



# 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 B++ NAAC Accredited)

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## Minutes of the IQAC meeting dated 12.09.2024

### ATTENDANCE

The meeting was attended by the following members:

Mr. Lion V S. Shanthavadhan, Management representative  
Dr. Bhuvaneshwari, Faculty, Azim Premji University  
Dr. Madhuri Gore, Professor of Practice, Department of Hearing Studies  
Dr. B. S. Premalatha, Professor of Practice, Department of Speech Language Studies  
Dr. Anita Reddy, Vice-Principal and Head, Department of Speech Language Studies  
Ms. Alphonsa Joseph, Associate Professor, Department of Psychology  
Ms. Sedricia, Assistant Professor, Department of Psychology  
Ms. Megha Sasidharan, Head, Department of Hearing Studies, EC Member of Alumni Association  
Mr. Jayaram, Administrator  
Mr. Shidhi Nanaiah, President, Dr. SRC SASH  
Ms. Sybille Joy Francis, Secretary to the Principal  
Mr. Nitish Ranjan Patel, Assistant Professor, Department of Hearing Studies  
Ms. Dessai Teja Deepak, Assistant Professor, Department of Hearing Studies  
Ms. Cynthia, Clinical Supervisor, Department of Hearing Studies  
Ms. Vaishnavi Ramadas, Assistant Professor, Department of Hearing Studies  
Ms. Subhashini D, Assistant Professor, Department of Hearing Studies  
Ms. Praveena Babu, Biostatistician  
Ms. Sneha Mareen Varghese, IQAC Coordinator

### Members Absent:

Dr. Rashmi J Bhat, Principal and IQAC Chairperson  
Ms. Deepa, HR, Dr. SRC ISH

### Agenda of the meeting:

1. Approval of the previous meeting minutes
2. Quarterly departmental updates

3. Clinical audit report
4. Internal academic audit update
5. Examination coordinator's report
6. Update on Kaleidoscope – 2
7. Resource enhancement
8. Student matters by the president of Dr. SRCISH
9. Any other matter with the permission of the chairperson

The meeting commenced at 10:22 AM.

#### Agenda 1:

Ms. Sneha provided an update on the actions taken so far regarding Kaleidoscope 2, ISR activities at the adopted school, requests to the MCM for expenses, clinical audit, planned academic and administrative audits, permission for student entry into the hostel, peer teaching in the department of SLS, intercollegiate fests, and the SOP for student council activities. Previous minutes were approved by Dr. Madhuri Gore and seconded by Ms. Megha Sasidharan.

It was proposed by Mr. Shanthavadhan that a library audit be conducted, and Ms. Sritha was recommended for the academic audit.

The aforementioned proposals were approved and passed.

#### Agenda 2:

The organization of weekly meetings was discussed. Committee audits were completed and reported to have shown improvement. Various IQAC initiatives were highlighted, including BBC, the job fair, mental health sessions, MASTI, and physical fitness sessions. It was noted that the 3rd BASLP had low attendance for physical fitness sessions. Dr. Madhuri proposed that attendance should be taken for physical fitness sessions, and students not interested in participating should be assigned to clinics instead. Mr. Shidhi, the student council president, was tasked with addressing the issue by discussing the reasons for the poor attendance with the students.

Dr. Anita suggested hiring a gym trainer, but Ms. Sneha mentioned that students are already utilizing the gym regularly in the mornings. She pointed out that hiring a trainer may not be feasible, as not everyone may choose to work with one, and it might be difficult for us to meet their salary expectations.

Ms. Subhashini presented the feedback collected from students, parents, alumni, teachers, and employers. Over 90% of students expressed expected satisfaction, and it was proposed that they be oriented on subject-specific outcomes. More than 95% of parents reported being highly

satisfied with the institute, prompting a suggestion to hold online parent-teacher meetings. Feedback from 80-85% of teachers and alumni indicated that the syllabus was suitable for work readiness, and it was recommended to introduce smaller-scale programs to enhance this readiness. All employers surveyed (100%) were satisfied with the institute's alumni, with a proposal to gather this feedback from a larger sample. Additionally, 80% of students were satisfied with their teachers, leading to a recommendation that academic coordinators address this feedback with teachers during the internal academic audit. Suggestions were also invited regarding assignments for BSc students, with Dr. Anita proposing that the purpose of assigning these be explained to the students.

#### Agenda 3:

The clinical audit conducted by Ms. Nagapoornima was discussed. Feedback included recommendations for maintaining electronic records, obtaining informed consent from all patients, organizing and maintenance of equipments at DHS more effectively, developing home training programs for AVT children, and creating adult case history forms for DSLS. Overall, the auditor expressed satisfaction with the clinic's functioning. The possibility of conducting an impromptu audit in the future was also discussed. Additionally, two add-on courses were reported.

#### Agenda 4:

Mr. Nitish reported that some data is still pending, and the analysis is yet to be completed. He also mentioned that some teachers have exceeded their allotted teaching hours, while others have fallen short. Dr. Madhuri suggested that teachers could be given time during their non-OPD days to complete their portions. It was proposed to modify the current audit form by adding a couple of questions. Mr. Nitish also noted that attendance was not being marked for extra and self-learning classes. Additionally, it was suggested that an automatic bell be introduced to signal the end of classes.

Dr. Madhuri recommended that if a student needs to leave the class, a message should be sent to the teacher, rather than the student reporting that a particular supervisor is calling, or a note could be used. Further suggestions were requested from Dr. Bhuvana, who proposed including the number of teaching hours, pedagogical practices, formative assessments, and a clearer distinction between self-learning methods on the form.

It was reported that classes now last for 55 minutes. Mr. Shidhi agreed that shorter classes are easier to manage compared to continuous ones. Dr. Bhuvana suggested structuring classes with different activities lasting around 1.5 hours. Ms. Sneha noted that some teachers prefer shorter classes, while others favour longer sessions. Dr. Bhuvana sought clarity on the activities conducted during self-study sessions and proposed curating innovative practices for this purpose. It was further suggested that a talk be organized for teachers on how to structure innovative classes, such as incorporating quizzes or MCQs at the end of lessons. However, it

was reported that faculty generally do not have the time to design extensive modules for their classes.

#### Agenda 5:

Ms. Teja reported that the result analysis has been submitted to the PRAGATHI team, which is, in turn, handling how to improve results. It was suggested that exam preparedness training be provided to students, with the payment schedule for exam fees incorporated into the orientation. The result analysis is expected to be presented in upcoming meetings.

#### Agenda 6:

Ms. Sedricia reported that Kaleidoscope – 2 will feature approximately 20 stalls, which will be set up the day before the event. The program is scheduled to begin at 9 AM, with Mr. Sony Kutty George, a child protection officer, serving as the chief guest. A sponsorship amount of around ₹12,000 has been collected.

#### Agenda 7:

A student research grant policy of up to ₹5000 was proposed and has been approved. The policy is to be formalized, with research proposals reviewed and approved by Dr. Madhuri Gore and Dr.B.S. Premalatha, Mr. Shanthavadhan has also given his approval to submit the proposal to the management. Dr. Bhuvana provided further clarification, stating that publications from the projects should preferably be in the institute's journal or indexed journals. Only two projects per department per year will be eligible for this grant.

Regarding revenue generated from conferences, it was suggested that it be used for recurring departmental expenses, such as toys, alumni activities, awareness talks, student-related events, and student awards (e.g., best clinician). Mr. Shanthavadhan agreed that the proposal could be approved, but felt it should not be directly tied to conference revenue. Ms. Sneha recommended allocating funds that could be reflected in Criterion 6 of IQAC. It was proposed that all departments discuss and submit a comprehensive proposal.

#### Agenda 8:

- Mr. Shidhi reported that students have requested more frequent cleaning of the washrooms. Additionally, they noted a peculiar smell from the water dispenser on the 3rd floor. Mr. Shanthavadhan suggested either installing an Aquaguard or inspecting and replacing the dispenser if necessary and recommended forwarding the concern to Mr. Jayaram. Mr. Shidhi also proposed introducing online payments in the library. In response, Mr. Shanthavadhan suggested that payments over ₹40-50 could be made via

GPay, while smaller amounts should continue to be paid in cash. Ms. Megha proposed setting up prepaid accounts for each person, but this idea was overruled as it would be impractical to manage.

- Ms. Megha presented the departmental updates for DHS. Dr. Anita then provided updates for DSLS, and Dr. Bhuvana reported that significant streamlining has taken place.
- Dr. Bhuvana recommended implementing an LMS system. Mr. Jayaram noted that the LMS module is available, but students need to download it from the link provided by their teachers. It was mentioned that students prefer receiving information on screens rather than in hard copy.
- Dr. Bhuvana proposed implementing structured talks and practicums aimed at enhancing job readiness. She also suggested organizing periodic alumni events, such as "Alumni Fridays," and recording these sessions to capture the valuable experiences of alumni, which could serve as motivation for students. A Faculty Development Program (FDP) was tentatively proposed for self-study assignments, emphasizing that an overall evidence-based teaching framework could be learned through such programs on a regular basis—either monthly or every three months. Additionally, she recommended that events be scheduled in alignment with the academic calendar.
- Ms. Sneha reported a challenge in that training is often provided by individuals outside the ASLP field. She noted that the workshop conducted by KMC Manipal was well received. A hybrid program was also proposed so that participants who miss parts of the talk can access recordings. Various methods, including workshops, panel discussions, and webinars, were suggested for delivering the content.

#### Agenda 9:

- AQAR submission deadline is 13/09/2024 for the first draft.
- Internal viva dates are scheduled for the last week of postings. Ms. Sneha proposed issuing a circular about this, allowing for the finalization of dates later. This approach would enable students to prepare and present during that period.
- It was reported that online parent-teacher meetings could be organized. A link will be provided for parents to join at the scheduled time. If students do not attend, their parents will need to come in person. Additionally, it was reinforced that exam results should be sent to the parents.
- Regarding partial reimbursement for APC, Mr. Shanthavadhan reported that the MCM is currently in discussions and a circular will be issued on this matter. While the amount is not predetermined, reimbursements will be provided on a case-by-case basis.
- Seed money for small projects to be allocated to departments for project use was discussed. Mr. Shanthavadhan requested to review the original circular, after which a decision will be made and included in the budget.
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- College day: For College Day, which will be similar to Graduation and Founders' Day, students will have the opportunity to showcase their talents. Ms. Sneha mentioned that the annual report can also be presented on this day. Dr. Anita suggested that there will be a chief guest, and all college events will be highlighted, including student talents, awards from sports competitions, and the annual reports. Parents may be invited to attend. Mr. Shanthavadhan requested a detailed plan for the day, and it will be considered based on budget allocations.
- Ms. Sneha put forward that external examiners from other universities outside Bangalore can be invited to be part of BOE, and also to conduct Viva voce for students. Mr. Shanthavadhan requested a detailed proposal to proceed further.
- A request for a staff picnic was raised, and Mr. Shanthavadhan indicated that it could be organized. Mr. Jayaram mentioned the trip to Guhantara in 2017, during which two college buses were used. It was proposed to schedule a similar trip for February 2025.
- It was suggested that an inter-departmental monthly audit will be conducted.

Adjournment:

Ms Sneha Mareen Varghese moved that the meeting be adjourned, and this was agreed upon at 12:00 PM.



Ms. Sneha Mareen Varghese  
IQAC Coordinator

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