed by Dr.Madhuri Gore and was seconded by Dr.Rashmi J Bhat and Dr.Anita Reddy

### **OTHERS:**

- 1.Purchasing Land to relocate institute: The process is ongoing as said by Hon Secretary.
2. Queries on not receiving confirmation letter by staff: Some staff have not received confirmation letter even after completing their probation period. They have applied for the same in time and given explanations as well, however even after a long wait time they have not received it. The staff expressed their contentions regarding the same and as a response to it, Hon Secretary assured to look into the same and work towards resolution of the issue after consultation with experts
3. Appointment of an exclusive administrative staff for NAAC purpose: Owing to the meticulous follow up required for NAAC related documentation and as it is a continuous process it was felt that appointing a new administrative staff may make the work more streamlined and not hampering the role of staff in the department routines. In response to this, Hon secretary informed Mr.Jayaram to advertise a position for the same.
4. Allocating a separate room for IQAC: Ms.Dessai Teja Deepak expressed the need for an exclusive room for storing documentation and records related to NAAC/IQAC. This was asked to be looked after by Mr.Jayaram by the Hon.Secretary.
5. Permission to access account details of college was requested as the information is required for NAAC purposes. Hon Secretary asked for a formal letter/ email to be sent requesting the same to MCM which will be later forwarded to accounts department for provision of details to the co ordinator.

6. Dr Rashmi J Bhat urged the student representatives to follow up with all batches on submission of student feedback forms at the earliest.
7. Ms Dessai Teja Deepak requested co-operation of all staff towards preparation of SSR and all staff present agreed with the same.
8. Mrs Manoj, parent representative ( Mother of Ms Arunya Manoj pursuing Msc Speech 1<sup>st</sup> year) expressed her gratitude for being part of the IQAC meeting.

## ADJOURNMENT

Ms Dessai Teja Deepak moved that the meeting be adjourned, and this was agreed upon at 12:30 PM

  
Dr. Rashmi J Bhat

**IQAC Chairperson**  
*Chairperson*  
**Internal Quality Assurance Cell (IQAC)**  
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Hennur Road, Bangalore-560084

  
IQAC Co-ordinator  
*Coordinator*  
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## MINUTES OF THE MEETING-IQAC- 22/09/2022

### CALL TO ORDER

A meeting of the IQAC members was held on **22/09/2022** at the Seminar Hall. The meeting commenced at 10:05 AM

### ATTENDANCE

The meeting was attended by the following members:

- Dr. Rashmi J Bhat, Chairperson IQAC
- Ms. Sneha Mareen Varghese, Coordinator IQAC
- Ms. Dessai Teja Deepak, IQAC associate
- Ms. Cynthia, IQAC associate
- Mr. C.A DL Suresh Babu, Management representative
- Dr. Sarika Khurana, Invited member
- Dr. Madhuri Gore, Invited member
- Dr. B.S. Premalatha, Invited member
- Dr. Anita Reddy, Faculty member
- Mr. Suresh T, Faculty member
- Dr. Srividya A, Alumni Representative
- Ms. Megha Sasidharan, Faculty member
- Mr. Jayaram, Administrative representative
- Ms. Aishwarya Murthy, Student representative
- Ms. Arunya Manoj, Student representative

### Members Absent

- Ms. Manitha Manoj, Parent representative
- Ms. Sybille Francis, Office representative

### AGENDA 1 : To review status of action taken towards minutes of previous meeting held on 07/03/2022

The previous minutes of the meeting was read out by Ms. Sneha. Action taken was updated for the decisions taken during the previous meeting. This was approved by Dr. Anita Reddy and seconded by Ms. Megha Sashidharan. Further discussions with respect to conducting administrative audits led to Dr. Sarika Khurana suggesting to appoint an HR Consultant. This



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was agreed upon by Mr. Suresh Babu. Mr. Jayaram has been assigned to shortlist a few HR consultants towards this purpose.

## **AGENDA 2: Status of SSR preparation for re-accreditation**

Ms. Sneha updated criterion-wise progress of SSR. She informed the members that IIQA will be completed by the second or third week of October.

## **AGENDA 3: Any other matter**

### **a) One month externship for PG students**

Dr. Rashmi suggested including mandatory one month externship postings for PG students in the beginning of their IV Semester. She further suggested that a list of centres can be provided to the students from which they could choose their preferred centre. All members welcomed this novel initiative.

### **b) Dissertation viva**

Ms. Sneha suggested that an open viva should be conducted for dissertations. Dr. Rashmi suggested that a panel of members can be chosen for the same. Internal marks for their dissertation can be given based on students' performance. This was accepted by all members present.

### **c) Intercollegiate competitions**

Dr. Anita Reddy suggested that the Institute may host a Fest inviting the PU colleges to participate which will increase visibility of our college and the courses. Dr. Rashmi J Bhat suggested the SASH to look out for sponsors and plan the budget. Ms. Sneha suggested that intercollegiate competition to be held involving Naseema and Samvaad Institute of Speech and Hearing for now, and in future feasibility of including P.U colleges may be looked into. Dr. Rashmi also agreed upon the same



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## d) **Quiet week/days for staff**

Dr. Rashmi pointed out that all staff require time to care for their mental health to avoid burnout. Hence, she suggested that staff should be allowed to avail one week of mandatory EL per year on rotation. All members welcomed her proposal.

## e) **Email to IQAC regarding events planned**

Ms. Sneha informed the members that an email should be sent to IQAC by the respective departments or committees whenever an event is to be conducted.

## f) **Resources for PhD Scholars**

Dr. Premalatha suggested that printers, laptops and other consumables should be provided for PhD Scholars. Mr. Suresh Babu informed that a letter stating the requirements to be submitted to MCM. He also suggested that dedicated space should be provided for them in the library. Mr. Jayaram has been delegated to check the feasibility.

## g) **Leave rules**

All members expressed their concerns regarding leave rules. Revision of leave rules was sought unanimously. Dr. Sarika suggested the need of HR to streamline the leave rules. Mr. Suresh Babu informed Mr Jayaram to look into this matter and revise rules in consultation with MCM and senior faculty.

## h) **First-aid Kit**

Dr. Premalatha suggested that a first-aid kit be made available for both students and staff in the Institute. This was accepted by all members.

## i) **Buddy system for students**

Dr. Sarika Khurana proposed that we implement buddy seniors' and juniors. Dr Rashmi suggested that Alumni members can be contacted to know if they would be interested to be buddies. She said that such interactions would also strengthen the Alumni association.

## j) **Student Clubs**

Student representatives put forward that various clubs can be formed to promote interaction among seniors and juniors. All members welcomed this move. Dr Rashmi suggested that a



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senior faculty oversee the functions of the clubs and SASH. Hence, Dr. B. S. Premalatha volunteered. Ms. Sneha informed the students that specific objectives should be made for each of the clubs.

## ADJOURNMENT

Ms Sneha Mareen Varghese moved that the meeting be adjourned, and this was agreed upon at 11:15 pm

Ms. Sneha Mareen Varghese  
IQAC Coordinator

Dr. Rashmi J Bhat  
IQAC Chairperson