



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

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



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

**Lion V.V.Krishna Reddy**  
Chairman & Director  
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**CA. D.L. Suresh Babu**  
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Mob: +91 98452 01332

**Lion V.S. Shanthavadhan**  
Treasurer  
Mob: +91 98440 41554

## Minutes of the IQAC meeting dated 12/12/2025

### ATTENDANCE

The meeting was attended by the following members:

- Mr. Lion V S. Shanthavadhan, Management representative
- Dr. Rashmi J Bhat, Principal and Deputy Director, Academics, IQAC Chairperson
- Dr. Bhuvaneshwari, Faculty, Azim Premji University (online) – External member
- Dr. B. S. Premalatha, Professor, Department of Speech Language Studies (DSLS), Research Coordinator, Bangalore Speech and Hearing Research Foundation (BSHRF)
- Dr. Madhuri Gore, Professor, Department of Hearing Studies (DHS)
- Dr. Anita Reddy, Vice Principal and Head, DSLS
- Dr. Babita Gupta, Head, Department of Psychology
- Ms. Megha Sasidharan, Head, DHS, EC Member of Alumni Association
- Dr. Sankarshana T, ENT doctor, Academic & Clinical coordinator
- Mr. Palani, Junior System Administrator
- Mr. Vinay Venugopal, General Secretary, Student Council of Dr. SRCISH
- Ms. Sybile Joy Francis, Secretary to the Principal
- Mr. Nitish Ranjan Patel, Associate Professor, DHS
- Ms. Cynthia, Clinical Supervisor, DHS
- Ms. Vaishnavi Ramadas, Assistant Professor, DHS
- Ms. Subhashini D, Assistant Professor, DHS
- Ms. Aishwarya Dinesh, Assistant Professor, DSLS
- Ms. Sneha Mareen Varghese, IQAC Coordinator
- Ms. Roopa, General Secretary
- Ms. Meghana R, Office Assistant, IQAC
- Ms. Netravathi, HR officer

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## Agenda of the meeting:

1. Approval of the previous minutes of the meeting
2. Action taken on the previous meeting
3. Updates on quarterly AQAR submission
4. Quarterly updates by the departments: Dept. of Hearing Studies, Dept. of Speech Language Studies, and Dept. of Psychology.
5. Quarterly updates by the IQAC
6. IQAC updates on Committee functioning
7. Clinical Audit Action Plan
8. Student-related matters
9. Any other matters

The meeting commenced at 10:10 AM. The minutes of the previous meeting were approved by Dr B. S. Premalatha and seconded by Dr Anita Reddy. The aforementioned proposals were approved and passed.

**Action taken from the previous meeting:** Ms. Sneha presented the Action Taken Report, detailing actions that were completed, those pending, and those that have not progressed. Some actions are planned for 2026, such as a talk on IPR.

Agenda	Points discussed	Responsibility
	Dr. Premalatha sought clarification on the format for the Action Taken reports, and Ms. Sneha clarified that the format is committee-specific.	
Update on quarterly submission of the	<ul style="list-style-type: none"><li>Ms. Sneha reported that the criterion in-charges and their associates are working on the AQAR. However, glitches are being encountered due to the</li></ul>	Criterion in-charges, all members

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<b>AQAR</b>	<p>staff attrition.</p> <ul style="list-style-type: none"><li>• She also reported that the AQAR format will be changed, and the submission portal has not yet opened as NAAC moves towards 'one nation one data'; members were urged to prepare for submission at short notice. Dr Rashmi added that Dr. SRCISH is also submitting data to AISHE and, in preparation for NIRF rating, all data submissions to these organisations must be consistent since the data will be linked with each other.</li><li>• Ms. Sneha encouraged all members to utilise the one hour allotted per month to IQAC-related work. She urged the members to suggest if more time may be required.</li><li>• Mr Nitish Ranjan Patel requested that Criterion 8 be permitted to submit AQAR annually instead of quarterly, which Ms. Sneha approved.</li></ul>		
<b>Quarterly departmental updates</b>	<p>Quarterly departmental updates were presented by the heads of departments, Dr. Anita (DSLS), Ms. Megha (DHS), Dr. Premalatha (BSHRF), and Dr Babita (Psychology).</p> <p>Mr Lion V S. Shanthavadhan requested the Head of DHS to share a list of MOUs with all members.</p>	<p>Heads of Departments</p> <p>Ms. Megha Sasidharan</p>	
<b>Quarterly IQAC updates</b>	<ul style="list-style-type: none"><li>• Ms. Sneha presented the quarterly updates from the IQAC.</li></ul>		

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	<p>events. Dr Rashmi suggested the allotted one hour per week could also be used for committee-related discussions.</p> <ul style="list-style-type: none"><li>• Dr Madhuri suggested implementing automated bells for class start and end times to address the issue of students not turning up to classes promptly.</li><li>• Ms. Sneha clarified that awareness flyers are informational materials intended for public awareness, and not to include flyers providing information about specific events. She also requested that committee and department events be conducted on Tuesdays and Thursdays to utilise the allocated one hour on these days.</li></ul>	Mr Palani  Dr. Babita	
<b>Clinical Audit Action Plan</b>	<p>Ms. Sneha reported on the clinical audit and the action taken by various departments.</p> <p>Dr Premalatha requested that the clinical audit report be sent to all IQAC members.</p>	IQAC	
<b>Student-Related Matters</b>	<p>Mr Vinay Venugopal presented the Student Council Report.</p> <ul style="list-style-type: none"><li>• Sports Practice: Mr. Shanthavadhan suggested using Charles School Ground for sports practice. Mr Vinay reported that it is a public ground used by others. Dr Rashmi suggested Aloysius Grounds, possibly in exchange for free screening. Mr. Shanthavadhan requested a place closer to the institute and was</li></ul>	Student Council	

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	<p>asked to speak to Mr. Muniraju to find a suitable location.</p> <ul style="list-style-type: none"><li>Mr. Vinay requested one hour in the morning and one hour in the evening for practice, with an estimated 20 - 30 students participating in athletics, football, and volleyball. The Student Council will take responsibility for the sports equipment. Ms. Sneha suggested an audit of the equipment already available. Dr Bhuvaneshwari suggested forming sports clubs for recreation rather than competitive play.</li></ul>	Student council
<b>Any other matter</b>	<ul style="list-style-type: none"><li>Chiguru App: Ms. Sneha congratulated Ms. Megha on the Chiguru app launch. Dr Bhuvaneshwari inquired about the scalability and if similar apps exist. Ms. Megha confirmed it is scalable with collaborating hospitals. Dr Bhuvaneshwari suggested pursuing grants and scaling up in North Karnataka, and a collaboration with her own institution.</li><li>Intellectual Property (IPR): Mr. Shanthavadhan suggested patenting or copywriting the Chiguru app. Dr Rashmi reiterated the need for a session on IPR. Dr Premalatha suggested that dissertation test materials could also be copyrighted.</li><li>Ms. Megha suggested having representatives from clinical supervisors in IQAC meetings to convey</li></ul>	Ms. Megha Sasidharan  Dr. Premalatha, BSHRF

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field-level difficulties. Ms. Sneha and Dr. Rashmi disagreed, stating they may not respond in an open platform. Dr. Rashmi suggested having a core committee within departments instead.

- Dr. Madhuri suggested that each student be given two textbooks (cost included in fees) to inculcate a reading habit. Dr. Anita suggested using Kindle or audiobooks.
- Dr. Anita inquired about potential additional activities for the Library Committee. Dr. Bhuvaneshwari suggested the following:
  - Emailing a newsletter or e-copies of books/journals to all as an update.
  - Organising online events such as writing workshops or webinars.
  - Hosting a session with the author of books received from a collaborator.
  - Conducting book review sessions with authors and experts on topics for both subject-related and general reading (e.g., horror, fiction, disability).
  - Coordinating a "Spotlight" focused on a theme with Continuous Professional Development workshops and seminars.
  - Dr Premalatha suggested hosting stalls by the National Traveller's Book Exhibition.

Library  
committee

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- Dr. Sankarshana noted that the specimens in the library needed their formaldehyde topped up, suggesting sending them to NIMHANS for the same.
- Dr. Rashmi also suggested storing awareness flyers in the library, and a digital library of the soft copies of the flyers.
- SOPs for Medical Emergencies:  
Ms. Sneha brought up the lack of SOPs for medical facilities. Dr. Bhuvaneshwari provided detailed recommendations, including:
  - A single point of contact between the family and the institute.
  - Availability of a medical room, doctor, and nurse.
  - Warden to alert the family
  - Shifting the student to the medical room, removing sharp objects, and later shifting them to a hospital
  - Use of a Google sheet tracker to record incident details and patterns.
  - Partnering with YourDost for a 24-hour helpline/support.
  - Gatekeepers training and a peer support network.
  - For student recovery, a fitness certificate from a psychiatrist is required, along with

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mandatory counselling sessions if they return to the hostel.

- Dr. Sankarshana was requested to submit a document outlining the essential equipment required to manage a medical emergency.
- Fee Structure/Reimbursement: Ms. Megha requested that the policy on APC charges be revised annually. Ms. Sneha agreed to look into this.
- Dr Madhuri brought up conference fees, suggesting the institute pay upfront (due to GST issues) and employees pay back in instalments. Mr. Shanthavadhan told her to submit a proposal. Dr. Rashmi suggested implementing a cap on the amount.
- Outcomes from Conferences: Ms. Sneha suggested that attendees provide knowledge training sessions to the institute. Mr. Shanthavadhan suggested quarterly sessions, possibly as a condition for the reimbursement. It was suggested that the staff be asked to make the presentation on an allocated day.
- New Initiatives/Goals: Ms. Sneha presented future goals, including a Counselling Cell, a structured mentorship program, Kaleidoscope (tentatively scheduled for 12 March 2026), AAA, new staff welfare policies, and Synapse (a think-tank initiative under IQAC).

Dr. Sankarshana

IQAC

IQAC, HoDs

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- Mr. Shanthavadhan suggested that the reading room be monitored and CCTV installed. Dr Anita reported that the hostel warden should monitor the footage 24/7. Dr Rashmi suggested closing the hostel from 9 AM to 5:30 PM.
- Feedback and Reporting Format: Ms. Sneha clarified the difference between general feedback and feedback analysis. Dr Madhuri suggested changing the nomenclature to 'feedback with analysis.' Ms. Megha requested that the report format not be changed too frequently.
- Dr Premalatha asked if Dr. SRCISH can enter into MoUs with internship centres. Dr. Rashmi responded that the centres do not respond to repeated requests for entering into MoUs.
- Equal Opportunity Cell (EOC): Dr Rashmi clarified that the EOC is a University-mandated committee and requires representatives from all communities (e.g., minority, disabled). Recommended practices include having policies based on the SCST Act, RPWD Act, UGC regulations, and the Transgender Act. Ms. Megha recommended adding the LGBTQ+ community. Dr. Bhuvaneshwari had provided suggestions regarding the formation of this cell.
- Mr. Shanthavadhan suggested that an equipment audit be done and reminded staff about discarding e-

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	<p>waste. It was decided to constitute a committee to audit the same.</p> <ul style="list-style-type: none"><li>Ms. Megha inquired if externship will continue due to the change in syllabus. Dr Rashmi responded that this needed to be discussed.</li></ul>	<p>HoDs</p> <p>Ms. Cynthia</p>
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## Adjournment

Ms. Sneha Mareen Varghese moved that the meeting be adjourned, and this was agreed upon at 12:50 PM.

**Ms. Sneha Mareen Varghese**

**IQAC Coordinator**

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

**IQAC Chairperson**

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