



# 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**  
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**Lion V.S. Shanthavadhan**  
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## Minutes of the IQAC meeting dated 25/07/2025

### ATTENDANCE

The meeting was attended by the following members:

- Dr. Rashmi J Bhat, Principal and Deputy Director, Academics, IQAC Chairperson  
Mr. Lion V S. Shanthavadhan, Management representative  
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 of Practice, Department of Hearing Studies (DHS)  
Dr. Anita Reddy, 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. Shidhi Nanaiah, Former President, Student Council of Dr. SRCISH  
Mr. Vinay Venugopal, General Secretary, Student Council of Dr. SRCISH  
Ms. Sybille Joy Francis, Secretary to the Principal  
Mr. Nitish Ranjan Patel, Associate Professor, DHS  
Ms. Dessai Teja Deepak, 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

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Ms. Sneha Mareen Varghese, IQAC Coordinator  
Ms. Premakumari, Camp Coordinator  
Ms. Meghana R, Office Assistant, IQAC  
Ms. Netravathi, HR officer

## Agenda of the meeting:

1. Action taken from previous meeting
2. Update on quarterly submission of AQAR
3. Quarterly departmental updates
4. Quarterly IQAC updates
5. Streamlining the mentorship programs
6. Student related matters
7. Any other matter with the permission of the chairperson

The meeting commenced at 10:10 AM. The previous minutes were approved by Ms. Megha Sasidharan and seconded by Ms. Sybille Francis. The aforementioned proposals were approved and passed.

S. No	Agenda	Points discussed	Responsibility
1	<b>Action taken from previous meeting</b>  Email to other institutes about FEES training at Dr. SRCISH	An email was sent to multiple speech and hearing institutes in India regarding FEES training. Dr. Anita suggested that training could be provided to ENT PG students who are posted there. Dr. Rashmi and Dr. Anita suggested including the DEALL unit and voice clinic in future mails to attract	Internship coordinator

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	Intern Reflection and Feedback	external interns. Ms. Subhasini has been collecting feedback from external interns. Ms. Sneha confirmed that self-reflection exercises for interns are ongoing.	Ms. Subhashini
	Examination reforms	It was reported that Multiple Choice Questions (MCQs) are not being used; instead, essay questions are being implemented in mid-term tests. Dr. Bhuvana clarified that students may be allowed to present their answers in any manner they prefer, such as visually. Ms. Teja conveyed that students provided feedback indicating they had requested guidance on essay questions and inquired whether they could convert visual answers into written responses. Dr. Bhuvana clarified that this is simply a method of scaffolding for the students. Ms. Sneha stated that competency mapping has not yet been possible and requested Dr. Bhuvana to provide samples, which Dr. Bhuvana confirmed she will provide.	Ms. Dessai Teja Deepak
	Collaborations	DHS has initiated collaborations with SRIHER, and the department was encouraged to begin more collaborations in line with Dr Bhuvana's suggestions, i.e., collaborating with other academic institutions of repute. Further, it was suggested that the departments can collaborate with internship centres and conduct Institutional Social Responsibility (ISR) activities, such as for World Hearing	Heads of Departments

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	Soft-skills training	Day, and awareness talks. It was reported that soft-skill training implementation for the administrative staff is in process and is expected within a month	Ms. Netravathi
	Equal Opportunity cell formation	Dr. Bhuvana advised referring to University Grants Commission (UGC) guidelines for the smooth operation of the cell, which she clarified constitutes disability support and anti-discrimination measures.	Dr. Sankarshana V T
2	<b>Update on quarterly submission of the AQAR</b>	Ms. Sneha reported that quarterly submissions for AQAR had been attempted but were not completed on time, leading her to seek suggestions. Dr Bhuvana recommended blocking a common time in everyone's calendar for collaborative work on the submission. Ms. Sneha further suggested utilising CCA hours, specifically two Thursdays per month, for this purpose. Mr Nitish suggested biannual submissions, which Ms. Sneha agreed could be effective for certain criteria. Ms. Megha proposed submissions once every four months. It was noted that only two and a half years remain for the third cycle, emphasising the need to improve submission timelines. Dr. Madhuri and Dr. Rashmi agreed that fifteen minutes of each faculty meeting should be allocated for AQAR updates. Updates regarding committee audits were provided, with a reiteration that documents must be maintained according to protocol. An impromptu committee audit is scheduled for September 2025.	IQAC core committee

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3	<b>Quarterly departmental updates</b>	Quarterly departmental updates were presented by the heads of departments, Dr. Anita (DSLS), Ms. Megha (DHS), Dr. Premalatha (BSHRF), and Dr Babita (Psychology). Dr Babita was requested to submit publications from the Department of Psychology to IQAC and BSHRF for their records, and so that she could be empanelled as a PhD Supervisor at Manipal Academy of Higher Education (MAHE). Dr. Bhuvana enquired about group therapy in Psychology, to which Dr Babita responded that it is being conducted for sensory and behavioural issues.	Heads of Departments
4	<b>Quarterly IQAC updates</b>  Feedback Mechanism         Examination Coordinator's Report	<p>Feedback was taken from the stakeholders, students, parents, alumni, and employees. Majority of the stakeholders expressed satisfaction with the curriculum. It was suggested by the alumni that those alumni who were registered with the Alumni association receive a 10% concession on conference registrations. Ms. Sneha suggested this be included in the conference flyer as 'alumni charges'. The self-reflection tool for interns was administered both pre- and post-internship. Satisfaction feedback from external interns has also been collected.</p> <p>The pass percentages and result analysis were presented. It was also reported that essay-type questions were incorporated into mid-term examinations. Dr. Bhuvana enquired if rubrics were provided for</p>	Ms. Subhashini         Alumni committee         Ms. Dessai Teja Deepak

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	Recommendations from the NAAC peer team	<p>midterm exams, outlining what was expected from the students, and she was informed that this had not been implemented yet. Dr. Rashmi clarified that questions should be broken down into components to provide students with a better understanding of how to answer. It was proposed that this also be discussed in the faculty meeting.</p> <p><b>Collaborations:</b> Dr. Bhuvana suggested collaborations with NIPCED. It was recommended that the departments explore collaborations with government organizations.</p> <p><b>Salary structure:</b> Ms. Sneha noted that this has not been achieved yet and that the NAAC Peer Team will enquire about this during their next visit. Dr. Sankarshana proposed establishing private centres for therapy and hearing aids under Dr. SRCISH to generate additional income. Mr. Shanthavadhan requested Ms. Sneha to submit a proposal for this initiative. He also requested written salary structures from other institutes with comparable organizational structures.</p> <p><b>Community services:</b> NSS activities and environmental committee activities have improved. Dr. Rashmi suggested that the student council could also undertake community services, which Mr. Vinay noted. Dr. Bhuvana suggested keeping track of hours using an Excel sheet and</p>	<p>Heads of Departments</p> <p>Ms. Sneha, staff with contacts in other institutes with comparable organizational structures</p> <p>Proposal for Hearing Aid Private Clinic assigned: Ms. Megha</p> <p>Mr. Vinay, NSS committee</p>

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		providing certificates to students who complete a stipulated number of hours. <b>Publications:</b> Ms. Sneha reported that publications have improved since the last cycle. Dr. Madhuri requested that staff to contribute articles for the institute's journal. She also requested that staff assist with journal work. Dr. Premalatha requested an incentive (not less than ₹5000/-) for publishing in the institute journal be provided. Mr. Shanthavadhan then asked for a letter to be written for this proposal.	BSHRF
5	<b>Streamlining the mentorship programs</b>	Discussion commenced on orienting students on how to model their answers based on Bloom's Taxonomy. Ms. Sneha suggested that providing standard mentorship guidelines to mentors could enhance the mentorship process. Additionally, Ms. Megha reported that an FDP on mentorship will be conducted in October 2025.	FDC, mentors
6	<b>Student-related matters</b>	Mr. Vinay was introduced, and Mr. Shidhi provided feedback on student concerns, including positive feedback about parent-teacher meetings. However, hostel issues were raised, such as improperly functioning water filters in the girls' hostel. They also mentioned the non-functional air conditioning in classrooms. Ms Roopa reported that Mr Jayaram would be updated on these matters. Mr. Shidhi also reported about toys shortage in the speech therapy unit. Ms. Sneha added that toys need regular replacement as they break frequently; thus, allocating an annual budget would be	Mr. Jayaram  DSLS

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		<p>beneficial. Dr. Rashmi suggested including an option on the institute's website for individuals to donate toys if they wished. Additionally, she proposed seeking assistance from Cognizant and Tech Mahindra for these initiatives, given their existing MoU with the institute. Further suggestions for acquiring resources included approaching parents, Montessori schools, and toy shops (particularly when they are replacing their stock).</p> <p>Dr. Anita also mentioned parents raising the availability of Tetanus shots for students during the parent-teacher meeting. Mr. Shanthavadhan responded that Tetanus could be stocked on a need basis, along with syringes and needles. Dr. Sankarshana agreed while noting that a freezer would be required for storing the vaccine.</p> <p>Mr. Vinay also raised concerns about the speed of the institute's Wi-Fi. Ms Cynthia supported this point, with other faculty seconding her concern. Mr. Palani has been asked to investigate the same and increase bandwidth if required.</p>	<p>Dr. Sankarshana V T</p> <p>Mr. Palani</p>
7	<b>Any other matter with the permission of the chairperson</b>	<ul style="list-style-type: none"><li>• The next parent-teacher meeting is scheduled for October or November.</li><li>• The next clinical audit date will not be announced but will be held impromptu in September.</li><li>• The AQAR submission is set for December, with data expected by September.</li><li>• The AAA audit interim SSR is to be completed and submitted to the inspectors, who will tentatively be Dr Goswami and Dr Riyaz for speech and</li></ul>	IQAC core committee

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		<p>hearing.</p> <ul style="list-style-type: none"><li>• Criterion-wise SWOC analysis is to be undertaken.</li><li>• Ms. Sneha requested that talks on Intellectual Property Rights (IPR) be organised by BSHRF. Dr. Premalatha further discussed copywriting to be done for the developed test materials.</li><li>• Ms. Sneha also requested Mr. Shanthavadhan to arrange for the improvement of the audiovisual system of the seminar hall and uninterrupted internet in the Institute.</li></ul>	<p>Dr. Premalatha</p> <p>Mr. Palani: Audiovisual system</p> <p>Internet: Ms. Megha, Ms. Cynthia to coordinate with Mr. Palani</p>

## 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 Co ordinator

*Coordinator*  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
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IQAC Chairperson  
*Chairperson*

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