

Minutes of IQAC meetings



Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

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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

Principal

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Coordinator
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MINUTES OF MEETING - IQAC HELD ON 03.08.2023

CALL TO ORDER

A meeting of the IQAC members was held on 03/08/2023 at the Seminar hall. The meeting commenced at 10.30 AM.

THE AGENDA FOR THE MEETING WAS AS FOLLOWS:

1. Approval of the previous minutes of the meeting and action taken
2. Review of the NAAC Accreditation and Compliance Report
3. Reformation in the evaluation process
4. Plan for 2023-2024
5. Reconstitution of IQAC and committees
6. Any other

ATTENDANCE

The meeting was attended by the following members:

- Lion V S Mr. Shanthavadhan – Treasurer, Bangalore Speech & Hearing Trust
- Dr. Bhuvananeswari - External Member, Azim Premji University
- Dr. Rashmi J Bhat – Principal
- MS. Sneha Mareen Varghese – IQAC coordinator
- Dr. Madhuri Gore – Professor, Dept of Hearing Studies
- Ms. Alphonsa Joseph – Associate Professor, Dept of Psychology
- Ms. Subhasini – Assistant Professor, Dept of Hearing Studies
- Ms. Megha Sashidharan – Associate Professor, Dept of Hearing Studies
- Ms. Jayaram – Administrator
- Ms. Aishwarya Murthy – President, Student Council
- Mr. Nitish Ranjan Patel - Assistant Professor, Dept of Hearing Studies
- Ms. Nisha Sunil – Speech Language Pathologist-Grade I, Dept of Speech Language Studies
- Ms. Aishwarya Dinesh - Assistant Professor, Dept of Speech Language Studies
- Ms. Cynthia Sathees – Audiologist, Grade II, Dept of Hearing Studies
- Ms. Sybile Joy Francis – Senior Office Assistant
- Maria Veena – Office Assistant



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- The objective of this meeting was to discuss the grades given by the NAAC team and plan for next academic year.

The meeting commenced with a warm welcome to our External member Dr. Bhuvaneshwari.

AGENDA 1: APPROVAL OF PREVIOUS MINUTES OF THE MEETING

Ms. Sneha Mareen Varghese presented the action taken and decisions made since the last meeting (22/09/2022)

a) **Decision on Quiet week/Days for staff:**

It was decided that, in addition to allotted 3 times availing of earned leave, a 5-day leave is mandatory for all. MCM advised these leaves to be taken without hampering the routine functioning of the department & not clubbing with public holidays.

b) **Streamlining events through IQAC:**

As all Departments have been adhering to protocols in a satisfactory manner, no further recommendations made, and the principal urged everyone to continue the same.

c) **Resources for Phd scholars:**

Ms Megha Sasidharan, PhD candidate expressed satisfaction about the resources provided such as access to computers, printers, internet and reprographic facilities.

d) **Leave Rules and Hiring of HR Consultant:**

In order to address concerns about leaves, Lion V.S. Shanthavadhan assigned Mr. Jayaram the duty of evaluating the current rule book and working on modifications to the casual and earned leave rules. He also asked Ms. Sneha to document any concerns staff members had with the leave regulations. Mr. Jayaram stated that decisions regarding Ms. Shreesha's temporary employment as an HR consultant will be finalised soon.

e) **First Aid kit:**

First Aid kits have been made available in all departments.

f) **Buddy System for students:**

To implement Buddy system more quickly, Lion V.S Shanthavadhan & Dr Bhuvana advised peers to be buddies for each other rather than Alumni. Upon success of this, it was suggested that Alumni can be included.



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g) Student Clubs:

Ms. Aishwarya murthy, President, student council of Dr SRCISH expressed her concern on the functioning of student clubs. Dr. Rashmi J Bhat suggested channeling of clubs alongside committees [Eg: members of native club to work alongside environmental committee]. For ease of administration, Dr Rashmi also suggested dissolution of student clubs as a formal entity and function as student council as a whole but carry on the activities as per aforesaid example.

h) Conducting Administrative Audit:

Dr Rashmi suggested Mr Jayaram to expedite the process and to use ISO format to for the same

i) SSR Preparation for Re - accreditation

SSR successfully submitted and re - accredited with B++ Grade.

j) Externship for PG students:

MSc. SLP Students undertook externship and positive feedback was received. Owing to success of this initiative, it was decided to implement the same for upcoming PG batches (Audiology and Speech Language Pathology)

k) Dissertation viva:

The allotted internal marks for dissertation (30) was decided to be awarded to students based on their dissertation VIVA performance. All staff in attendance welcomed the move.

l) Hosting Intercollegiate competitions

In the Governing council meeting, dated 2/8/2023 approval was received for conducting Intercollegiate competitions for speech and hearing colleges.

The minutes of previous meeting and action taken was approved by Ms. Megha Sasidharan & seconded by Mr Jayaram.

AGENDA 2: - REVIEW OF NAAC RECOMMENDATION AND NAAC COMPLIANCE REPORT AND GRADE SHEET.

Ms. Sneha Mareen Varghese explained to all present about high performance, average performance & low performance indicators. Suggestions to improve on low performance aspects were discussed criteria wise.



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Queries on availing OD (Official Duty): Treasurer instructed Mr Jayaram to prepare a list of responsibilities for which OD can be availed. He also assured that for activities such as surgeries conveyance benefit/ reimbursement of travel expenses will be granted. However, he advised the number of ODs to be fixed per staff. Ms. Sneha requested to increase the number of OD provided to the faculty. Mr. Shanthavadhan assured that he will consider her request after checking the average number of OD's availed by each Faculty in a year.

Introducing Interdisciplinary/ Interdepartmental Courses

Measures to raise scores were addressed because this was a poor performance area. Dr. Rashmi discussed the success of Prof. Latha Krishnan's Add-on Course in Audiology and informed everyone about a comparable course in Speech Pathology that is being developed for students. Dr. Bhuvana advised integrating these extra courses with core subjects to lighten the load on students and increase acceptance of the tutorial-based learning approach. Dr. Bhuvana encouraged Ms. Megha, the FDP chairman, to create a programme in accordance with this. Ms. Alphonsa Joseph also offered to organise an add on course on audiovisual technicalities, such as how to properly conduct video and audio recording, which has consequences for clinical research and documentation.

Reforms in Feedback Mechanism:

It was decided that going forward, IQAC will handle the feedback gathering and review process, with Ms. Praveena helping out with the same. Dr. Bhuvana also advised outsourcing this procedure to alleviate the burden on IQAC.

Measures to improve Student Intake:

Strategies to fill up allotted seats were discussed as this has been a recurring concern. Dr Bhuvana suggested extensive social media campaigns (Captioned videos) in addition to participating in education melas. She also put forth the idea of organizing exposure visits from schools. Ms Aishwarya Murthy, President-student council, informed all about the interest expressed by CMR PU college to know more about our course and scope. Mr. Shanthvadhan suggested making a list of nearby PU Colleges and visiting them for canvassing about BASLP course in addition to implementing all above suggestions.

Remedial support for students:

Initiatives taken by the 3-member team consisting of Dr Madhuri Gore, Mr Nitish and Ms Deborah were explained by Dr Madhuri Gore. She enumerated the benchmarks for classifying varying degrees of learners: those who score below 50% will be considered as slow learners and rank holders will be considered as advanced learners. She also said a plan for remedial coaching for slow learners is being designed in addition to which talks by renowned personalities are being planned to help students introspect and work on their betterment (expert from mount carmel). The unsatisfactory learning habits of students and



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Accounting monetary contribution of Alumni:

Ms. Megha Sasidharan suggested that receipts to be given to all alumni who perform monetary contributions and those funds to be labeled as "Alumni donations". However, Mr. Shanthvadhan expressed his concern regarding the challenges of issuing receipt for the same, thus Mr. CADL Suresh Babu would be consulted to decide the course of action.

Strengthening IQAC:

Measures to strengthen IQAC functioning by including members at all levels was discussed.

Other recommendations:

Other recommendations by Peer Team visit were discussed & progress made in each of the aspects were discussed:

- Constitution of counseling cell to be looked after by Ms. Alphonsa Joseph.
- Increase in community services & channeling through NSS was discussed & measures are all in place.
- Mr. Jayram to arrange board for ICC, women cell & NSS.
- Decision was taken that only publications in indexed journals are eligible for incentives (Awaiting formal approval from MCM).

AGENDA 3: REFORMATION IN EVALUATION PROCESS

The reformations that have happened post peer visit were discussed and all staff in attendance expressed their satisfaction with the reformations in place.

AGENDA 4: PLAN FOR THE ACADEMIC YEAR 2023-2024

Important dates discussed in the Meeting:

Internal audits

- 1st audit on September 8th 2023
- 2nd audit 3rd week of October
- 3rd audit 24th November



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scope of improvement was also discussed. Mr. Shanthvadhan suggested motivational talks to be organized for them. Dr Madhuri also said that advanced learners will be groomed for conducting research.

Certification on E- content delivery:

As this was also one of the low performance areas, Dr. Rashmi suggested Ms. Megha Sashidharan , Chairperson, FDC to get in touch with Mr. Rajan (AVMC) to plan for the same.

Conducting extension activities through NSS:

As per the with the suggestions offered by the NAAC peer committee, it was unanimously decided to conduct more community services through NSS. Furthermore, it was decided that going forward, outreach and extension activities will be regarded as Best Practice. Ms Manu GC was given the task of identifying the second-best practice.

Collaborations: Dr. Rashmi J. Bhat suggested that DSLS check for linkages. The treasurer proposed that collaboration to be initiated only after studying outcomes. This is to avoid non-functional MOUs being showcased.

Query on Scores obtained for Library Services:

Despite a substantial expenditure of INR 8 lakhs annually for the library, poor scores were given for this section. Hence it was decided that a feedback will be given to NAAC outlining the same

IT Infrastructure:

In response to suggestions from NAAC peer team members to increase internet bandwidth, Mr. Shanthvadhan asked Mr. Jayaram to investigate the feasibility of the suggestion.

Freeships/Scholarship:

It was decided that a policy will be made ready as per inputs of MCM for students to avail Scholarships/Freeships.

Placement Cell:

It was decided a "Job Mela" to be organized to strengthen the placement committee. The first Job Mela is tentatively scheduled on 26th August 2023.



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NAAC steering committee meetings: (core committee & criterion heads and associates)

- 1st meeting – 2nd week of October
- 2nd meeting – 3rd week of November

Clinical audit: (likely to be done by an external member)

- Dates to be decided

2nd IQAC meeting: 2nd week of December.

- The plan for the upcoming year was displayed and all staff in attendance were made aware of the same.

AGENDA 5: RECONSTITUTION OF IQAC AND COMMITTEES

Prior to announcing the reconstituted committee and members list, Ms Sneha enumerated the distinct roles and responsibilities of IQAC Core committee and Steering Committee. The changes made in committees were discussed and the list will be circulated to all. Ms. Sneha also announced the revival of mentorship committee & new roles which staff have to take up as co-coordinators of several cells such as examination cell for which the respective staff will receive appointments orders.

AGENDA 6: ANY OTHER MATTER:

- Ms Megha Sasidharan voiced out the prevailing concerns among staff about dynamic and multiple roles that they offer at the same time affecting their productivity in core interests and functioning of departments leading to increased mental load.
- Dr. Rashmi J Bhat expressed her concern on student quality for which Dr Bhuvana suggested small group-based teaching.



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ADJOURNMENT

The meeting was adjourned at 11.15 AM, the points discussed & decisions taken were seconded by all staff present. Ms. Sneha announced the IInd IQAC meeting will be held in the 2nd week of December and concluded the meeting by congratulating all for their efforts.

Ms. Sneha Mammen Varghese
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell (IQAC)
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Dr. Rashmi J Bhat
Principal

Principal
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