



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)

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Minutes of the IQAC meeting dated 27/02/2025

ATTENDANCE

The meeting was attended by the following members:

Dr. Rashmi J Bhat, Principal and Deputy Director, Academics

Mr. Lion V S. Shanthavadhan, Management representative

Dr. Bhuvaneshwari, Faculty, Azim Premji University (online)

Dr. B. S. Premalatha, Professor and Deglutologist, Department of Speech Language Studies

Dr. Babita Gupta, Professor, Department of Psychology

Ms. Megha Sasidharan, Head, Department of Hearing Studies, EC Member of Alumni Association

Ms. Deborah Athaide, Associate Professor, HOD in-charge, Department of Speech Language Studies

Dr. Sankarshana T, ENT doctor, Academic & Clinical coordinator

Mr. Jayaram, Administrator

Ms. Akshitha, Student representative, Dr. SRC SASH

Ms. Sybile Joy Francis, Secretary to the Principal

Mr. Nitish Ranjan Patel, Associate 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 (online)

Ms. Netravathi, HR officer

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Ms. Sneha Mareen Varghese, IQAC Coordinator, Associate Professor, Department of Speech
Language Studies

Ms. Meghana R, Office assistant, IQAC

Members Absent:

Dr. Madhuri Gore, Professor, Department of Hearing Studies

Dr. Anita Reddy, Professor and Head, Department of Speech Language Studies

Agenda of the meeting:

1. Approval of the previous meeting minutes
2. Update on submission of AQAR 2023-2024
3. Quarterly departmental updates
4. IQAC update
5. Student related matters
6. Academic audit report
7. Examination coordinator's report
8. Any other matter with the permission of the chairperson

The meeting commenced at 10:00 AM.

Agenda 1

Dr. Rashmi J Bhat welcomed Dr. Bhuvana. Ms. Sneha provided an update on the actions taken for the meeting that was held in September 2024. She reported that Kaleidoscope was successfully conducted, the employee handbook (service regulation) was released on the 1st of January 2025. SHRESHT event was introduced to improve student participation. Ms. Sritha Sandon had conducted the academic audit and has submitted a report on the same. Exam preparedness training

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was conducted for UG students. An Aquaguard system has been set up in the 3rd floor. The LMS system – Edudibon has been implemented and is in use. The parent teacher meeting was conducted online on 5th January 2025. The reimbursement policy for APC has been put in place. Remuneration for BOE and external examinations is also in place. The staff outing discussion is in progress. Faculty development program has been planned on pedagogy and the resource persons will be from KMC, Mangalore.

Previous minutes were approved by Ms. Megha Sasidharan and seconded by Ms Sybille Francis. The aforementioned proposals were approved and passed.

Agenda 2

Ms. Sneha updated that AQAR for 2023-2024 was accepted by the NAAC and that the quarterly AQAR was submitted and scrutiny will begin.

Agenda 3

- Ms. Megha presented the updates from the Department of Hearing Studies (DHS). She spoke about the International Day of Persons with Disabilities in the context of ISR activities and highlighted the department's social media initiatives, including posts, flyers, and videos. Student training programs and six publications were reported, along with invited lectures and 15 paper and poster presentations. Departmental best practices related to Newborn Hearing Screening (NHS) and Anganwadi screening were discussed. It was reported that NHS was being conducted in 11 government and one private hospital, with challenges reviewed and the NHS task force being formed. Concerns regarding Anganwadi screening were raised, particularly the lack of screening for children aged 0-6 years, leading

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to the formation of a task force. Collaborations with Atria Institute, NHS, and Salus University were also discussed. Ms. Sneha expressed concerns regarding data sharing with SRIHER through the SRESHT app, and Ms. Megha responded that the process needs to be examined in greater detail to understand its implementation. Mr. Shanthavadhan inquired about the possibility of retrieving data from the Android database, while Dr. Sankarshana emphasized the need for better communication with pediatricians.

- Ms. Deborah presented the updates from the Department of Speech-Language Sciences (DSLS). Two awareness programs were conducted in collaboration with DHS, and 13 staff members participated in various camps. Additionally, two awareness videos were created for social media, and two talks were organized—one in collaboration with the Alumni Association and another as part of the Dr. SRC Travel Fellowship. The department reported one publication, participation of nine faculty members in conferences, and 26 paper presentations. Faculty members also undertook various university responsibilities. The eighth Dysphagia Fellowship commenced with four students, and four parent support meetings were conducted, along with three talent and craft sessions. One staff member was deputed to KIDWAI to carry out FEES procedures.
- Dr. Babita provided updates from the Department of Psychology, reporting one publication, two faculty upskilling programs, six faculty development programs, one conference presentation, and faculty participation in 12 CRE programs. Additionally, two student training programs and monthly parent training sessions were conducted. Ms. Sneha inquired about the response to counselling sessions, to which Dr. Sankarshana confirmed that there were participants and that the data is available with Dr. Shakila.
- Dr. Rashmi suggested that senior faculty invite their classmates and peers for student interactions, particularly as the BSc Psychology program is set to commence next year. Ms. Sneha informed that the number of students mentored for research and details regarding BOS and BOE chairpersons be included in the updates.

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- Dr. Sankarshana mentioned a speech-related software developed by Dr. Swati Kiran's husband and suggested that DSLS explore its potential applications. As clinical coordinator, Dr. Sankarshana further recommended increasing referrals to ENT when necessary and strengthening interactions between ENT and DSLS.

Agenda 4

Ms. Sneha reported that weekly meetings are being conducted, and updates on MASTI and other events were shared. She provided details on the recent Parent-Teacher Meeting, where 76 parents from UG and PG programs participated and expressed their appreciation. Concerns raised during the meeting were addressed, and the next meeting is scheduled for May or June 2025. Staff concerns regarding leave procedures have been resolved, with necessary actions taken regarding EL, ML, and CL. Updates on financial assistance for conferences were also provided—each department can avail funding for up to 10 staff members, with first-time applicants given priority. Faculty presenting papers will receive Rs. 1,500, while those attending without presentations will receive Rs. 1,000. It was discussed that a skeletal staff should remain in departments during conferences, with Ms. Megha proposing a limit of two staff per conference. Dr. Rashmi suggested that only two staff members receive OD, while others use CL. Dr. BSP proposed a tiered reimbursement policy, and Dr. Bhuvana suggested limiting financial assistance to those presenting papers. Ms. Teja recommended allocating a fixed fund per faculty member for conference participation, which Dr. Bhuvana supported. Dr. Rashmi noted that ICMR has a document listing funding agencies, which could be explored. Dr. Sankarshana raised a concern regarding two staff members from ComDEALL who wished to attend a conference in Secunderabad, while Ms. Deborah conveyed parental concerns related to ComDEALL, prompting Dr. Sankarshana to emphasize the need for increased staff involvement. He also

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noted that the Psychology department lacks a TV or projector, to which Dr. Rashmi responded that no department currently has a projector but suggested using the seminar hall when required. Ms. Sneha invited Dr. Babita and Psychology faculty to participate in CCs and JCs. It was decided that Ms. Arunima would ensure that CC and JC flyers reach the Psychology department to enhance integration with DSLS and DHS.

- Ms. Cynthia reported on curriculum feedback, highlighting that 91.5% of students and 95% of parents provided positive responses. It was suggested that faculty could reorient students on the curriculum if necessary. A new initiative was introduced—a baseline self-reflection tool was administered to ASLP interns before they began their internship and will be readministered post-internship to assess their growth. Dr. Sankarshana suggested that, given the reduced number of interns, feedback should be collected to refine internship placements. He noted the recent inclusion of the Muddenahalli centre and suggested reducing assignments to centres receiving negative feedback. Mr. Nitish confirmed that feedback had been collected, leading to the cancellation of four centres and the reduction of intern numbers in certain placements. However, Dr. Rashmi advised against cancelling centres outright, as this could impact future collaborations. Ms. Sneha recommended conducting a satisfaction survey and exploring ways to attract more external interns. Dr. Rashmi noted that DHS draws more external interns than DSLS, and Mr. Nitish reported that the current Rs. 2,000 fee for external interns will increase to Rs. 3,000 next year. Ms. Sneha proposed offering FEES training as an incentive for DSLS postings.
- Dr. Sankarshana emphasized the need for strengthening DSLS, given the higher number of MSc SLP students compared to MSc Audiology. He suggested repurposing older endoscopy equipment for OPD use and enhancing DSLS's practical exposure. Dr. Rashmi pointed out that job opportunities for SLPs surpass those for Audiologists, especially considering the higher investment required for audiology clinics. Dr. Bhuvana inquired about student and intern concerns and proposed including all stakeholders in issue mapping. She suggested

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organizing a workshop that would benefit all parties involved. Ms. Sneha recommended conducting ISR activities in relevant organizations, while Dr. Bhuvana advocated for a more reciprocal approach in institutional collaborations and fostering alliances. Mr. Shanthavadhan also suggested distributing feedback questionnaires to interns to ensure their experiences inform program improvements.

Agenda 5

No student concerns were reported.

Agenda 6

- Ms. Sritha was invited to conduct the academic audit, and Ms. Sneha discussed the criterion-wise report she submitted. Key points included increasing the number of teaching faculty, salary increments, establishing a corpus fund for research, and sharing IA marks with students.
- Dr. Rashmi noted that restructuring the curriculum to better balance course load is challenging since the syllabus is set by RCI. Dr. Bhuvana suggested making mid-term exams more engaging by incorporating choice-based tests to enhance student understanding. Dr. Rashmi requested Dr. Bhuvana to share a sample question paper that uses rubrics.
- Regarding staff room improvements, a cupboard was installed on the wall, but Ms. Teja reported that it blocked light. Ms. Shanthavadhan sought Ms. Deborah's input on placing an additional cupboard on the floor next to the table.
- Dr. Bhuvana emphasized the importance of collaborations with other institutes, qualitative research, and contributing to position reports. She suggested that publications need not be limited to journal articles and proposed adopting research themes for two years, requesting

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journals to publish special issues on them.

- Ms. Sneha elaborated on the corpus fund, stating that ₹2 lakhs per department had been allocated for intramural funded projects. Mr. Shanthavadhan suggested initially approving proposals for ₹1 lakh, and requested the departments to submit research proposals accordingly.
- Ms. Akshitha, the student representative, requested that IA marks be shared with students along with mid-term marks. Dr. Rashmi responded that a meeting had already been held to explain the calculation of IA marks to students. She reminded them that they have access to faculty for clarifications and are responsible for maintaining adequate attendance.
- Ms. Sneha reported that the course load from DSLS has been reduced, reports have been shortened, and clinical practicums have been streamlined. However, Dr. B. S. Premalatha stated that further reductions are not possible as the institute must comply with RCI regulations. Dr. Rashmi added that during RCI inspections, concerns are often raised that the clinical load is already lower than expected. Ms. Akshitha noted that submitting assignments has been easier this semester.
- Ms. Sneha cautioned that further reductions in practicum work could negatively impact work readiness. Ms. Megha added that the reduced number of normatives has led to weaker responses in vivas and suggested that students use Saturdays to complete practicum and normative work. Mr. Shanthavadhan highlighted the importance of report writing and questioned whether Saturday attendance should be mandated.
- Ms. Sneha provided an update on the add-on course by Dr. Lata Krishnan.
- Dr. Bhuvana proposed implementing a Google document where various stakeholders can update a competency mapping sheet for student skills. She noted the increasing mental health concerns among students and emphasized the need for them to advocate for themselves. While agreeing with Dr. Premalatha that academic rigor must be maintained, she suggested redesigning assignments to make them more engaging.

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Agenda 7

Ms. Teja presented the exam coordinator's report, including result and trend analyses. Students shared that they found Pragathi beneficial. Changes in policies regarding midterm exams were also discussed.

Agenda 8

- Ms. Sneha raised concerns about the AV system and proposed forming an event coordination team. Ms. Megha highlighted the challenges faced during Dr. Vasanti Anand's talk, including AV system issues, auditorium limitations, and last-minute arrangements. Dr. Rashmi suggested designating a team responsible for event management, comprising administrative staff and one or two faculty members. She emphasized the importance of working under a unified framework and ensuring presence at all CCs and JCs. Ms. Sneha proposed structuring it like a formal committee with a predefined checklist instead of relying on written requests. Ms. Megha suggested using a platform like Edudibon for event scheduling.
- Mr. Shanthavadhan recommended periodically rotating committee members, while Ms. Sneha suggested appointing a department representative as the point of contact, keeping AV and auditorium in-charges unchanged. He further proposed submitting a formal proposal to the MCM for consideration. Dr. Bhuvana advocated for a streamlined, paperless email approval process, ensuring all relevant stakeholders were CC'd. Both Dr. Rashmi and Dr. Bhuvana recommended developing an SOP with a process flowchart for different types of events.
- Ms. Sneha requested Mr. Jayaram to ensure that documentary proof is submitted to IQAC after approval for financial assistance, to which he agreed. She also briefed Dr. Babita on

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the need to include "in association with IQAC" in all psychology event flyers and circulars, while Mr. Shanthavadhan emphasized that all circulars should be shared with the psychology department.

- To enhance professional development, Ms. Sneha suggested soft skills training for all staff and faculty, assigning Ms. Netravathi to oversee it. She also raised concerns regarding ISHLINK, particularly the accidental deletion of the magazine's Google Drive, and sought ways to manage workload effectively. Dr. Rashmi emphasized the need for timely publication and acknowledged faculty time constraints. Dr. Bhuvana proposed leveraging AI tools for qualitative data analysis, suggesting that ISHLINK drafts be generated using AI for faculty review. Mr. Jayaram agreed to conducting an AI-related training for administrative staff and suggested implementing additional security measures, such as an alternative storage system like OneDrive or Dropbox.
- Dr. Premalatha inquired about OD and OOD policies. Ms. Sneha clarified that OD is no longer applicable, and out-pass punching is required. Dr. Rashmi suggested that Ms. Netravathi review the OD notebook for staff movement records.
- For presentation uniformity, Dr. Premalatha recommended that all departments follow a standardized PPT format. Dr. Rashmi proposed presenting the advisory committee report at the institute level rather than department-wise, with departmental presentations to be conducted quarterly during faculty meetings.
- Dr. Sankarshana suggested submitting articles on significant commemorative days to The Indian Express, while Dr. Rashmi recommended translating ISHLINK articles for regional newspapers. She also requested Dr. Bhuvana to review the institute's website and provide feedback.
- Regarding intern postings, Dr. Babita proposed including psychology placements for both internal and external interns. Mr. Nitish confirmed that internal interns already receive two-month psychology postings. Ms. Sneha suggested formally informing external institutions

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about this opportunity.

- Ms. Sneha also provided updates on the Equal Opportunity Cell, to be headed by Dr. Sankarshana, and the Human Rights (SC/ST) Cell, to be led by Ms. Premakumari, with the information to be updated on the website.

Adjournment

Ms. Sneha Mareen Varghese moved that the meeting be adjourned, and this was agreed upon at 01:00 PM.

Ms. Sneha Mareen Varghese
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Coordinator

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