



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)

Hennur Road, Lingarajapuram, Bengaluru-560084

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• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

Minutes of meeting for 2nd IQAC Meeting held on 21.12.2023

CALL TO ORDER

A meeting of the 2nd IQAC was held on 21/12/2023 at the Seminar hall. The meeting commenced at 10.10 AM.

THE AGENDA FOR THE MEETING WAS AS FOLLOWS:

The Agenda for the meeting was as follows:

1. Approval of previous Minutes.
2. Status of AQAR submission 2022 – 2023
3. Kaleidoscope.
4. ISR Activities in adopted school.
5. Funds for various IQAC Activities.
6. In – house training for competitive examinations through student welfare committee.
7. Feasibilities of providing crèche facilities.
8. Student Related matters.
9. Any other matter with permission of the chairperson.

ATTENDEES:

Lion V.S. Shanthavadhan
Dr. Bhuvaneshwari
Dr Rashmi J Bhat
Ms. Sneha Mareen Vaghese
Dr. Madhuri Gore
Dr. B.S. Premalatha
Mr. Nitish Ranjan Patel
Dr. Anitha Reddy
Ms. Alphonsa Joseph
Ms. Megha Sasidharan
Mr. Sybile Joy Francis
Mr. Jayaram C.S.
Mr. Sudharshan
Ms. Lakshitha
Ms. Aishwarya Dinesh
Ms. Subhashini.D
Mr. Ajith

Rashmi J. Bhat

Dr. Rashmi J Bhat
Principal

Dr. S. R. Chandrasekhar Institute
of Speech and Hearing
Hennur Main Road
Bangalore-560 084





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The meeting commenced with a warm welcome to our external member, Dr. Bhuvaneshwari, and to the team.

AGENDA 1: APPROVAL OF PREVIOUS MINUTES:

The action taken report was displayed, and discussions pertaining to that were carried out:

1. With regards to interdisciplinary or interdepartmental courses for students, a course on AVT for Speech Language Pathology PG students was suggested. It was decided that Dr. Madhuri Gore would lead the planning and execution of the same.
2. In addition to the above, it was suggested that Dr. Shakila Naidu and Ms. Sedricia can plan a psychology course for UG students.
3. Ms.Sneha Mareen Varghese suggested a feedback form be made and circulated to students who underwent remedial teaching to determine the effectiveness of the PRAGATHI programme.
4. As the display boards for the ICC and women's cell are yet to be done, Mr. Jayaram was assigned to oversee the same.
5. Reformation in OD policy were informed to all: 10 ODs are allotted to all who are members of BOE, BOS, or other examination-related responsibilities; others who do not have such responsibilities will have 5 ODs allotted; a circular for the same will be issued shortly.

The minutes of previous meetings, along with the aforementioned recommendations, were approved by Dr. Madhuri Gore and seconded by Mr. Nitish Ranjan Patel.

AGENDA 2: STATUS OF DATA COLLECTION OF AQAR FOR THE YEAR 2022 – 2023 (1/9/2023 – 30/8/2023)

1. Ms.Sneha Mareen Varghese expressed her concern about insufficient data collection for the upcoming AQAR submission by the committees and asked all to express any difficulties they encountered. Ms. Megha expressed her queries on certain unavailable data and formats for proofs, which were clarified.
2. Ms.Sneha also suggested that monthly meetings with criterion heads be held henceforth to track the updates in each criterion, and this was seconded by Dr. Madhuri Gore.
3. Dr.Rashmi urged everyone present to work towards NACC collectively to ensure the timely submission of AQAR.
4. Dr.Bhuvana suggested extrinsic motivation measures for criterion heads and associates as a reinforcement to complete assigned tasks. In addition, she also suggested an online-based system with clear instructions to be made available to all.

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2. In addition to the above, it was suggested that Dr. Shakila Naidu and Ms. Sedricia can plan a psychology course for UG students.
3. Sneha Mareen Varghese suggested a feedback form be made and circulated to students who underwent remedial teaching to determine the effectiveness of the PRAGATHI programme.
4. As the display boards for the ICC and women's cell are yet to be done, Mr. Jayaram was assigned to oversee the same.
5. Reformatations in OD policy were informed to all: 10 ODs are allotted to all who are members of BOE, BOS, or other examination-related responsibilities; others who do not have such responsibilities will have 5 ODs allotted; a circular for the same will be issued shortly.

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2. Sneha also suggested that monthly meetings with criterion heads be held henceforth to track the updates in each criterion, and this was seconded by Dr. Madhuri Gore.
3. Rashmi urged everyone present to work towards NACC collectively to ensure the timely submission of AQAR.
4. Bhuvana suggested extrinsic motivation measures for criterion heads and associates as a reinforcement to complete assigned tasks. In addition, she also suggested an online-based system with clear instructions to be made available to all.

AGENDA 3: KALEIDOSCOPE 2.0

1. Rithu, Ms. Alphonsa Joseph, and Ms. Sedricia are working towards organising Carnival Kaleidoscope 2.0. The tentative date is March 9th, 2024.
2. Bhuvana suggested a panel discussion on disability/experience sharing by an individual with disability to be organised along with the carnival and to live stream

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- the same on social media platforms. She urged the team to start preparatory measures such as circulating flyers to attract sponsors and stalls.
3. A seed of INR 30,000 was approved by the treasurer. He asked for a formal requisition to proceed with sanctioning procedures. ✓

AGENDA 4: ISR ACTIVITIES IN ADOPTED SCHOOL

- 10
1. Alphonsa Joseph informed all about ISR activities carried out so far at the adopted school (distribution of plates, clothes, and stationery, along with NSS volunteers teaching them English). ✓
 2. Future plans discussed were to support them in fixing a damaged pillar, cleaning the premises, and providing free ENT service. ✓
 3. Bhuvana suggested collaborating with Gubbachi Learning, an NGO that has experience working with government schools, to get more insights on how to help them better. ✓
 4. The Treasurer suggested that activities be carried out once every 2 weeks and that all photographs of activities carried out be updated on the website with a date or month. Ms. Alphonsa should coordinate with website coordinators for the same. ✓
 5. Alphonsa expressed her satisfaction with the students' interest in carrying out NSS activities. ✓

AGENDA 5: FUNDS FOR VARIOUS IQAC ACTIVITIES

- 11
1. Sneha explained the importance of having seed money for each committee to conduct activities for Lion V.S. Shanthavadhan. ✓
 2. He asked for projected expenses to be submitted by each committee. The committees are required to submit the same to IQAC for further processing and sanctioning. ✓
 3. Rashmi informed all that a minimum of two events are to be conducted by each committee per year. ✓

AGENDA 6: IN - HOUSE TRAINING FOR COMPETITIVE EXAMINATION THROUGH STUDENT WELFARE COMMITTEE

Ms. Alphonsa is organising for the same; she is currently working on getting more information on the preferred courses of the students and the number of takers. After finalising the same execution to be carried out by the student welfare committee. ✓

AGENDA 7: FEASIBILITY OF PROVIDING CREECHIE FACILITIES.

12

Dr. Rashmi J. Bhat and Ms. Sneha suggested the importance of having an equipped crèche (in-house). Dr. Anita added on about precautions to be undertaken. The treasurer asked to get back with possible rooms where creche can be located and to come up with a policy for the same.

AGENDA 8: STUDENT RELATED MATTERS

Student council members expressed the following concerns:

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12

1. The women's washroom is not being maintained. As a resolution for this, Dr. Rashmi J. Bhat suggested that one housekeeping staff be assigned to the third floor exclusively.
2. Hostel water purifiers are not working properly, and the quality of the water is not good.
3. Need a new table tennis board as the existing one is broken.
4. In response to students interest in having badges instead of ID cards, the decision was made that, as ID cards are necessary for examinations, they cannot be discontinued. However, instead of a lanyard, a clip-on provision can be made.
5. Insufficient Wi-Fi Bandwidth: Student council members were asked to submit a formal letter expressing their requirements.

11

The treasurer informed Mr. Jayaram to oversee and rectify the above.

15

6. Students returning from their respective hometowns who reach the hostel early in the mornings are not allowed to enter the hostel premises. A resolution for the same was suggested by the treasurer: only students who inform the hostel warden prior by providing evidence of tickets will be allowed.

7. Safety issues in the BBMP grounds were addressed, for which collective opinions from all members suggested looking for a school ground. Student council members to get back regarding the same. *Ms. Alphonsa Joseph suggested that school/colleges can be approached for utility more ground*

8. Need for the support of the physical education teacher to help in stock checking and to accompany them for sports competitions: approval for the same was given by the treasurer.

9. A decision on recreational trips for students is to be made after the student council works out a preliminary plan and presents it to the principal.

10. Questions on how to proceed with associated activities by MABP were addressed, for which Ms. Alphonsa and Dr. Rashmi J. Bhat urged that propositions may be put forth by third parties and taken forward only when they propose via proper channel. In addition to this, they also advised student council members to voice out or process their grievances formally.

11. On their query about proceeding with the intercollegiate festival, it was suggested to them to work out a plan and come up with the same, and that they could also approach ISHA and HA companies for sponsorship. Dr. Anita Reddy suggested approaching reputed organisations such as TATA for sponsorship. The tentative timeline for the same is June/July 2024.

12. Queries about the number of CCA hours were resolved: 3 hours of CCA are allotted per month. In response to their concern about students not attending CCA hour, Dr. Anita Reddy suggested house leaders be held accountable and give attendance to only those who are strictly present. Ms. Aishwarya Dinesh suggested that Google Forms or feedback be made and circulated (anonymous forms) to understand their difficulties in attending CCA hour. The student council should get back to the principal after analysing the feedback.

13. The president of the student council expressed their interest in having peer teaching sessions from the Department of Speech Language Studies as they received good feedback about the peer teaching session on calibration conducted by the Department of Hearing Studies on December 20, 2023.

2023 of conduct

Rashmi J. Bhat
Dr. Rashmi J. Bhat
Principal

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14. With respect to their concern about insufficient funds towards participating in external college festivals, Dr. Rashmi J. Bhat enumerated the challenges experienced in taking up the entire cost. In order to streamline student participation, she also suggested a screening be carried out to select students and ensure the best representation. This was agreed upon by student council members, and it was suggested to involve PE teachers for screening abilities in sports and to involve staff members who are trained in music, dance, the arts, etc. for cultural events.

Other advices on tasks to be carried out by Student Council members.

1. Student council members were asked to get feedback on the incinerator facilities in the hostel based on which further installments were to be made.
18. 2. Dr. Rashmi J. Bhat and Ms. Sneha urged the student council members to ensure gym usage register entries are up-to-date.
19. 3. They were also asked to conduct audits, stock checking, and other activities periodically in a formal manner and to submit an SOP for the same at the earliest.

20. The student council members informed all about the new name decided for the council: DRSRCISH's SASH". All those present were in agreement about the new name. They also shared their triumphs in Utharothsava (15 and 16 December 2023) and all congratulated them.

AGENDA 8. ANY OTHER MATTER WITH THE PERMISSION OF CHAIRPERSON

1. New initiatives that have happened since the last six months were presented by Ms. Sneha, and all those present were appreciative of the same.
21. 2. Dr. Anita Reddy was asked to accelerate the digitization of the library. *find the feasibility of providing access to scanning the books*
3. Concerns related to the delay in Newsletter were voiced by the editorial team. *availability books publishing*
4. 4. Feedback from stakeholders (parents and students) was displayed, in addition to feedback on examination reforms (OSCE). Positive feedback was received on all domains.
5. Dr. Bhuvana insisted the team attend e-content delivery courses, design interdepartmental courses, and finalise freeship policies.
6. Ms. Megha updated about the progress of collaboration activities at DHS.
22. 7. Dr. Rashmi expressed her concern about motivating students to take up value-added courses and requested all staff to come up with suggestions in due course of time to improve the uptake of VAC by students.

feasibility of purchasing e-copies of books *feasibility of scanning the existing books or purchasing e-copies of books*

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Dr. Bhuvana appreciated all for their hard work towards fulfilling their IQAC roles, and Dr. Bhuvana suggested three IQAC meetings and catch-up meetings (online) to be held to ensure better monitoring. ✓

ADJOURNMENT:

The meeting was adjourned at 12.45. The decisions taken and discussions were seconded by all staff in attendance. Ms. Sneha Mareen Vargheese concluded the meeting by appreciating all for their cooperation.

RB
9/11/24

Rashmi J. Bhat

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Ms. Sneha Mareen Vargheese

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14. With respect to their concern about insufficient funds towards participating in external college festivals, Dr. Rashmi J. Bhat enumerated the challenges experienced in taking up the entire cost. In order to streamline student participation, she also suggested a screening be carried out to select students and ensure the best representation. This was agreed upon by student council members, and it was suggested to involve PE teachers for screening abilities in sports and to involve staff members who are trained in music, dance, the arts, etc. for cultural events.

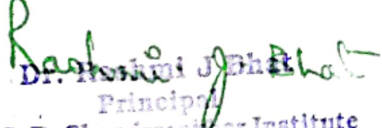
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3. They were also asked to conduct audits, stock checking, and other activities periodically in a formal manner and to submit an SOP for the same at the earliest.

The student council members informed all about the new name decided for the council: "DRSRCISH's SASH" All those present were in agreement about the new name. They also shared their triumphs in Utharothsava (15 and 16 December 2023) and all congratulated them.

AGENDA 8. ANY OTHER MATTER WITH THE PERMISSION OF CHAIRPERSON

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2. Dr. Anita Reddy was asked to find the feasibility of scanning the existing books or purchasing E – copies of books.
3. Concerns related to the delay in Newsletter were voiced by the editorial team.
4. Feedback from stakeholders (parents and students) was displayed, in addition to feedback on examination reforms (OSCE). Positive feedback was received on all domains.
5. Dr. Bhuvana insisted the team attend e-content delivery courses, design interdepartmental courses, and finalise freeship policies.
6. Ms. Megha updated about the progress of collaboration activities at DHS.
7. Dr. Rashmi expressed her concern about motivating students to take up value-added courses and requested all staff to come up with suggestions in due course of time to improve the uptake of VAC by students.


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Dr. Bhuvana appreciated all for their hard work towards fulfilling their IQAC roles, and Dr. Bhuvana suggested three IQAC meetings and catch-up meetings (online) to be held to ensure better monitoring.

ADJOURNMENT:

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Ms. Sneha Mareen Vargheese

IQAC Coordinator

Dr Rashmi J Bhat

IQAC Chair person

Rashmi J. Bhat

Dr. Rashmi J Bhat
Principal

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S. R. Chandrasekhar





DR. S.R. CHANDRASEKHAR INSTITUTE OF SPEECH AND HEARING

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Minutes of meeting for IQAC Meeting held on 18.04.2024

CALL TO ORDER

A meeting of the IQAC was held on 18/04/2023 at the seminar hall. The meeting commenced at 10 a.m.

THE AGENDA FOR THE MEETING WAS AS FOLLOWS:

The agenda for the meeting was as follows:

1. Approval of previous minutes.
2. Status of AQAR Submission 2022-2023
3. Quarterly Update by the Departments on the following aspects:
 - Activities towards Institutional Social Responsibilities
 - Student training
 - Publications
 - Faculty upskilling and developmental programmes
 - Conferences attended and presentations
 - Best practices from the departments
4. Quarterly updates by IQAC
5. Student-related matters.
6. Any other matter with the permission of the chairperson.

ATTENDEES

1. Dr. Rashmi J. Bhat, IQAC Chairperson
2. Lion CA D L Suresh Babu, Management Representative
3. Dr. Bhuvaneshwari, Industry Expert
4. Dr. Madhuri Gore, Professor
5. Dr.B.S.Premalatha, Professor
6. Dr. Anita Reddy, Professor
7. Ms. Alphonsa Joseph, Associate Professor
8. Ms. Megha Sasidharan, Associate Professor (Secretary, Alumni Association)
9. Mr. Nitish Ranjan Patel, Assistant Professor

Rashmi J Bhat
Dr. Rashmi J Bhat
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10. Ms. Subhashini, D., Assistant Professor
11. Ms. Aishwarya Dinesh, Assistant Professor
12. Ms. Cynthia, Clinical Supervisor Grade I
13. Mr. Ajith, Clinical Supervisor Grade II
14. Mr. Narasimha Murthy, Librarian
15. Mr. Sudharshan and Ms. Lakshitha, Student Representatives
16. Mr. Jayaram, Administrative Representative
17. Mr. Sybille Joy Francis, Senior Office Assistant
18. Ms. Sneha Mareen Vaghese, IQAC Coordinator

The objective of this meeting was to discuss the quarterly updates from the various departments, IQAC, and any other matters with the permission of the chairperson.

The meeting commenced with a warm welcome to our external member, Dr. Bhuvaneshwari

Agenda 1: Approval of previous minutes

The action taken report was displayed, and discussions pertaining to that were carried out:

1. Regarding AVT courses for PG students, Dr. Madhuri Gore has emphasised the need to identify potential students. She has also proposed that the course could be designed as a hybrid model. The members suggested that it may also be recognised as an add-on course in the curriculum. Bhuvana proposed incorporating tutorial sessions and video-based learning to alleviate the teaching burden and ensure timely completion of the curriculum (20 hours of teaching and 10 hours of tutorial). It has also been agreed upon that this course will be open to students enrolled in both the audiology and speech-language pathology programmes.
2. Madhuri Gore will be overseeing additional courses covering topics such as cybercrime and self-defence, and she has confirmed that these courses will remain free of charge.
3. With regards to Kaleidoscope 2024, Dr. Rashmi J. Bhat suggested rescheduling the dates for the event due to the forthcoming university examinations.
4. In relation to gathering feedback from beneficiaries of the PRAGATHI programme, Dr. Madhuri Gore distributed a Google Form link among other faculty members to gather suggestions on the questions included in the form. Several faculty members provided feedback, resulting in a few suggested corrections.

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5. Regarding the adopted school, Jayaram announced the contractor's visit to the school site next week. Ms. Alphonsa Joseph mentioned discontinuing Gubbachi learning due to distance.
6. Regarding updates on IELTS training, Ms. Alphonsa Joseph mentioned that the chosen faculty requires a minimum of 15 students to commence the course.
7. Anita Reddy proposed incorporating Kindle editions in the e-library to boost its electronic section. Dr. Bhuvana suggested sharing book chapters on Google Classroom.
8. Staff brainstormed methods to regulate institute Wi-Fi usage to restrain students' improper internet usage.
9. Rashmi J. Bhat notified us of the necessity of scheduling an administrative audit by mid-May 2024.
10. Concerns arose about the altered taste of hostel water filters. Dr. Rashmi J. Bhat has assigned Mr. Jayaram the task of arranging water testing to address the issue.
11. Regarding curfew-related concerns, it was decided that parents inform the warden regarding the arrival of their ward. This will also be communicated during the induction day to all students and parents.
12. Regarding recreational trips for students, the student council (SASH) representative mentioned they will identify a place to visit and get the necessary approvals.
13. Discussion on utilising incinerator facilities for sanitary waste management was carried out.
14. Challenges pertaining to organising intercollegiate festivals were put forth by the student council president (SASH), and the same was to be taken up as a prime goal by the next student council.
15. Structured peer teaching sessions initiated by DHS. The HOD of DSLS was informed to make the peer teaching methods more structured for documentation purposes.

Agenda 2. Quarterly Update by the Departments

Ms. Megha Sasidharan, HOD, Department of Hearing Studies, and Dr. Anita Reddy, HOD, Department of Speech Language Studies, provided updates from their respective departments.

Additional discussions:

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- Ms. Sneha Mareen Varghese suggested the possibility of renaming the parent support programme to the parent enrichment program, considering the topics selected for each session.
- Dr. Rashmi J. Bhat recommended that the best practices of DSLS, including the "Parent Support Network" and the "Talents and Crafts Club for Children with Special Needs," be shared on social media. This will help raise awareness about the goals of these practices among the general public, who may visit the website or follow the institute's social media accounts.
- Dr. Bhuvana proposed initiating the practice of submitting newspaper articles from the Institute and suggested making some edits to improve the presentation of information in the institute's newsletter.

Agenda 3: Quarterly Update by IQAC

Ms. Sneha Mareen Varghese updated on the activities conducted by IQAC in this quarter.

Additional discussions:

1. Add-on courses: Feedback was collected from the student representative on the recently conducted course by the BSHRF. Students suggested the effectiveness of conducting these courses prior to the commencement of their research proposals.
2. Dr. Bhuvana recommended conducting similar courses on qualitative research designs.
3. Dr. Rashmi sought input about the possibility of conducting training sessions on pedagogical approaches and suggested topics within these approaches that could support the teaching process.
4. Mr. Suresh Babu proposed bringing in external experts to provide training for faculty members and therefore encourage the staff towards professional upskilling.
5. Feedback analysis was displayed and discussed by Ms. Sneha Mareen Varghese.

Agenda 4: Any Other Matter

1. **Staff Promotion:** Challenges in attracting applications for vacant faculty positions were discussed. Additionally, concerns about the disparity in pay scales compared to other institutes were also raised. Mr. Jayaram has been assigned the responsibility of compiling a list of pay scales from institutes in the same fraternity for comparison purposes.

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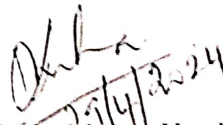
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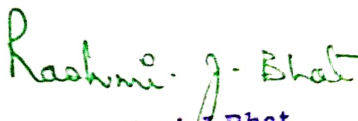
2. **Website-related concerns:** The feasibility of using a virtual private network (VPN) to secure all confidential matters, including accounts and policy reforms of the institute, was discussed. Mr. Jayaram has affirmed that he will oversee this matter and discuss it with the website developers.
3. Ms. Sneha also raised the issue of appointment of HR personnel at the institute and the release of employee handbook. Mr. Suresh Babu has confirmed that these matters will be finalised by the next trust meeting.
4. Challenges in using software for student attendance was also discussed. The concerns raised by the members were addressed by Mr. Jayaram.
5. **Leave Application Reforms:** Implementation of an electronic system for leave applications, allowing every staff member to view their remaining leave balances in advance, was discussed. She also highlighted that this initiative could be reflected in e-governance practices that may well align with NAAC requirements. Ms. Sneha suggested that we run a trial run on such an application so as to understand the user friendliness of such applications.
6. **Reporting Infrastructure Issues:** Ms. Cynthia proposed a bifurcation in reporting issues related to augmentations and maintenance within Criterion 4 of NAAC. Mr. Suresh Babu confirmed this suggestion. An email has to be sent to the accounts department to take the necessary steps.
7. **Organisation Chart:** Ms. Sneha suggested changes to be made in the institute organisation chart, which was confirmed by Mr. Suresh Babu. He requested the details of the changes required to be made so as to discuss them with the other members of the management committee.

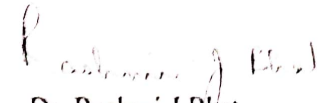
ADJOURNMENT

The meeting was adjourned at 12.45 p.m. The decisions taken and discussions were seconded by all staff in attendance. Ms. Sneha Mareen Vargheese concluded the meeting by appreciating all for their cooperation.


Ms. Sneha Mareen Vargheese
IQAC Coordinator
Coordinator

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