

MINUTES OF MEETING [28/9/2023]

The Meeting commenced at 1:30 PM in Seminar Hall.

I - DISCIPLINARY ACTION FOR STUDENTS WITH LOW ATTENDANCE.

→ Dr. Rushmi J Bhat expressed concerns about students with highly insufficient attendance not undergoing the stipulated measures to overcome the shortcomings.

→ She also suggested that informal call about the measures taken for Post Graduates in case of attendance shortage.

Students will have to compensate in clinics to achieve 80% attendance to be eligible for stud tickets. The same measure to be looked into if it can be applied for Bachelors.

→ After deliberation with all, it was decided that those with less than 65% ~~at~~ class attendance will not be issued Hall Ticket. Those with 65% to 80% should compensate in clinics to achieve the 80%. In addition to the same, Attendance records to be displayed in notice board on monthly basis.

II - ANY OTHER

→ Dr. Anita Reddy expressed concern about poor report writing capability of students. The measures suggested were to create ~~an~~ short formats for all reports/ disorders. Dr. Rashmi J Bhat suggested a workshop may be held to help students with report writing, and to improve their other documentation skills.

III - DECISION ON MR. MUBARRAK OR WALEED REGARDING ELIGIBILITY FOR EXAMS.

→ As he has not attended college, has highly insufficient attendance and has not attended exams & viva, he wanted ~~correction~~ he was withheld from writing exams.

→ A fine of INR 50,000 will be levied of him as penalty for him to appear for exams.

IV - SUGGESTIONS FOR PRSRF FELLOW

→ Dr. Arantni suggested Dr. Ankita from Redding University.

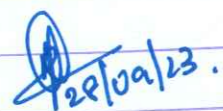
→ Ms. Sacha suggested Dr. Susan Purdy from Auckland University.

V - UPDATES ABOUT GRADUATION DAY PREPARATION

→ Dr. Rashmi J Bhat enquired to all about updates in preparation of Graduation Day and informed all that there are three guest of honour and one chief guest.

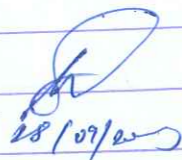
→ Dr Rashmi J Bhat informed all that Dr B's Prasadanna is recipient of DR SRC Fellow

→ Ms. Deena Priya to prepare quotes for the outgoing students.

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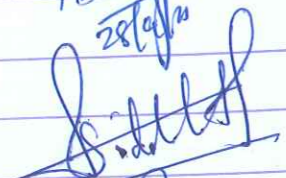
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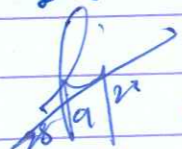


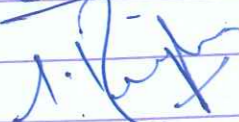
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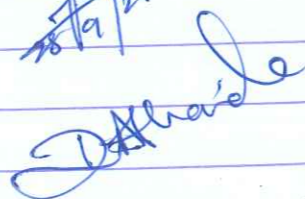
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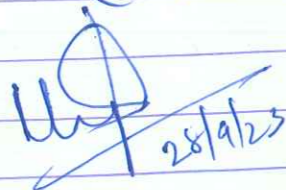




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The Meeting commenced at 1:30 PM in ~~com~~ Seminar Hall

AGENDA 1: UPDATE ON CLASSES / SYLLABUS COMPLETION

- Dr Rashmi J Bhat enquired to all subject teachers about status of paper completion and urged all teachers to submit lesson plans of the same. She also emphasised to all to follow LTP based Teaching practices.
- The class teachers were asked to keep the Academic co-ordinators updated about paper completion and Attendance of the students
- Dr Rashmi oriented all about documenting the Master Register, she urged all to use codes LITIP and mention against the topic covered of each day.
- All subject teachers were instructed to make students document the subject practicals.

AGENDA 2: STATUS OF ACADEMIC PROGRAMME BY CO-ORDINATOR

- Dr Madhuri Gore enquired to all staff present about timely submission of clinical records by students. Staff reported satisfactorily performance of students in clinic incl. their submission of records.
- Field visits: Principal asked the class teachers re-plan of field visits of I Semester. Mr Deena was asked to co-ordinate to the following places:
 - 1) Brain Museum
 - 2)

- For III Semesters Ms. Subhashini was asked to co-ordinate with Ms. Ardiology.
- ~~For IV Semesters~~

AGENDA 3: MENTORSHIP PROGRAMME

- Ms. Sneha Narayan Vaykeda oriented all about Reforms in Mentorship programme. She informed all that class Teachers will be the main mentors and subject teachers will be associate mentors. Students can choose the ^{staff} mentor they are comfortable with & secure mentoring.
- Ms. Sneha informed all about the Student log and Mentor log that is supposed to be maintained by students & Mentors respectively.
- Principal signed all to maintain the documents of the same in the prescribed format.
- Monitoring of the programme overseen by IDAC team will be held on every month from Thursday (9AM-10AM).

AGENDA 4: UPDATE FROM RESEARCH UNIT

- Dr. Arantni informed all about the progress in scrutinising Research proposals submitted by Msc students.
- As comments are being added by the reviewers in the Google Document, guides were requested to keep monitoring the same.

AGENDAS: CC FORMAT

- Ms. Cynthia explained to all the new format for grading Clinical competencies
 - 90 marks
 - Objave
 - Rol
 - Case presentation
 - Content & delivery
 - Timing
 - Guide's Rating
 - ~~Similar~~ Novelty content
 - Clinical Relevance & few other attributes.

→ She also explained to all about structure of clinical competence.

OTHERS

- Dr. Rashmi J Bhat asked all staff to discuss brainstorm and deliberate regarding Value Added course.
- It was decided that Mr. Narasimhamurthy will scout for course that are of minimum 15 hours and nominal in fee.
- Ms. Sneha added that student feedback will also be collected for CEs and JEs.
- ~~Dr.~~ Dr. Rashmi J Bhat urged all for main cooperation towards financing of IDAC Audit & workshops for 3rd cycle of NANC Accreditation.

The Meeting was adjourned at 2:35 PM and all staff in attendance seconded the decisions taken.

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The meeting commenced at 1:30 PM in Seminar Hall

AGENDA 1: STANS OF VA CLASSES & REMEDIAL SUPPORT

- The Principal enquired to all subject teachers about the portion completion, progress made by teachers was found to be satisfactory.
- Principal has asked for a feedback from students who underwent Remedial teaching from PRAUATHI committee members
- Ms. Deborah, member of PRAUATHI committee urged all to conduct Retest for students who underperformed in Mid Term Examination
- Ms. Megha urged structuring of Mid course improvement
- In response to that Principal suggested to hold Mid Term Exam in 1.5 months post commencement of Semester and have mid course improvement exam within a month. She also instructed circular to be made for the same by the committee (PRAUATHI).
- Principal suggested that 1000 students to be posted in clinics full day for the entire month of January 2024 after having a break in the end of December 2023. As portions are yet to be completed, the month of December 2023 will be utilized for that. She also urged all to think of systematising and engaging the students in their January 2024 posting.

AGENDA 5: CARNIVAL

- The tentative date suggested for Kaleidoscope 2.0

- The Carnival co-ordinators to fix the date and commence with Planning

AGENDA 6: NEW YEAR LUNCH

- All staff were told about New Year lunch and the tentative date for the same is January 12th.

AGENDA 2: CLASSES FOR MASTERS

- Dr. Principal urged all to submit lesson plans for III sem Masters and tentative deadlines to finish complete portions were discussed

AGENDA 7: VALUE ADDED COURSES & REWARDS

- A list of VAC were identified by Ms. Sneha, Ms. Priya & Ms. Rajeshwari. Principal suggested further shortlisting of the courses and giving the students two options and to choose between them
- Principal instructed Ms. Subhashini to add a clause in the Student Handbook that VAC is mandatory and the cost to be borne by them
- Dr. Ms. Anna suggested Self Defence as a value added course, Principal suggested to identify students who have some proficiency in Self Defence and consider them as Resource person
- Suggestions were asked from all on how to Reward students who successfully complete the VAC. Principal urged everyone to think over on some Reward systems and get back by next meeting

AGENDA: 8 COLLEGE ORGANIZED CULTURAL PROGRAMS

- Principal informed all that CLS & JES will be conducted on Tuesdays so that Thursdays are free where 4 hours are free in which 1 hour will be for mental wellbeing orientation by Ms. Shakeela, 1 hour for BBC, 1 hour for activities by Mr. Anjali and 1 for other cultural activities which will be conducted by Student Welfare Committee. The name is decided for the same is MASTI.

AGENDA: 9 CONDUCTING AWARENESS ACTIVITIES

- Principal informed all that all awareness program will come under the name of 'JABRITHI' which is used to be used for in all promotional materials for main department awareness activities by the committees.
- Principal urged all committees to keep ISAC in loop for all the plans made.

AGENDA: 4: STAFFS OF SEMINARS

- Principal urged all departments to conduct minimum of one seminar per year and she informed all about the upcoming conferences/seminars by DHS & Psychology Dept.

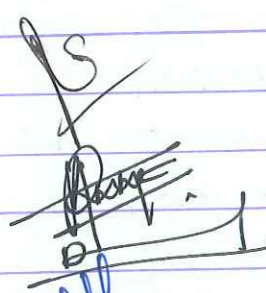
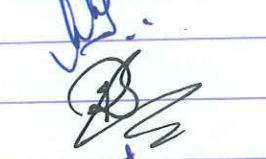
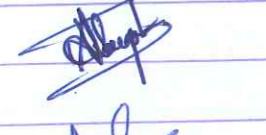
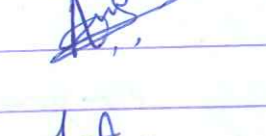
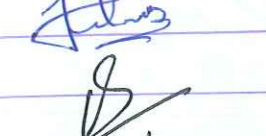
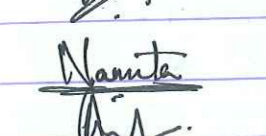
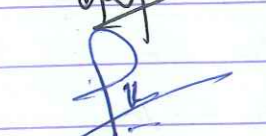
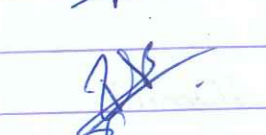
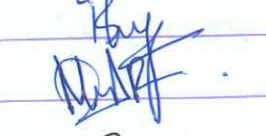
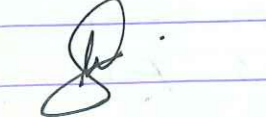
AGENDAS: CLINICAL ISSUES RAISED BY DOCS

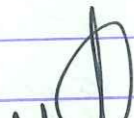
- To ensure timely submission of clinical records Dr. Madhuri requested a checklist which will be.


- Dr. Madhuri expressed her concerns about having less manpower in AVT unit.
- Ms. Megha expressed the difficulties faced in deputing students for case history taking.
- Principal asked all staff to sensitize students to report for case history taking.
- Dr. Anita expressed her concern over students not doing compensation in speech department and hence not reporting to speech department even when the speech & cerebral speech centre is closed.

ANY OTHER

- Students attendance issues were discussed.
- Principal informed all about Teacher Training Program by MALAVIYA by UBC. She urged all to complete the same (online program).
- Principal also informed all that we should proceed for applying for NIRF. Should be commenced.
- Principal informed all that attendance to be ensured for students who go for camps in sports clinic and Academics.
- Ms. Megha informed all about the upcoming Alumni Meet on 2/12/2023 at 3:00 PM. and she also told all in-house Alumni that it is mandatory.
- Dr. Madhuri & Principal suggested a short version of IEC/RTI to be planned for Car Report. For same Dr. Arunika to be look after the same.


 30/11/23


 30/11



Minutes of the meeting (4/1/24)

The meeting commenced at 1:35pm. in Seminar Hall.

→ Carnival (Kalaidoscope, 2024)

* 9th March was suggested for conducting the carnival.

* Building Inclusive Spaces.

6x6 stalls, 8x8 stalls. More stalls to be given to outsiders and other NGOs.

- NGO - 1500

- Commercial - 2500

Inauguration - Mrs. Rukmini Krishnaswamy.

* Dismissed -

- to give cleaning staff extra amount. or.

- ~~to~~ each stalls to take the responsibility of cleaning.

* NGOs - Spastic Society Karnataka (To find sponsors for paying), APD, Akshada. etc.

* Music and Games - Students and Staff.

* Canteen. to be used for few of the activities from the institute.

* Suggestion was put up to make a directory of all the NGOs participating in the carnival.

* Suggestion to invite special schools to participate.

*

→ February will be the designated month to take all the geotagged photos for NAAC - Infrastructure, class etc.

... the ... incharge for.

internship coordination from speech language studies department-

→ Meghana - CS-1 has to do result analysis of previous academic year.

→ 1st semester ~~per~~ subject-portion completion was discussed. Last working day for 1st semester is 31st January. IA, attendance and viva to be completed by third week of January.

* Discussed whether to conduct exam on a weekday and compensate on Saturdays, conduct re-test (as the previous test results were poor).

→ Students are expected to compensate during their 1 week study leave.

→ Principal to be informed about students with low attendance.

Dr B.S. Premakar

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Namita
04/01/2024

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Minutes. of the meeting [25/1/2024]

The meeting commenced at 9:05 am. in the seminar hall.

1. * Completion of portions:

- 31st Jan has officially been announced as the last working day for BSc. batches. However, if portions are pending the same can extend till Unis announce.
- 10th Feb. considered to be the date for announcing the examination dates.

2. * Attendance related issues:

Students from Vth semesters has been identified with attendance issues (<90%) in clinical postings.

- Suggested solutions for the concern are
 - Inform the parent about the shortage in attendance.

3. Viva performance:

The performance of the final year Bsc. students have been identified to be below average as they were not able to perform ^{even} at 1st year level as well.

- Dr. Madhuri Gore suggested if modules can be provided to students. She also suggested that the practicals can be written during the lab/clinical hours.

effort to perform the retest examination despite staff attempting to provide a retest. A few reasons included students having an understanding that a retest may not vary the overall IA to a significant level.

Suggestions:

- Marks to be displayed on the notice board.
- Ms. Sneha suggested if marks were raised, the students with highest marks may also be raised.

Possible Help that can be offered to students with difficulties

- * Dr. Shakela Naidu suggested that if students are facing any difficulties they may require a prep by their mentors prior to being sent to a psychologist.
- * Dr. Anita Reddy suggested that, students who perform low in the respective subjects, the experts may keep the mentors of the batch updated about these students.

- * A certification for completion of the course can be given to students who may complete their degree later due to their academic or psychological related issues.

- * Poor clinical performance of students also can be reported to the respective mentor by the clinical incharges in order to take the necessary actions.

- * Dr. Shakela Naidu suggested that an ~~an~~ official mail can be sent with list of students.

Staff attendance:-

* ~~(Dena Brij)~~
25/01/24

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Meeting with Faculty for discussion on New syllabus for UG/PG from Dec for the upcoming year 2024-2025 academic year. (4/04/2024).

FOR UG - BASLP:

1. order of papers - Reduced number of papers

I semester papers:

210 hours of theory; Approx. 290 hours left.

Additional Papers such as IC; Environmental sciences; Banking & Finance will stop from New syllabus. Dr. MG suggested using an VAC/Add course to cover the extra hours.

Basic (VAC) Kannada - 30 hours - syllabus from Mangalore university.

If anyone knows Kannada - If Psychology course starts we can enroll them as in English / Hindi.

Basic English for everybody - writing skills / or focus on some kind of need for communication. (VAC) (30 hours)

Practicals: Lab record / Activity for Practicals in each paper / As per syllabus.

I SEMESTER: (HOUR DISTRIBUTION) 210 hours Theory + 30 VAC - KA + 30 VAC - ~~KA~~ + Rest of hours clinics. Basics of sign language

Field visits, visits to centers can be added to clinical hours.

If more hours are needed, approx. 56 hours, hours for theory can be increased. This to be calculated.

MARKS: → ^{ credits } sticking to Marks, as per RCI - syllabus
30 - 70 ; credits will be changed based on marks/hours.

I SEMESTER (MARKS)
30 - 70 - credits based on marks/hours. (CM/MC)
4 credits instead of 3 (CM)
2 credits (MC)

II SEMESTER:

Therapy disorder in II sem - will continue to be in II sem as per majority.

255 hours of theory + 30 hours plus for clinics.
(30 + 30 - SLP + A)

MARKS: → As per RCI syllabus stated.
2M - 25 - 25 - 50 (100) for credits also.
2MC - 25 - 50 (75)

Optional Minor - Examination by university - MCQ
Choice of ~~two~~ subjects. - 2 hours paper.

- ↳ ~~Basics of sign language~~
- ↳ Developmental Pediatrics
- ↳ Counseling and Guidance.

Syllabus to be designed.

MINOR OPTIONAL:

II: Developmental Pediatrics / Counseling & Guidance ³

III: Counseling and Guidance / Developmental Pediatrics.

IV: CBR / Genetics

V: Genetics / CBR

VI: No MO - RCI course

Distribution of theory & Practical hours. Practical hours to be accommodated in timetable.

Theory handled by one faculty & Practical by one faculty.

LTP format of setting lesson plan.

Tutorials can be used through Google Classroom for all classes.

Internship: As per new syllabus - If student has failed in theory, they cannot start internship.

Linguistics: ~~As stated for this~~ Faculty to be considered.

Postgraduate:

MSc. Speech Language Pathology:

Minor optional:

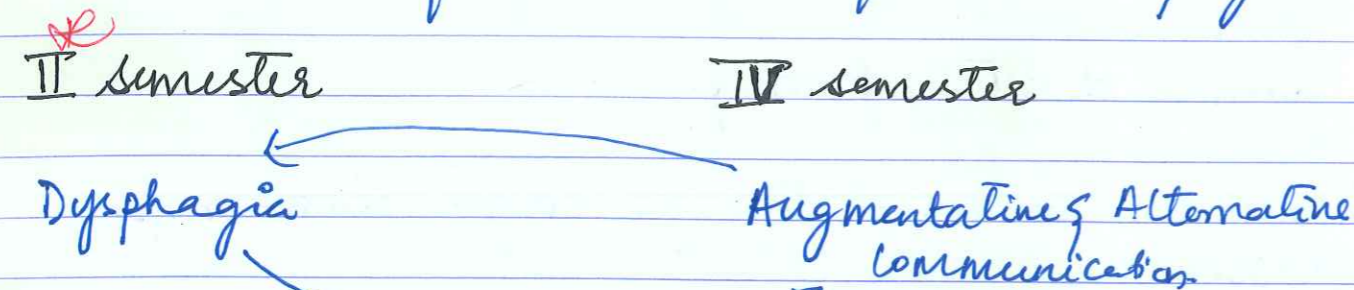
I: ~~Speech Science~~ ~~Bioethics~~ / Event Related Potential
Auditory PD ~~ADD~~

II: Event Related Potential / APD

MARKS:

* 70 - 30 (Theory - IA) (CM)
Retaining same marks for MC (Minor compulsory)
40 - 10

IA for dissertation to be included (comment to RCI)
credits for dissertation ^{crd per} university guidelines.



Change in papers in respective semesters.

Bioethics can be considered for ~~VAC~~ Add on course.

* Adding a second paper to IV semester - counselling & guidance (Major paper).

* Moving - 205 MC to 2304 MC

MSc. Audiology:

MARKS:

* 70 - 30 (Theory - IA) (CM)
Retaining marks for MC (40-10).

Minor optional:

* I: Speech production & Analysis / Learning Disability

II: LD / Speech production Analysis.

* Moving paper - 205 MC to 304 MC
305 M - (Clinical)

* Adding a second paper to IV semester - counselling & guidance (Major paper).

4 credits

Credits - total credits university accepts is 100.
to be discussed.

4/4/24

04/04/24

4/4/24

4/4/24

MINUTES OF FACULTY MEETING - 25/04/2024

The meeting commenced at Seminar Hall at 9 AM.

~~The Agenda for the following meeting is as follows:~~


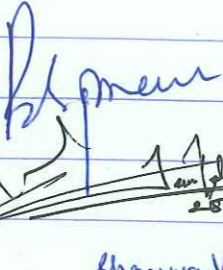
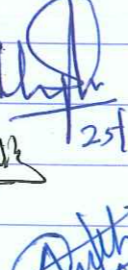
AGENDA 1: GENERAL DISCUSSION ON CURRICULUM DELIVERY

- Dr Rashmi J Bhat urged all subject teachers of the batch to submit lesson plans to college office at the earliest.
- She requested that Academic co-ordinators of both UG and PG batches to have an orientation for their respective batches on their first day of joining regarding teaching-learning process.
- All were instructed to meet the minimum teaching hours of 56 hours and keep master register updated.
- She also instructed teachers to evaluate self learning of students as this guarantees their understanding of the activity and urged everyone to use Google classrooms.
- Dr Madhuri was requested to substitute teachers to arrange for substitute classes in their absence.
- In the absence of subject teachers in Pathology Dr. Nitin Dandekar to substitute & in the absence of Dr. Nitin Dandekar Ms. Sneha to substitute.
- The Principal urged class teachers to maintain Mentorship records.
- Mr. Nitin expressed his concern over not receiving



Any OTHER

- > Regarding Extension & viva -> Mr. Nishu informed all about upcoming extension program for IV Sem PU students that is scheduled to commence on 27th and viva will be held on 28th. He also informed all about tenties prepared for the extension program.
- > Mr. Ajith CS, DLS expressed his concern about gnters taking leave.
- > With reference to gnter student grievance received, all supervisors are asked to be available to students while taking cases.
- > Regarding Attendance Students who did not report to class till date. - II BSc -> Ms. Subitha, Mr. Nishu & Mr. Sagnik
I BSc - Mohammed Asutw -> college office to discuss measures to follow up to be taken

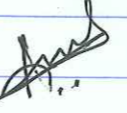
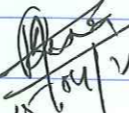
The meeting was adjourned at 10:05 AM. All staff in attendance recorded the decisions taken

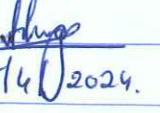



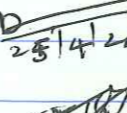
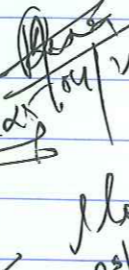
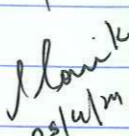
 25/04/24.

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 25/4/2024.

MINUTES OF THE MEETING DATED 13/05/2022 II

The Meeting commenced at 1:40 PM at Seminar Hall

NOTE: Screening of PAA Talks to be rescheduled.

AGENDA 1:- CLINICAL & ACADEMIC ADT & ACADEMIC ADT II

→ Dr Rashmi J Bhat informed all about the upcoming clinical Adt by Ms. Nagapornima on June 14th.

→ Academic Adt will be conducted by Dr. Ronce shortly after.

→ Checklist for the same to be made by ZDAC ~~Adt~~ team

AGENDA 2:- STUDENT GRIEVANCES

→ Regarding IA Transparency: An response to

Student's grievances on not knowing the IA, it was decided that the final IA which is to be uploaded is shown to students for which all staff were asked to finalise IA ~~from~~ atleast 2 weeks prior to stipulated dates. Also students' signatures to be got ~~from~~ in a sheet with final marks, this will be done only during

→ Regarding Assignments: Principal suggest staff not to give excuse self study / Assignments and to plan accordingly.

AGENDA 3: CPC Preparation

→ Due to Mr. Siddharth's relieving, Principal suggested Mr. Nivedhitha from college office to take over ^{CPC}, however training to be given by core-faculty who knows the procedure.

AGENDA 4: NAAC DEADLINES & DBAC INITIATIVES

→ Ms. Sneha informed all about responses of students for the Need Survey
→ Dr. Rashmi J. Bhat informed all about the Self Reflection form & it's utility for student & staff
→ Ms. Sneha urged all staff to stick to deadlines for the upcoming DBAC work
→ Advocate for criterion 2.

ANY OTHER

→ Principal suggest all staff to submit lesson plans on time
→ she informed all regarding necessary submission of LIC proposal towards inspection

to be Rep ready.

→ Ms. Sneha clarified regarding interns, sought clarification regarding interns availing leave in the next day after returning from Paragada satellite center. It was decided that interns can avail the next day leave after returning from Paragada.

→ Tentative dates for Graduation Day is decided as either Aug-30/31 - to be finalized after MCH approval.

→ Feasibility to be checked with Dr. Shakila Naidu regarding Online Mental Health support session.

→ Dr. Rashmi J. Bhat suggested to have a staff on infection control of half a day.

→ Ms. Prajna is designated as class teacher.

→ Staff outing.

→ Check website progress. changes to be made.

20/06/2024

The Meeting commenced at 2:00 PM in Seminar Hall

AGENDA 1: Status of UG and PG Classes

- All subject teachers updated principal about their status of portion completion
- Some teachers regarding special classes also stated their requirements.
- The last working day for PG is tentatively September 13th 2024
- Principal urged all guides and co-guides to ensure Dissertation submission before the above date.
- All guides and co-guides were requested to inform their students regarding dissertation viva and submission of papers.

ANY OTHER ISSUES

- Dr. Mittal to continue doing HEPK and CORA i.e. foreign documentation/ licensure while delegated to another person.
- principal informed all about new Admissions for the upcoming 1st BSc [21 admissions out of 40 completed].
- Tentative Graduation date to be decided as of now is October 5th along with Founders Day.
- Principal asked all committees to...

organized.

The meeting was adjourned at 2:30 PM with all staff according to the recommendations made

Rashmi J. Bhat ~~Pa~~
 Prema Kemeru CB ~~Pa~~
 Megha Sasidharan ~~Ms~~
 Madhi Gou ~~Ms~~

Bhramara ~~Pa~~
 Deena Pooja ~~Pa~~
 Prajna ~~Pa~~
 Subhakarini ~~Pa~~
 U. Shrawya ~~Pa~~
 Anitha ~~Pa~~
 Sneha ~~Pa~~
 Anvita ~~Pa~~
 Aksha ~~Pa~~
 Phulvira ~~Pa~~
 NAMITA ~~Pa~~
 SREEVIDYA ~~Pa~~
 Rajashree ~~Pa~~
 Karthika ~~Pa~~
 Dayana ~~Pa~~

18th July 2024

19

MINUTES OF THE MEETING.
with faculty.

1. AQAR report first draft. Submission dates on faculty group, will be reminded again tomorrow.

Based on the checklist given / prepared documents & proofs to be collected.

Criterion 7: Associate - Ms. Rajeshwari
only editing by Ms. Sedricia.

Criterion 2: Associate - Ms. Vaishnavi . R.

2. Theory classes:

class hours for each semester for each subject should be around 56 hours.

All faculty (AP, & others) to make sure to have 56 hours (LTP)

From next year IV semester Usc. Students will have 3 days of classes & on Thursday & Friday they get for dissertation hour.

Tutorial & Practical classes taken to be included in the Master register to show atleast 75% of 56 hours are done.

Bsc. Psychology (honors course) by Res. Approved, to be started next year.

low theory attendance will be ^{with}

3. class attendances: Students with Pragathi & one week of study holiday is required to spend time with Pragathi at library.

IV semester Msc students have low theory Attendance due to them taking leaves for data collection.

4. Viva Performance: Foundations of Basics to be done with students to build up on. Clinical performances to be improved - OSCE is used.

5. Kaleidoscope 2024: Approx. 21st September 2024. Flyer is designed. 25 commercial & NGO flyers sent. 20 stalls.
one stall for students
one stall for parents of child with disability

UG students will be available for the carnival. Mothers from MTC can be approached.

6. Competition for students - 2 per semester.

Total of scores of winners will be added to their talents day score.

Class wise teams for competition for students.

Ideas & topics out of the field, Generalham.

Ms. Sedreia & Team will be working towards it.

7. Field trips :

July 31st - NIMHANS Brain Museum.
(1st years / 3rd years) BASLP.

I Msc. SLP - Bangalore Conservatory.

II sem BASLP - Unit of Hope. VI sem - AISH.

III sem BASLP - WS Audiology

IV sem BASLP - TBD

V sem BASLP - SSK

Subject teachers to check for centres for field trip.

Ramancmaheshi Blind School - for field visit.

NIPMED - for VI sem BASLP.

Trip for VI sem to Chennai to visit different centres.

8. Induction Ceremony :

→ Duties assigned. To plan for 26th July 2024.

→ Principal invited all the faculty for lunch on 26th July 2024.

9. New 1st year Students - classes for them Dr. MG, Ms. Praveena will occupy one hour each. Other hours to be planned.

KARNA measurement for 1st year.

Screening of movies; case history
Clinical Teaching can be done.
Teachers will occupy the class hours.

Medical Terms / Anatomy.

19th July 2024 - 2 hours occupied by KARNATA measurement.

Ms. Ann will be coming for linguistic classes from
Monday.

Aptitude evaluation will be done after 15 days by
Ms. Alphonsa.

Kannada classes for IBSEI students

10. Invigilators for examinations to be planned.

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Kyr	
Elpman	Prag
Uthi	Pr
1. J	Prag
Pr	
Sadi	
Prag	

MINUTES OF THE MEETING DATED 25
22/08/2024.

The Meeting commenced ~~at~~ ⁱⁿ Auditorium at 1:30 PM

AGENDA 1: SUBJECT ALLOCATION OF UG CLASSES.

- The last ~~working~~ ^{Tenure} day for all UG semesters begin at August 26th 2024 & ends at December 9th 2024.
- The Internal Assessment mark scheme currently followed was advised to be continued.
- Batchwise pictures to be taken for all classes.
- Regarding reforms in the syllabus pertaining to SEP for all principal advised ~~that~~ staff will be oriented in forthcoming meetings.
- All teachers were informed about their subjects allotted for the upcoming semesters.

AGENDA 2: ANY OTHER ISSUES

- Principal asked for suggestions on dealing with attendance shortage issues and to whether reform the existing method of lab teaching in library. A suggestion of collecting penalty was put forth which was decided to be discussed in the Governing Council. Another suggestion of those students doing community works at the adopted school was also recorded. Feasibility of these options to be determined. Slabs for Fine to be decided. As of now it was decided that

→ All were ~~instructed~~ informed that Graduation
26 Day is on October 3rd 2024.

- Concerns related to Internship were put forth by Mr. Niksh Ranjan Patel. He also announced the Internship posting centres.
- Principal advised the departments to work out seamless solutions for outposting of outreach activities.
- All guides & co-guides were informed about deadline for dissertation submission - September 12th 2024. They were also informed about the Ethical Closure Form.
- Ms. Nivedhita, college office representative was decided to be included in the Alumni committee to aid in ~~the~~ contacting Alumni for information gathering.
- It was decided that ~~Alumni~~ Alumni Committee Annual Report will be prepared by Library Committee.
- ~~Ms~~ Ms. Nivedhita is assigned for CPC work and both department staff to train her for the same.
- Principal advised all to prepare reports in ~~an~~ a uniform manner.
- Time Table ~~statement~~ structuring to be taken care by Ms. Vaishnavi Pandey.

The meeting was adjourned at 3:00 PM with all attendees recording the decisions made.

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