



**Dr. S. R. Chandrasekhar Institute of Speech and Hearing**  
(A unit of Bangalore Speech and Hearing Trust)  
(A project of LIONS club of Bangalore East)  
Hennur Road, Lingarajapuram, Bengaluru-560084  
Ph: 080-25460405/25470037/25468470 Mob: +91-8861787315  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)  
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### **7.1.9 Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean/Principal/Officials and supporting staff.**

- 1. Handouts for UG/PG Students:** During the induction program, students receive handouts containing illustrated rules and regulations. These handouts provide essential information on the training program, including the logbook, leave policies, and the curriculum as per the guidelines of the Rehabilitation Council of India (RCI) and Bengaluru University-North regulations. Additionally, students are informed about the calendar of events, timetable, and attendance requirements, ensuring they are well-prepared for their academic journey. Additionally Efforts are made to raise awareness among students about various committees within the institute. These include the Anti-Ragging Committee, Internal Complaint Committee (POSH), Mentorship Committee, and the Grievance Redressal Committee. Students are also introduced to "Pragathi - Progress for All," an initiative dedicated to fostering holistic development within the institute.
- 2. Service Regulations 2002 for Staff:** The Bangalore Speech and Hearing Trust approved the institute's service regulations for staff on November 6, 2002. These regulations are documented in the service book, which includes illustrated rules, regulations, the code of conduct, and guidelines on discipline and penalties, among other important provisions.
- 3. Commitment to Ethical Research Practices and Patient Consent:** The institute has established a Research Technical Committee and an Institutional Ethics Committee to ensure that all research and studies are conducted with the highest standards of integrity and ethical compliance. It is mandatory for researchers to obtain informed consent from patients prior to initiating any research or study involving them. This process safeguards



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the rights, autonomy, and well-being of participants while maintaining transparency and accountability.

4. **A Multi-Tiered Evaluation Documentation Process:** All evaluations conducted in the institute for clients are documented in detailed reports, which are duly signed by the clinical supervisor, and OPD in-charge/consultant. This multi-tiered approval process ensures accountability, transparency, and adherence to ethical practices. It is implemented to prevent any form of malpractice or misrepresentation and to maintain the integrity of the reporting process.



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## 1. Code of conduct

### Handouts for UG/PG students



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#### Rules and Regulations



1. Maintain professionalism always.
2. Attendance of 80% for theory and 90% for clinics is compulsory. 3 days of leave is allowed from clinics per semester. Exceeding which will have to be compensated.
3. Working days Monday to Friday (9.00 to 5.30 pm) with lunch break of half an hour (1.00 - 1.30 pm). Special classes may be scheduled on Saturdays as per the requirement.
4. Always carry log book & wear your lab coat.
5. When classes are not being conducted, utilize the time for library work or observe/participate in clinical activities.
6. If you do not attend to your client for more than two sessions, your sessions with him/her will be cancelled and you will loose clinical marks for the same.
7. Always maintain a formal 'dress code' (Girls – Knee long kurta, Salwar and Dupatta, Boys – Formal shirt, trousers, socks and formal shoes). Boy should have only short hair cut; fancy hair cuts are not permitted. You are here to deal with clients.
8. Please inform the supervisors in respective departments regarding your absence so that alternate arrangements could be made. Your leave letter is to be signed prior to your leave by clinical supervisors, class teacher as well as principal.
9. Please maintain neatness in your classroom and premises. Writing/drawing on the walls of the classroom is prohibited. Don't deface the desks and benches; if caught you will have to pay a heavy penalty.
10. Any kind of ragging is strictly prohibited. Ragging is a criminal offence. Please inform the principal regarding the same if you are troubled/ragged
11. Don't spoil the books in the library by drawing /underlining/tearing papers/pages etc. Finding a replacement to the book/journals is very difficult.
12. All medical leave has to be validated with prescription, discharge summary and medical certificates. However if the attendance criteria as per Sl.no.2 is not met, you have to compensate accordingly.



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### Image of the Handouts for UG/PG students

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<p>I understand it is my responsibility to take note of the relevant Rules and regulations of the course and I agree to abide by the same. If my son/daughter fails to satisfy any of the above rules, the management is at the liberty of taking action against as it deems fit.</p>		
<p>Student Name</p>		<p>Parent Name</p>
<p>Signature</p>		<p>Signature</p>
<p>Address, Phone number and email id</p>		




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## Rules and regulations for students

 <p>Dr. S. R. Chandrasekhar Institute of Speech and Hearing (A unit of Bangalore Speech and Hearing Trust) (A Project of Lions Club Bangalore East) Hennur road, Lingarajapuram, Bangalore - 560 084. Tel: 080-25460405/25470037/25468470 Fax: 080-25467829 Email: <a href="mailto:dr.srcish@gmail.com">dr.srcish@gmail.com</a> Web: <a href="http://www.speechear.org">www.speechear.org</a> B++ accreditation by NAAC</p>  <h3>RULES AND REGULATIONS OF THE DEPARTMENT OF SPEECH DIAGNOSTICS</h3> <p><b>DIARY WRITING</b></p> <ul style="list-style-type: none"><li>➤ Clinical diaries should be regularly updated with the cases seen each day and have to be submitted on time.</li><li>➤ Daily log should be entered in your speech diary and should be signed by the concerned supervisor (speech diagnostics). Those of you going for out postings should get it signed by the respective supervisor.</li></ul> <p><b>WORK RECORD SHEET/MONTHLY STATISTICS</b></p> <ul style="list-style-type: none"><li>➤ You should enter the cases that you have taken in the work record sheet. This should be signed by the concerned supervisor within a day. Monthly statistics should be submitted every month. This has to be signed by the department in charge.</li><li>➤ Work record sheet (Final) should be submitted to the department in charge within two days after the completion of the posting.</li></ul> <p><b>BORROWERS REGISTER</b></p> <ul style="list-style-type: none"><li>➤ Materials borrowed from the department should be entered in the register. Signature should be obtained from the concerned supervisor (Speech).</li><li>➤ Materials should be returned in the respective place.</li></ul> <p><b>MOVEMENT REGISTER</b></p> <ul style="list-style-type: none"><li>➤ Students leaving the department for the 10 min break or to go to the library should enter their names in the "Movement Register" and get it signed by the clinical supervisor.</li></ul> <p><b>DIAGNOSTIC SESSION</b></p> <ul style="list-style-type: none"><li>• Students who are allotted a case in diagnostics should complete the case and get it signed from the supervisor. Each case will be allotted to a student and the student is responsible for administering all the required testing on the client.</li><li>• Students will be rated during the diagnostic session and will be given marks.</li></ul>	<ul style="list-style-type: none"><li>• Each student should have the case sheet with all the cases mentioned in it. You should take the case sheet along with the work record sheet while meeting the supervisor for his/her signature.</li></ul> <p><b>OTHER RULES</b></p> <ul style="list-style-type: none"><li>➤ Students should utilize their OPD time equally for both speech and audio.</li><li>➤ Students are expected to utilize their clinical hours effectively (i.e. going through reading materials in the department, case discussions, developing diagnostic materials).</li><li>➤ All students should submit assignment on time.</li><li>➤ All students should come on time to the department.</li></ul> <p><b>DOCUMENTS THAT HAVE TO BE SUBMITTED (TO THE DEPT IN CHARGE) AT THE END OF POSTINGs:</b></p> <ul style="list-style-type: none"><li>➤ Clinical Diary</li><li>➤ Work record sheet</li><li>➤ Monthly Statistics</li><li>➤ Practicum</li></ul> <p>All the documents that are submitted at the end of posting should be signed by the concerned supervisors.</p> <p><b>LEAVE</b></p> <p>If a student clinician needs to take leave while in diagnostic posting, they are expected to inform the concerned staff at least 1 day prior and E-mail has to be sent to the department.</p> <p><b>COMPENSATION</b></p> <p>If the students fails to meet 90% of attendance in the clinics, compensation has to be done to achieve required percentage. Compensation list will be given by the respective clinical incharges based on number of leaves and absent.</p> <p> Dr. A. Anita Reddy HOD (DSLS) Head of the Department Speech Language Studies Dr S.R. Chandrasekhar Institute of Speech &amp; Hearing Hennur Road, Bangalore-560084</p>
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## Department of Speech Language Studies



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**GUIDELINES FOR STUDENT POSTED IN SPEECH THERAPY UNIT:**

**Punctuality and Attendances:**

- All students must report to the unit on time. Student coming late i.e. exceeding 10 minutes of the reporting time will be marked negatively for punctuality in clinical assessment sheet
- Students coming more than 10 minutes late for more than 3 days will be marked absent for the day.
- All students must start and end their therapy sessions on time
- All students are required to get their log books signed by the clinical supervisor every day
- All students are required to sign in the student's attendance register every day
- Students failing to maintain their log book/ forgetting to sign in the attendance register will be marked negatively on the clinical assessment sheet.
- All students are required to submit leave letter signed by one of the clinical supervisor and H.O.D. of Speech Language and Studies prior to taking leave.
- Students must meet the 90% Criterion of attendance for each semester. Students will have to compensate if they do not meet this attendance criterion.
- Students who choose to work during vacations will receive credits for the same in terms of clinical marks but not as clinical hours or attendance
- All students should have a minimum of 90% attendance in clinic to complete their semester posting

**Conduct-in Clinics:**

- It is mandatory for all students to wear lab coats/scrubs (cleaned & ironed) every day in clinics. All students are required to enter the clinics in formal apparel only.
- Time in clinic should be utilized effectively for e.g., writing of clinical diary, going through reading materials, developing therapeutic resources etc. Students involved in such activities are awarded marks in the clinical assessment sheet.
- All students are required to maintain a record of their clinical statistics (clinical statistic book). This must contain names of all the clients seen daily with the duration

of each session. The record must be signed by the clinical supervisor every day before the student leaves the unit

- Any item borrowed from the unit should be first shown to secretarial staff/ supervisor and then signature must be obtained in the register. It is the responsibility of every student to return any material that they have borrowed from the unit before the end of their clinical posting for that day.
- Students leaving the unit for any reason during their clinical posting for the day should enter their name in the movement register and get it signed from the clinical supervisor.
- Every student's performance and behaviour will be marked (positively/ negatively) on clinical assessment sheet (put up on the unit notice board), by staff members. These marks will contribute to the students internal assessment marks. Students are required to check the assessment sheet every day.
- Family members and friends of students posted in the unit must not enter the therapy unit without the permission of the clinical supervisor.
- Students are not allowed to go to do any personal or theory work during clinical hours. Students found doing so will be marked negatively.

The following indiscipline will lead to marking absent for one day

- Walking in and out of the departments with no permission from the staff
- Leaving the department without prior permission
- Doing academic work during clinical hours without permission
- Taking leave without permission
- Three late comings to the department

*Dr. Anita Reddy*  
 Head of the Department  
 Speech Language Studies  
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**Speech Therapy Unit: Consent Form**

Client Name: \_\_\_\_\_  
 Client Number: \_\_\_\_\_  
 Age/Gender: \_\_\_\_\_  
 Date of admission to the Therapy Unit: \_\_\_\_\_

Dr.S.R. Chandrasekhar Institute is a training institute. Therefore, the therapists giving therapy to you your ward will be student clinicians. Every student clinician will be supervised by a qualified professional speech language pathologist

**During the course of Speech Therapy sessions kindly note the following:**

- Please be on time for your sessions, if you are late for the session, we will be unable to extend the timing since this will disturb the session schedule. Each session is 40 minutes long cannot be extended
- Kindly bring your therapy card for each session and show it to the secretarial staff of the department before taking it to the session for the signature of the student clinician.
- We request you to make payments for your sessions on a monthly/daily basis (as applicable). Monthly payments need to be made by the first week of every month. If you are unable to attend a session (for any reason), you are requested to inform the clinical Supervisor in the Department. We regret to inform you that fees for absenteeism cannot be refunded. If you do not attend 3 consecutive sessions without prior information, the slot will be cancelled and no fees will be refunded.

- Being an Academic Institution, the session timings, cost of each session &/or student clinician are subject to change. Your student Clinician will change with the regular change in clinical postings of the students (every 3-4 months) however, the supervisor will remain unchanged.
- Kindly do not send bring your ward for therapy sessions, if he/she is suffering from any infectious or contagious illness.
- If you have any queries regarding therapy sessions, kindly contact the case supervisor or the clinical supervisors in the Department.

I have read the above guidelines specified by the Department and am willing to comply.

Name of client/caregiver: \_\_\_\_\_  
 Signature with date: \_\_\_\_\_

Staff signature with date: \_\_\_\_\_

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## Speech Therapy Unit



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#### DEPARTMENT OF HEARING STUDIES

##### RULES AND REGULATIONS

- Students are expected to maintain discipline and decorum in the department and appear professional by wearing formal attire with clean and ironed coats/ Scrubs. Badges / ID card must be worn at all times.
- A kit consisting of blue pen, red pen, black pen, pencil, eraser, whitener and a visual reinforce of choice ( Eg: Light pens, colourful flash emitting pocket toy etc) should be mandatorily carried by the student at all times in the clinic.
- Attendance will be taken between 9.00 AM and 9.10 AM and 1.30 PM and 1.40 PM. (Except Thursdays) On Thursday students should report to clinics between 2:30 PM and 2:40 PM, if programme is cancelled, the students must report clinics between 1:30 PM and 1:40 PM.
- Students must have 90% attendance from the total days posted, in order to be eligible for their final examinations. Failure to attain 90% attendance will result in compensation.
- Leave must be applied at least 1-day prior notice and a leave application should be submitted mandatorily. The leave application must be supplemented with medical certificates and prescriptions whenever required on the day of joining back. (Leave- 1:1 compensation, Absent- 1:3 compensation).
- In case of emergency students may call up and inform the supervisor between 9.00 AM to 9.30AM, failing which the student will be marked absent. If informed earlier, student will be, marked as on leave (Leaves applications should not be sent via e-mails).
- Those students who need to exit the premises due to out- posting should inform the supervisors without fail and make an entry in the out posting register.
- All BASLP & Msc Audiology students must maintain clinical statistics, practicum books, cumulative register and clinical diary up to date.
- Daily statistics must be signed on the same day from the respective supervisors. Failure to get signature on the same day will result in cancellation of respective case hours.
- Students must submit the clinical diary on the same or very next working day.
- Weekly statistics are meant to be corrected/ signed by the next Monday/Tuesday only by the clinical in charge. Failing which the particular weekly statistics will be cancelled from the CPC.
- Monthly statistics to be submitted by 5<sup>th</sup> of next month and to be corrected by the clinical in charge only along with the cumulative register. Failing which the monthly statistics will be cancelled from the CPC.

**Department of Hearing Studies**



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- Semester statistics to be submitted by the last working day of the semester/ next day and to be corrected by the clinical in charge only. Failure to do so will result in cancellation of entire semester statistics.
- In case the student wants to leave the department for any other work, entry must be made in the Movement Register. Failing to do so will be result in a fine of Rs.1000/-
- If clinical statistics record is lost, **no case hours would be considered and the student has to compensate for their entire clinical postings.** ( Note: Maintaining a back up record of all cases seen with proof is advised as it may help in these situations)
- Students are required to get their clinical IA marks (if applicable) for the cases seen on the same day from the concerned supervisor.
- Consecutive absence in clinics for 2 or more days will be reported to the H.O.D and the Principal.
- Clinical assignments are to be written as per the assignment list and format put up on the notice board. The clinical in-charge may be consulted for the same.
- Students must strictly abide by the dates for submission of clinical work, no excuses will be entertained.
- Normatives for clinical practicum need to be signed on the same day after completion of the test. Normative must be collected individually.
- Clinical assignments and normative need to be maintained in the clinical practicum book.
- As soon as the case file is taken, the case details, students name and staff initial has to be entered in the Diagnostic/ HAT /CI register. As soon as case is completed all columns in Diagnostic/ HAT /CI register must be completed.
- To receive **NO DUES** from the department, the student should produce **up to date and signed clinical statistics, practicum book, clinical diary and cumulative register.**

  
30/12/24

Head of the Department

Head of the Department  
Department of Hearing Science  
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Date: 13.07.23

DEPARTMENT OF HEARING STUDIES

GUIDELINES FOR STUDENTS POSTED IN AUDITORY VERBAL THERAPY (AVT).

During the course of AVT postings, kindly note the following:

- Check your slots and notice board every day.
- Student attendance to be marked by the supervisor.
- Get your log book signed within 10 minutes of your time in and time out.
- Issue and replace toys within half an hour of time in and time out. And get it signed by the supervisor in the Borrower's register.
- If you are moving out of the department, write and get it signed by the supervisor in the Movement register.
- No leaves will be entertained without prior notice and leave form has to be submitted.
- Students going to meet any staff, should be informed to the department by the respective staff.
- Scrubs are compulsory.
- Assigned clinical practicum should be completed within the postings.
- Usage of laptops and mobile phones is prohibited when posted in the department.
- Students will not be entertained to do any other work except clinical work during the postings.
- Without ongoing session students are not allowed to sit inside the therapy room.
- Client has to do the payment before the therapy session starts for all the non-governmental scheme cases and hearing aid users.
- For allotted cases, payment has to be done within the 5<sup>th</sup> of every month and payment details have to be entered in the accounts register and the attendance register.
- Therapists cannot directly contact the patients for cancelling or postponing the sessions. In any unavoidable reason, should be brought to the notice of AVT staff.
- If therapy session is cancelled due to unavoidable situations by the therapist / client, it should be compensated with the same week or at the most same month. No excuses will be entertained.
- Once the case is allotted, check the allotted supervisor and discuss the case, do the baseline assessment, write lesson plan and 3 months goals. Record videos on the 1<sup>st</sup> session and monthly once to assess the progress.

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- Make sure client's name is entered in the attendance register and attendance should be marked everyday in the attendance register and in Google sheets.
- Make sure all clinicians sign the client's therapy card regularly.
- Get the consent form signed by the parents before recording any video.

> When government scheme case is allotted to you.

Follow:

> **RBSK guidelines**

- Baseline assessment
- Photo with the coordinator
- Audiological evaluation
- Speech & language evaluation

1<sup>st</sup> day of allotted session

Follow the quarterly goals (RBSK):

- Appointment dates to be mentioned quarterly wise in the yellow card and the RBSK register.
- Videos /photo; Audiological, speech & language evaluation report to be stored in the drive accordingly.
- Get monthly attendance sheet signed by the parent.

> **ADIP guidelines**

- Baseline assessment
- Progress report, Audiological and speech & language evaluation 3 months once.
- Get attendance sheet signed by the parents regularly.

*Mrs. Megha Sasidharan*  
 Head of the Department  
 Department of Hearing Studies  
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2

## Auditory Verbal Therapy Unit



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Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)  
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## 2. Service rules for staff

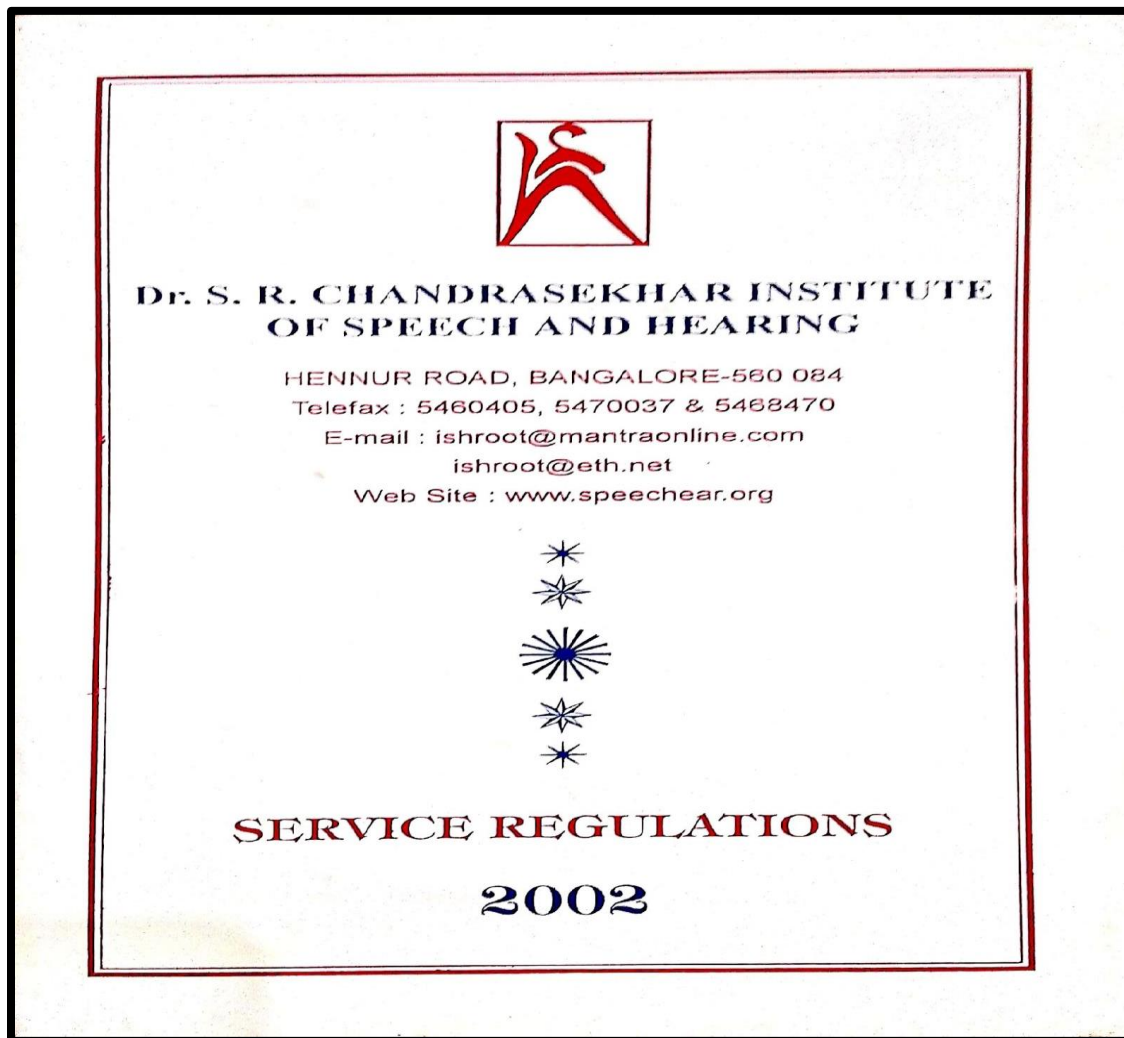


Image of Service rules for staff



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*These Service Regulations were approved at the meeting of the Bangalore Speech and Hearing Trust held on 6th November 2002.*

**BOARD OF TRUSTEES**

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LIONS CLUB OF BANGALORE EAST (EX OFFICIO)  
THE SECRETARY,  
LIONS CLUB OF BANGALORE EAST (EX OFFICIO)

**Dr. S.R. CHANDRASEKHAR INSTITUTE  
OF SPEECH AND HEARING**

HENNUR ROAD, BANGALORE-560 084.

**SERVICE REGULATIONS**

**PRELIMINARY**

*01. These Service Regulations made under the authority of the Board of Trustees of the Bangalore Speech and Hearing Trust shall be applicable to all the employees of Dr. S. R. Chandrasekhar Institute of Speech and Hearing. These shall come into force with immediate effect, without prejudice to any contractual obligation that may be subsisting previous to the promulgation of these Regulations. The Service Regulations issued earlier under the authority of the Trust Resolution dated 3rd March 1980 shall be deemed to have been superseded by these Regulations without however affecting the validity of any action already taken under the earlier Regulations.*

*02. These Regulations are an integral part of all employment agreements with the Institute. All the staff members are expected to familiarise themselves with the Regulations immediately since their services will be governed by these Regulations, in addition to other conditions which may be spelt out in individual appointment letters or in contractual agreements, if any.*

**Image of Service rules for staff**



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## Commitment to Ethical Research Practices and Patient Consent

### Research Technical Committee

**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 Bangalore North University, Recognized by Rehabilitation Council of India, New Delhi and B++ NAAC Accredited)  
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• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) / [college.srcish@gmail.com](mailto:college.srcish@gmail.com) • Web: [www.speechear.org](http://www.speechear.org)

Dr.SRCISH/BSHRF/1110/2024 03/01/2024

**Circular**

All students and staff to make a note of important dates of first and second cycle of Research Technical Committee (RTC) and Institutional Ethics Committee (IEC) meetings and submissions towards dissertation projects, PhD projects, and other research projects

**Important dates**

1 <sup>st</sup> cycle of RTC/IEC submissions	2 <sup>nd</sup> cycle of RTC/IEC submissions	Requirement
February 1 <sup>st</sup>	July 1 <sup>st</sup>	Department level presentation (finalizing guide, topic, brief method) (for master's dissertation)
February 15 <sup>th</sup>	July 15 <sup>th</sup>	Institute level presentation (introduction, detailed method, outcomes and conclusion) (master's dissertation)
March 1 <sup>st</sup>	August 1 <sup>st</sup>	Submission of research proposal for RTC (master's dissertation, PhD thesis, and research projects)
March 15 <sup>th</sup>	August 15 <sup>th</sup>	RTC level presentation (master's dissertation, PhD thesis, and research projects)
March 25 <sup>th</sup>	August 25 <sup>th</sup>	Submission of revised Research Proposal
April 10 <sup>th</sup>	September 10 <sup>th</sup>	IEC meeting 1 (for master's dissertation projects)
April 25 <sup>th</sup>	September 25 <sup>th</sup>	IEC meeting 1 (for PhD thesis and research projects)

**Note:**

- Those who fail to meet these deadlines will be required to submit their proposals to the next cycle.
- Closure report of master's and PhD projects should be submitted to BSHRF before submitting dissertations and theses to university. If not submitted "no due" will not be signed.

*Rashmi J Bhat*  
Dr. Rashmi J Bhat  
Principal  
Dr. S R Chandrasekhar Institute of Speech and Hearing

*Dr. Avanthi Paplikar*  
Dr. Avanthi Paplikar  
Associate Professor & Research Coordinator  
Bangalore Speech and Hearing Foundation  
Dr.SR Chandrasekhar Institute of Speech and Hearing  
Bangalore Speech and Hearing Research Foundation  
Bangalore Speech and Hearing Trust  
Hennur Road, Lingarajapuram, Bengaluru-560084

**Minutes of "SOP for RTC and IEC Submission"**

Three meetings were held to finalize the SOP for RTC and IEC submissions.

**1<sup>st</sup> meeting: October 17<sup>th</sup> 2:30 pm to 4:15 pm**  
Attendees: Dr. Krishna Y, Dr. Avanthi Paplikar, Ms.Praveena Babu

**2<sup>nd</sup> meeting: November 3<sup>rd</sup> 4:30 pm to 5:30 pm**  
Attendees: Dr. Krishna Y, Dr. Avanthi Paplikar, Ms.Praveena Babu

**3<sup>rd</sup> meeting: November 11<sup>th</sup> 1:30pm to 3:30**  
Attendees: Dr. Krishna Y, Dr. Prakash Bhoominathan, Dr.Avanthi Paplikar

The following points were discussed and finalized during the meet.

- Both RTC and IEC will occur twice a year.
- First cycle of IEC/RTC will begin in January followed by the second cycle in June.

The guidelines for RP/Project submission are as follows:

1



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**1<sup>st</sup> cycle of RTC/IEC (Submission of Research Proposals)**

First cycle is focused on the submission of research proposals of the master level students and intra/extra mural research projects of staff/faculty.

**Step 1: Announcement of deadline dates for research proposal (RP) submission**

*(by January 15<sup>th</sup>)*

Announcement of RP submission deadline and requirements will be made through WhatsApp messages, sent to both the faculty group and the students group. The following message will be circulated:

\*Research Proposal Submission Announcement: 1st MSc students (SLP and Audiology), PhD scholars, and staff are required to submit research proposals (RP) for review by RTC by **February 1st**. RPs should be submitted in the format given below. It should be submitted to: [bshrf@speechear.org](mailto:bshrf@speechear.org)

Request guides to forward this message to the students.

Format for proposals (Appendix 1)

**Step 2: Creating Google drive folders for each student/investigator and share with reviewers.**

*(by February 5<sup>th</sup>)*

- Create an index sheet that includes student/investigator name, topics, registration number, guide name/reviewer for each proposal. This should be shared with the RTC Chairperson.
- Create individual Google drive folders for each student/investigator, containing their RP and share the drive with the RTC Chairperson, research coordinator, guide, student, and the reviewer. Emails to be sent to the reviewers to review the RP, provide comments and suggestions on the google form by **February 20<sup>th</sup>**.

**Step 3: Presentation by the students/investigators**

*(by February 15<sup>th</sup>)*

- Get the feedback and suggestions from the reviewers. Received comments and suggestions should be shared with the respective guide and student.

**Step 4: Submission of revised research proposal by students/investigators/guides**

*(by March 1<sup>st</sup>)*

**Step 5: Obtain final approval from RTC Chairperson**

*(by March 8<sup>th</sup>)*

2

**Step 6: IEC Meeting 1 (Master's Dissertation Students)**

*(by 25<sup>th</sup> March)*

- A folder on Google Drive containing revised research proposals, table with responses to reviewers, and IEC form (format attached in Appendix 2) of each candidate will be shared with the IEC members.
- The proposals will be reviewed by the IEC members.
- A meeting with IEC members will be scheduled to approve the project. If necessary, the candidate will be invited for discussion or presentation of the study.
- After discussion with the candidate, if the responses are not satisfactory, the student/researcher should make subsequent changes. The research co-ordinator (or member secretary) can decide on approving the project on behalf of the IEC committee and the same should be communicated to the IEC chairperson before the issuing of the ethical certificate.
- Minutes of the meeting should be shared which includes starting and end time of the meeting, number of proposals submitted, number of proposals reviewed, number of proposals approved, and number of proposals requiring clarifications.

**Step 7: IEC Meeting 2 (Projects and PhD)**

*(by 05<sup>th</sup> April)*

- Review of research and PhD projects.
- The student proposals that were not cleared in IEC meeting 1, will be considered for review.

3

**2<sup>nd</sup> cycle of RTC/IEC (Submission of Research Proposals)**

First cycle is focused on the submission of research proposals of the master level students and intra/extra mural research projects of staff/faculty.

**Step 1: Announcement of deadline dates for research proposal (RP) submission**

*(by June 15<sup>th</sup>)*

Announcement of RP submission deadline and requirements will be made through WhatsApp messages, sent to both the faculty group and the students group. The following message will be circulated:

\*Research Proposal Submission Announcement: 1st MSc students (SLP and Audiology), PhD scholars, and staff are required to submit research proposals (RP) for review by RTC by **July 1st**. RPs should be submitted in the format given below. It should be submitted to: [bshrf@speechear.org](mailto:bshrf@speechear.org)

Request guides to forward this message to the students.

Format for proposals (Appendix 1)

**Step 2: Creating Google drive folders for each student/investigator and share with reviewers.**

*(by July 5<sup>th</sup>)*

- Create an index sheet that includes student/investigator name, topics, registration number, guide name/reviewer for each proposal. This should be shared with the RTC Chairperson.
- Create individual Google drive folders for each student/investigator, containing their RP and share the drive with the RTC Chairperson, research coordinator, guide, student, and the reviewer. Emails to be sent to the reviewers to review the RP, provide comments and suggestions on the google form by **July 20<sup>th</sup>**.

**Step 3: Presentation by the students/investigators**

*(by July 15<sup>th</sup>)*

- Get the feedback and suggestions from the reviewers. Received comments and suggestions should be shared with the respective guide and student.

**Step 4: Submission of revised research proposal by students/investigators/guides**

*(by August 1<sup>st</sup>)*

**Step 5: Obtain final approval from RTC Chairperson**

*(by August 8<sup>th</sup>)*

4

**Step 6: IEC Meeting**

*(by August 20<sup>th</sup>)*

- A folder on Google Drive containing revised research proposals, table with responses to reviewers, and IEC form (format attached in Appendix 2) of each candidate will be shared with the IEC members.
- The proposals will be reviewed by the IEC members.
- A meeting with IEC members will be scheduled to approve the project. If necessary, the candidate will be invited for discussion or presentation of the study.
- After discussion with the candidate, if the responses are not satisfactory, the student/researcher should make subsequent changes. The research co-ordinator (or member secretary) can decide on approving the project on behalf of the IEC committee and the same should be communicated to the IEC chairperson before the issuing of the ethical certificate.
- Minutes of the meeting should be shared which includes starting and end time of the meeting, number of proposals submitted, number of proposals reviewed, number of proposals approved, and number of proposals requiring clarifications.

**The Ethical Approval Certificates will be issued within 2 weeks of the IEC meeting.**

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Other points discussed:

1. Thank you email to be sent to RTC and IEC members immediately after the meeting.
2. Payment for RTC and IEC members after each cycle.
3. Closure report to be submitted before depositing the dissertations to university. If not received "no due" from BSHRF will not be signed.
4. Sensitization about bio-ethics to students to be done twice a year. Dr. Krishna and Dr. Prakash have agreed for sensitization for the year 2024-25.
5. Term of IEC committee will be for 2 years. When new IEC committee is formed 1/4<sup>th</sup> members will be retained and 3/4<sup>th</sup> will be new members.

Copy of Index Sheet

Sl No	Name of student/investigator	Register Number	Title	Guide	Reviewers

Research Proposal Format

<https://docs.google.com/document/d/1D87LZcFZSiJFm1HJ88ZVbshsJCLC/edit?usp=sharing&oid=102700541119905302285&rtmf=true&sd=true>

IEC form

<https://docs.google.com/document/d/1MaN32jBM1F8KrDTmLL9CBsq81uw1m/edit?usp=sharing&oid=102700541119905302285&rtmf=true&sd=true>



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<p>Appendix I</p> <p>RESEARCH PROPOSAL</p> <p>(year)</p> <p>PROPOSED TITLE</p> <p>(Name)</p> <p>(place)</p> <p>Research Proposal</p> <p>Guided by:</p> <p>(guide's name)</p> <p>(guide's designation)</p> <p>Type of Study:</p> <p>8</p>	<p><u>Title of the proposed research:</u></p> <p><u>Background:</u></p> <p><u>Need of the study:</u></p> <p><u>Aim of the study:</u></p> <p><u>Objectives of the study:</u></p> <p><u>Method and Material:</u></p> <p>Type of Study:</p> <p>Participants:</p> <p>Sample size:</p> <p>Data collection:</p> <p>Inclusion criteria:</p> <p>Exclusion criteria:</p> <p>Analysis of data:</p> <p>Ethical considerations:</p> <p>Results:</p> <p><u>Management of the research across time/Gantt Chart</u></p> <p>9</p>
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<p><u>Problems anticipated:</u></p> <p><u>Implications of the study:</u></p> <p><u>References:</u></p> <p>10</p>	<p>Appendix 2</p> <p>Application Form for Initial Review Institutional Ethical Committee Bangalore Speech and Hearing Research Foundation <i>Hennur Road, Lingarajapuram, Bengaluru</i> <i>Tel : 91-80- 2546 8405, <a href="http://www.speechear.org/">http://www.speechear.org/</a></i></p> <p>IEC Ref. No. <i>(for office use)</i> _____ Date of submission: _____</p> <p>General Instructions: a) Tick one or more options as applicable. Mark NA if not applicable</p> <p>b) where ever description/ detailed information is required, text boxes are provided, please type the information with in that text box area.</p> <p>c) Attach additional sheets if required _____</p> <p>SECTION A - BASIC INFORMATION</p> <p>1. ADMINISTRATIVE DETAILS</p> <table border="1"><tr><td>1.</td><td>Name of Organization</td><td></td></tr><tr><td>2.</td><td>Name of Department</td><td></td></tr><tr><td>3.</td><td>Name of Candidate</td><td></td></tr><tr><td>4.</td><td>Contact Details<sup>2</sup></td><td></td></tr><tr><td>4</td><td>Type of Research Category</td><td></td></tr><tr><td>5</td><td>Course Name</td><td></td></tr><tr><td>6</td><td>Name of University</td><td></td></tr></table> <p>(7) Title of the study: _____</p> <p>11</p>	1.	Name of Organization		2.	Name of Department		3.	Name of Candidate		4.	Contact Details <sup>2</sup>		4	Type of Research Category		5	Course Name		6	Name of University	
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SECTION B - RESEARCH INFORMATION

2. OVERVIEW OF RESEARCH

(a) Lay summary (within 300 words):

(b) Type of study:

Basic Sciences <input type="checkbox"/>	Clinical <input type="checkbox"/>	Cross Sectional <input type="checkbox"/>
Retrospective <input type="checkbox"/>	Epidemiological/ Public Health <input type="checkbox"/>	Case Control <input type="checkbox"/>
Prospective <input type="checkbox"/>	Socio-behavioural <input type="checkbox"/>	Cohort <input type="checkbox"/>
Qualitative <input type="checkbox"/>	Biological samples/ Data <input type="checkbox"/>	Systematic Review <input type="checkbox"/>
Quantitative <input type="checkbox"/>	Any others (Specify) <input type="checkbox"/>	
Mixed Method <input type="checkbox"/>		

3. METHODOLOGY

(a) Sample size/ number of participants (as applicable):

(b) Control group(s)  Study group(s)

(c) Place of data collection : At Institute / At Other centers/ Online.

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<p>(d) Justification for the sample size chosen (100 words); in case of qualitative study, mention the criteria used for saturation</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>Summarize in the simplest possible way such that a person with no prior knowledge of the subject can easily understand it.</i></p> <p>(e) How was the scientific quality of the study assessed by the research technical committee?</p> <p>i) Date of review by RTC: _____</p> <p>ii) Comments of scientific committee, if any (100 words): _____</p> <p>(f) Type of participants in the study:</p> <p>Healthy volunteers <input type="checkbox"/> Patients <input type="checkbox"/> Vulnerable persons/ Special groups <input type="checkbox"/></p> <p>Others <input type="checkbox"/> (Specify) _____</p> <p>(g) Participant recruitment methods used:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Posters/leaflets/Letters</th> <th>TV/Radio ads</th> <th>Social media/ Institution website</th> <th>Email/WhatsApp</th> </tr> </thead> <tbody> <tr> <td>Family/ Friends</td> <td>Visiting hospitals</td> <td></td> <td></td> </tr> </tbody> </table> <p>Others (Specify) _____</p>	Posters/leaflets/Letters	TV/Radio ads	Social media/ Institution website	Email/WhatsApp	Family/ Friends	Visiting hospitals			<p>(h) Will there be vulnerable persons / special groups involved? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p> <p>(i) If yes, type of vulnerable persons / special groups</p> <p>Children under 18 yrs <input type="checkbox"/> Institutionalized <input type="checkbox"/></p> <p>Differently abled (Mental/Physical) <input type="checkbox"/> Employees/Students/Nurses/Staff <input type="checkbox"/></p> <p>Economically and socially disadvantaged <input type="checkbox"/> Elderly <input type="checkbox"/></p> <p>Pregnant or lactating women <input type="checkbox"/> Refugees/Migrants/Homeless <input type="checkbox"/></p> <p>Terminally ill (stigmatized or rare diseases) <input type="checkbox"/></p> <p>Any other (Specify): _____</p> <p>(j) Provide justification for inclusion/exclusion</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>(k) Are there any additional safeguards to protect research participants?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>(l) Is there any reimbursement to the participants? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Monetary <input type="checkbox"/> Non-monetary <input type="checkbox"/></p> <p>Provide details</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Posters/leaflets/Letters	TV/Radio ads	Social media/ Institution website	Email/WhatsApp						
Family/ Friends	Visiting hospitals								



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<p>(m) Are there any incentives to the participants? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Monetary <input type="checkbox"/> Non-monetary <input type="checkbox"/></p> <p>Provide details</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>(a) Participant Information Sheet (PIS) is attached: Yes / No</p>
<p><b>4. BENEFITS AND RISKS</b></p> <p>(n) Are there any anticipated physical/social/psychological discomforts/ risk to participants? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(o) If yes, categorize the level of risk:</p> <p>Less than Minimal risk <input type="checkbox"/></p> <p>Minimal risk <input type="checkbox"/></p> <p>Minor increase over minimal risk or low risk <input type="checkbox"/></p> <p>More than minimal risk or high risk <input type="checkbox"/></p> <p>(c) Describe the risk management strategy:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>(b) Informed Consent Form (ICF) is attached : Yes / No</p>
<p>(d) What are the potential benefits from the study?</p> <p>For improvement in science:</p>	<p>(c) Type of consent :</p> <p>Signed consent <input type="checkbox"/> Verbal/Oral/Partial/Video (AV) consent <input type="checkbox"/> Witnessed consent <input type="checkbox"/></p>
<p><b>5. INFORMED CONSENT</b></p>	<p>17</p>



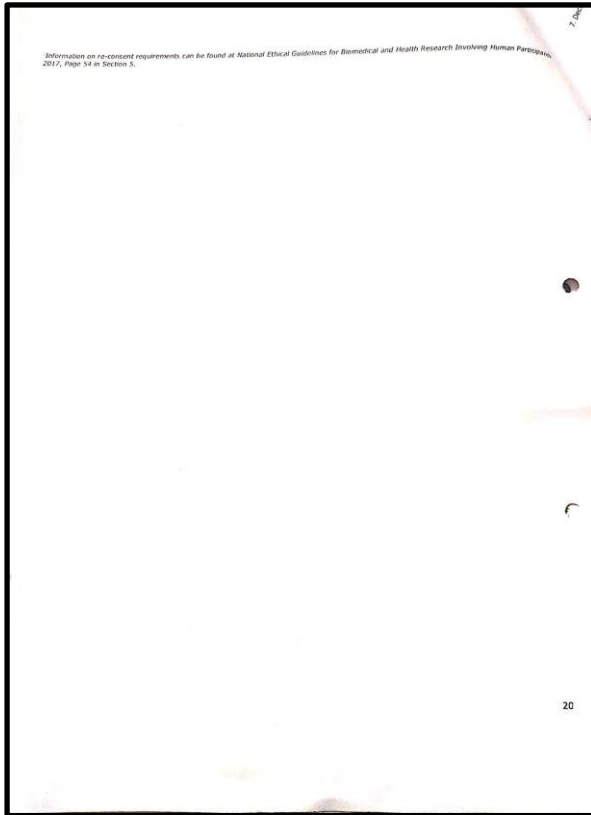
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<p>(d) others (specify) .....</p> <p>(e) List the languages in which translations were done:</p> <p>(f) Provide details of consent requirements for previously stored samples (secondary data ) if used in the study</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>6. STORAGE AND CONFIDENTIALITY</p> <p>(a) Identifying Information: Study Involves samples/data. Yes <input type="checkbox"/> No <input type="checkbox"/> CINA <input type="checkbox"/></p> <p>If Yes, specify:</p> <p>(b) Anonymous/Unidentified <input type="checkbox"/></p> <p>(c) Anonymized: Reversibly coded <input type="checkbox"/> Irreversibly coded <input type="checkbox"/></p> <p>(d) Identifiable/ identifiers must be retained, what additional precautions will be taken to ensure that access is limited /data is safeguarded? (e.g. data stored in a cabinet, password protected computer etc.)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>(e) Who will be maintaining the data pertaining to the study?</p> <p>(f) Where will the data be analyzed and by whom?</p> <p>(g) For how long will the data be stored?</p>	<p>(h) Do you propose to use stored samples/data in future studies? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/></p> <p>If yes, explain how you might use stored material/data in the future?</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
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7. Declaration by the Researcher : ( to be signed)

DECLARATION (Please tick as applicable)	
<input checked="" type="checkbox"/>	I/We certify that the information provided in this application is complete and correct.
<input checked="" type="checkbox"/>	I/We confirm that all investigators have approved the submitted version of proposal/related documents.
<input checked="" type="checkbox"/>	I/We confirm that this study will be conducted in accordance with the latest ICMR National Ethical Guidelines for Biomedical and Health Research Involving Human Participants and other applicable regulations and guide- lines.
<input checked="" type="checkbox"/>	I/We confirm that this study will be conducted in accordance with the Drugs and Cosmetics Act 1940 and its Rules 1945 as amended from time to time, GCP guidelines and other applicable regulations and guidelines.
<input checked="" type="checkbox"/>	I/We will comply with all policies and guidelines of the institute and affiliated/collaborating institutions where this study will be conducted.
<input checked="" type="checkbox"/>	I/We will ensure that personnel performing this study are qualified, appropriately trained and will adhere to the provisions of the EC approved protocol.
<input checked="" type="checkbox"/>	I/We declare that the expenditure in case of injury related to the study will be taken care of.
<input checked="" type="checkbox"/>	I/We confirm that an undertaking of what will be done with the leftover samples is provided, if applicable.
<input checked="" type="checkbox"/>	I/We confirm that we shall submit any protocol amendments, adverse events report, significant deviations from protocols, progress reports and a final report and also participate in any audit of the study if needed.
<input checked="" type="checkbox"/>	I/We confirm that we will maintain accurate and complete records of all aspects of the study.
<input checked="" type="checkbox"/>	I/We will protect the privacy of participants and assure confidentiality of data and biological samples.
<input checked="" type="checkbox"/>	I/We hereby declare that I/any of the investigators, researchers and/or close relative(s), have no conflict of interest (Financial/Non-Financial) with the sponsor(s) and outcome of study.
	I/We have the following conflict of interest (PI/Co-I):
<input checked="" type="checkbox"/>	I/We declare/confirm that all necessary government approvals will be obtained as per requirements wherever applicable.
	Name of candidate:
	DATE

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Signature:	<input type="text"/>
Name of Guide:	<input type="text"/>
Signature:	<input type="text"/>
Name of Co-guide:	<input type="text"/>
Signature:	<input type="text"/>
Name of HOD:	<input type="text"/>
Signature:	<input type="text"/>

Acknowledgement for Receipt of Application (Copy to be provided to PI)

This Form is adapted from DHR issued form template. <https://www.naitik.gov.in/DHR/Homepage>.


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## Institute Ethical Committee



**Bangalore Speech and Hearing Research Foundation**  
 Hennur Main Road, Bangalore - 560 084,  
 (A unit of Bangalore Speech and Hearing Trust)  
 (Aided by Lions Club of Bangalore East)  
 Tel: 080-25460405/25470037/25468470  
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Date: 18/07/2024

Bshf/RC/EC/IM/D/11/AUD/2024

**ETHICS APPROVAL CERTIFICATE**

**Chairperson:**  
 Dr. Prakash Boominathan  
 Professor and Principal  
 Sri Ramachandra Faculty of Audiology & Speech  
 Language Pathology,  
 SRMIST DSJ, Chennai

**Legal Expert:**  
 Dr. Divyans Mehta  
 Senior Resident Fellow  
 Public Counselor for Legal Policy

**NGO Representative:**  
 Dr. Shanta Radhakrishna  
 Director, Tagore Trust, Bangalore

**Subject Experts:**  
 Dr. Vanaja  
 Professor & Principal, BITU, Pune

**Dr. Animesh Barman**  
 Professor, AIIMS, Bhubaneswar

**Dr. Aravind Kumar**  
 Associate Professor, NIMHANS, Bangalore

**Dr. Sathish Karuppali**  
 Associate Professor, RSCC, Bangalore

**Internal Member:**  
 Dr. Rashmi J Bhat,  
 Professor, Principal, Dr. SRCISH

**Lay Person Member:**  
 Mr. Jayaram  
 Administrator, Dr. SRCISH

**Member Secretary:**  
 Dr. H. S. Premalatha  
 Professor of Practice and Research Coordinator,  
 Dr. SRCISH

To  
 Sudharshan P  
 II MSc: Audiology (MSc. AUD)

Through  
 Mr. Suresh T

**Sub: Research Proposal Titled "Frequency Following Response in Individuals with Music exposure to Personal Listening Devices"**

The Ethics Committee of Bangalore Speech and Hearing Research Foundation, (Dr SRCISH) after reviewing the above proposal held on January 30th, 2024 approves the same. ICMR guidelines on Biomedical Research on Human subjects should be followed and you are required to submit a copy of the final report of your research to this committee.

*B. Premalatha*  
 Dr. H. S. Premalatha  
 Member Secretary



**MEMBER SECRETARY**  
 Institutional Ethics Committee  
 Bangalore Speech & Hearing Trust  
 Hennur Road, Lingarajapuram,  
 Bangalore-560084.

Sl No	Name Of The Student	Signature
<b>MSC. AUDIOLOGY</b>		
1	Pinal Anantkumar Suthar	<i>P. A. Suthar</i> 15/2/24
2	Simran Mohanty	<i>Simran Mohanty</i> 15/2/24
3	Anna Sunny	<i>Anna Sunny</i> 17/2/24
4	Reshma R	<i>Reshma R</i> 15/02/2024
5	Arya V	<i>Arya V</i> 15/2/24
6	Mahasree V	<i>Mahasree V</i> 15/2/24
7	Bharath Kumar, C.	<i>Bharath Kumar, C.</i> 15/2/24
8	Sudharshan	<i>Sudharshan</i> 15/2/24
9	Yasser Abdullah	<i>Yasser Abdullah</i> 15/2/24
<b>MSC. SPEECH LANGUAGE PATHOLOGY</b>		
1	Lisha Kariappa K	<i>Lisha Kariappa K</i> 15/2/24
2	Nandita Unni	<i>Nandita Unni</i> 15/2/24
3	Viniksha Balakrishna Shetty	<i>Viniksha Balakrishna Shetty</i> 15/2/24
4	L Meghana	<i>L Meghana</i> 21/2/24
5	Niharika D	<i>Niharika D</i> 22/2/24
6	Anagha Rapheal	<i>Anagha Rapheal</i> 15/2/24
7	Radhakrishnan V	<i>Radhakrishnan V</i> 15/2/24
8	Madhura M S	<i>Madhura M S</i> 15/2/24
9	Sushmitha Priya S	<i>Sushmitha Priya S</i> 15/2/24
<b>CASE REPORTS</b>		
1	Avanthi Paplikar	<i>Avanthi Paplikar</i> 15/2/24
2	Arunima	<i>Arunima</i> 15/2/24
3	Sidharth	<i>Sidharth</i> 15/2/24
4	Aishwarya Dinesh	<i>Aishwarya Dinesh</i> 15/2/24



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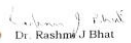
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• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srosh@gmail.com / college.srcish@gmail.com • Web: [www.speechear.org](http://www.speechear.org)


Dr. SRCISH/BSHRF/55/2024 16/01/2024

**Circular**

Institutional Ethics Committee (IEC) is scheduled for January 30<sup>th</sup> 2024 at 10 am – 1 pm. Students and faculty who have submitted their research proposals for ethical approval are requested to follow the below guidelines:

1. There will be **NO** power point presentations for this meeting.
2. Students and faculty who have submitted the research proposals will be called to BSHRF during the meeting to clarify any questions from the IEC members (if any)

  
Dr. Rashmi J Bhat  
Principal  
Dr. S R Chandrasekhar Institute of Speech and Hearing

  
Dr. Avanthi Paplikar  
Associate Professor & Research Co-ordinator  
Bangalore Speech and Hearing Research Foundation  
Dr. S R Chandrasekhar Institute of Speech and Hearing  
Bangalore Speech and Hearing Research Foundation  
Hennur Road, Lingarajapuram, Bengaluru-560084

**Minutes of Institutional Ethics Committee (IEC) meeting**

First IEC meeting of the year 2024 was conducted on **January 30<sup>th</sup> 2024 at 10 am** via online. Dr. Prakash Boominathan (Chairperson), Dr. Avanthi Paplikar (Member Secretary), and members Dr. CS Vanaja, Dr. Sudhin K, Dr. Aravind, and Ms Divya Mehta attended the meeting. Dr. Animesh Barman and Dr. Rashmi Bhat were excused. Guides and co-guides of the Master's students attended the meeting both via online and offline mode.

The chairperson welcomed the members and requested the member secretary to brief the committee regarding the SOP of the IEC proceeds that was revised recently.

Dr. Avanthi Paplikar summarized the guidelines of RTC and IEC submissions by the master's students and research investigators.

A total of 18 Master's dissertation (9 Audiology and 9 Speech Language Pathology), 3 Case Reports, and 1 Research Project were reviewed.

Case reports submissions investigators must obtain a prior approval letter from the director and medical records officer of the Institute. The same should be submitted to the IEC for ethics approval.

IEC clearance for studies already conducted shall not be taken for review nor issued any letter/certificate by the committee.

Comments obtained during the IEC Meet:

SLP dissertations		
1.	Anagha Raphael The Role of Semantic Memory in Reading Comprehension in Children with Dyslexia	<ul style="list-style-type: none"><li>- Informed assent and consent required.</li><li>- Prior approval from the authors is necessary and type of stimuli used in the study should be mentioned.</li><li>- The consent form should include information about the benefits of the study</li><li>- Email and phone number should be added in the consent sheet</li></ul>
2.	Meghana. L Translation and Validation of Carcinologic Handicap Index (CHI) in Kannada	<ul style="list-style-type: none"><li>- Email and phone number should be added in the consent sheet</li></ul>
3.	Lisha Kariappa Discourse analysis in monolingual and bilingual persons with aphasia: A preliminary study	<ul style="list-style-type: none"><li>- The time required for each participant to complete the task should be specified.</li><li>- A minimum of 20% of the participants must be included for the test-retest analysis</li><li>- Email and phone number should be added in the consent sheet</li></ul>
4.	Ms. Madhura Translation and	<ul style="list-style-type: none"><li>- A minimum of 20% of the participants must</li></ul>





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M. S	Validation of Feeding Handicap Index for Children (FHIC) for Kannada speaking parents of ASD Children	be included for the test-retest analysis
5.	Nandita Unni	<ul style="list-style-type: none"> <li>- Informed assent and consent required.</li> <li>- Aim of the study is not clear</li> <li>- Video consent from the participants is required.</li> <li>- The method by which video consent was obtained must be stated, including details on what participants are agreeing to, the location of the study.</li> <li>- Who will be the caretaker for the participants during the assessment has to be specified</li> <li>- The consent form should outline the benefits of the study</li> </ul>
6.	Ms. Niharika	Speech Handicap Index – Cross-Cultural Adaptation and Validation in Telugu-Speaking Population <ul style="list-style-type: none"> <li>- A minimum of 20% of the participants must be included for the test-retest analysis</li> <li>- Place of data collection should be specified</li> </ul>
7.	Radhakrishnan	Will language mixing vary between two discourse tasks in bilingual aphasia? <ul style="list-style-type: none"> <li>- A minimum of 20% of the participants must be included for the test-retest analysis</li> </ul>
8.	Shetty Viniksha Balakrishna	Translation and Validation of Sydney Swallow Questionnaire into Marathi <ul style="list-style-type: none"> <li>- A minimum of 20% of the participants must be included for the test-retest analysis</li> <li>- Place of data collection</li> </ul>
9.	Sushmitha Priya	Narrative Retells in Children with Dyslexia: Effect of Three Task Conditions <ul style="list-style-type: none"> <li>- Informed assent and consent required.</li> <li>- The participant information sheet has the mention of 'informed consent' only.</li> <li>- Permission from the school authority is missing</li> <li>- Study design should be rechecked</li> <li>- Who will be the narrator</li> </ul>
<b>Audiology dissertations</b>		
10.	Anna Sunny	Caregivers' perspective of barriers on follow up post cochlear implantation <ul style="list-style-type: none"> <li>- Informed assent and consent required.</li> <li>- Specify the components of the questionnaire, providing two sample items under each component</li> <li>- Rephrase the participant sheet to convey that</li> </ul>

			the purpose is to understand the reasons and provide assistance.
11.	Ms. Arya V	Adaptation and validation of profile of mood state questionnaire in middle age	<ul style="list-style-type: none"> <li>- Original profile of mood questionnaire has to be submitted</li> <li>- Can an audiologist administer the questionnaire or a psychologist should be included as a part of the procedure</li> <li>- Kannada version of participant information sheet</li> </ul>
12.	Mr. Bharath Kumar C	Masseter Vestibular Evoke Myogenic Potential Findings in Individuals with Motion Sickness	<ul style="list-style-type: none"> <li>- Missing information in IEC form has to be completed</li> </ul>
13.	Mahashree V	Translation and validation of the eustachian tube dysfunction questionnaire- 7 (ETDQ-7) to Kannada language	<ul style="list-style-type: none"> <li>- Remove adaptation from the aim of the study</li> </ul>
14.	Ms. PinalAnantkumar Suthar	Adaptation of Meaningful Auditory Integration Scale to Gujarati Language	No comments
15.	Reshma R	Theory of mind and school inclusiveness in children with hearing impairment	<ul style="list-style-type: none"> <li>- Kannada versions of the ICF and Participant information sheet to be included.</li> <li>- Title should be changed</li> <li>- Submit permission from the school authority/ consent form.</li> </ul>
16.	Simran Mohanty	Development of OIvo-cochlear bundle in infants	<ul style="list-style-type: none"> <li>- Kannada versions of the ICF and Participant information sheet to be included.</li> <li>- Age wise sample size should be specified</li> </ul>
17.	Sudharshan P	Frequency Following Responses in Quiet and Noise in Individuals with Low and High Music Exposure to Personal Listening Device Users	<ul style="list-style-type: none"> <li>- Kannada versions of the ICF and Participant information sheet to be included.</li> </ul>
18.	Mr. Yasser Abdullah	Adaptation and Validation of Psychosocial Impact of Assistive Devices Scale in	<ul style="list-style-type: none"> <li>- Age wise sample size should be specified</li> <li>- Kannada version of inform consent sheet</li> </ul>



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		Kannada	
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**Common comment for all students:** Email and phone number of the researcher should be added in the consent sheet. Consent form should include information about benefits to the participant.

**Speech and language dissertations:** Member secretary (Dr. Avanthi Paplikar) will review the revisions made by the students based on the comments from the Institutional Ethics Committee (IEC), and later, the ethical certificate will be issued.

**Audiology dissertations:** Member secretary (Dr. Avanthi Paplikar) will review the revisions made by the students based on the comments from the Institutional Ethics Committee (IEC), and later, the ethical certificate will be issued. For those that require submission of questionnaire, consent form in Kannada shall be submitted via email for a review by the committee and ethics approval shall be accorded after approval.

**Case reports:** Case reports are approved by the IEC members and the ethical certificates will be issued.

**Research project:** Ethics certificate from the University of Reading must be submitted. The IEC certificate shall be issued for the part of the project that is conducted in India. The certificate will also be reviewed before issuing the same to the applicant.

The meeting ended with thanks to the chairperson and other members for their participation.

The next IEC meeting shall be in April 2024.

Minutes prepared by: Dr. Avanthi Paplikar

Approved by: Dr. Prakash Boominathan (31<sup>st</sup> Jan 2024)

*[Signature]*



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## Consent forms

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**Speech Diagnostic Unit: Consent Form**

Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_  
Age/Gender: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Dr. S.R. Chandrasekhar institute is a training institute. Therefore, the clinician assessing you /your child will be a student clinician. Every student clinician will be supervised by a qualified professional Speech Language Pathologist (SLP). The Department abides to some protocols which are mentioned below.

1. We request you to make the respective payments prior to the assessment session.
2. On behalf of the assessment, you are required to submit the medical reports for the purpose of documentation.
3. The assessment procedures may include video/audio recording of the client with objectives including analysis, research purpose and training/academic purpose.
4. The assessment includes subjective evaluation and objective evaluation that consist of instrumental evaluation.
5. Under circumstances where the initial assessment remains incomplete, due to various (client /child directed) reasons including fatigue, restlessness and time constraints, multiple sessions may be necessary for effective assessment.

**DECLARATION:**  
I hereby agree to the protocol of the Department and accept the terms and conditions. I also permit for the procedure of audio recording and video recording for:

- o Video analysis
- o Research purpose
- o Training/academic purpose

Name of the Client/Caregiver: \_\_\_\_\_  
Signature with date: \_\_\_\_\_

In addition to the above, I agree to share my video on the public platform for purposes such as- public awareness, promotion and media.

Client signature with date \_\_\_\_\_ Staff signature with date \_\_\_\_\_



Head of the Department  
Speech Language Studies  
Dr. S. R. Chandrasekhar Institute  
of Speech & Hearing  
Hennur Road, Bangalore-560084

**Department of Speech Language Studies (Diagnostics)**



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**Dr. SR Chandrasekhar Institute of Speech and Hearing**  
**Speech Therapy Unit**  
**Consent Form**

Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_  
 Age/Gender: \_\_\_\_\_ Date of admission to the Therapy Unit: \_\_\_\_\_  
 Date: \_\_\_\_\_

I allow myself/my child to be photographed/video graphed for:

**Analysis and client/caregiver feedback** Sign.....

Video recordings are useful for clinicians to analyze responses, this helps in documenting progress and choosing new goals. Recordings also aid in explaining to clients and family members techniques that can be used at home.

**Research purposes** Sign.....

Video recordings that are used for research can help in further understanding of the disorder and effectiveness of therapy techniques. This information can benefit other individuals with similar concerns.

**Training/academic purposes** Sign.....

Dr. S.R.C.ISH is a training institute and training future speech language pathologist is one of its important activities. Videos of individuals with different disorders and different therapy techniques being used are essential to help students learn. This will enable them to become better speech language pathologists and to serve society appropriately.

**Media** Sign.....

Awareness of different speech, language, reading and writing, and swallowing disorders is not very high in our country. The same is true of the services that a speech language pathologist can provide. Granting us permission to use photographs and videos on media platforms can help us spread awareness about the different speech and language disorders and the services available for them to the general public. This can lead to a better quality of life of individuals with the disorders.

**Online Circulation** Sign.....

Online modes of information dissemination are quick and effective. Granting us permission to use photographs/videos for online evaluation can help in spreading awareness about disorders and available treatment options.

I allow my child/myself to be photographed:

- with his/her face visible
- without his/her face visible

Signature: \_\_\_\_\_

I allow my child/myself to be video graphed:

- with his/her face visible
- without his/her face visible

Signature: \_\_\_\_\_

Name of client/caregiver: \_\_\_\_\_ Staff signature with date: \_\_\_\_\_

Signature with date: \_\_\_\_\_

  
**Dr. Anifa Reddy**  
 Head of the Department  
 Speech Language Studies  
 Dr. S. R. Chandrasekhar Institute  
 of Speech & Hearing  
 Hennur Road, Bangalore - 560084

## Speech Therapy Unit



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 Affiliated to Bengaluru North University, B++ NAAC Accredited  
 Recognized by Rehabilitation Council of India  
 Hennur Main Road, Bangalore-560084  
 Tel: 080-25460405/25470037 Mob: 8861787315  
 Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)



**HEARING AID CONSENT LETTER**

Date: \_\_\_\_\_

I hereby acknowledge that I \_\_\_\_\_ or my child \_\_\_\_\_ was tested and explained about the results of the tests. With the information given regarding the hearing aid, I decided to try body level/BTE/ITE style and linear/digital hearing aid in one ear/ both ears. After the trial, I am satisfied with \_\_\_\_\_ hearing aid and I am willing to purchase the hearing aid.

I understand that the tests only give the degree of hearing loss and do not indicate the presence/absence of cochlea/auditory nerve. I am free to undergo a radiological test to find out if the structures are present.

NOTE: FOR BODY LEVEL HEARING AIDS, SPARE PARTS SUCH AS CABLES AND RECEIVERS ARE DIFFICULT TO PROCURE.

The hearing aid once purchased is not refundable or replaceable.

S.No of Right ear's Hearing aid: \_\_\_\_\_

S.No of Left ear's Hearing aid: \_\_\_\_\_

\_\_\_\_\_  
 Signature of the patient / parent

Client no \_\_\_\_\_

\_\_\_\_\_  
 Signature of the Supervisor

  
 30/12/24  
 Head of the Department  
 Dr. S.R. Chandrasekhar Institute  
 of Speech & Hearing  
 Hennur Road, Lingarajapuram, Bengaluru-560084



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**DEPARTMENT OF HEARING STUDIES**

**CLIENT INFORMATION AND CONSENT TO UNDERGO AUDIOLOGICAL TESTS**

Audiological testing will be carried out in two parts: screening and/or diagnosis post review of medical records and case history. You/your ward should undergo a series of Audiological/ Vestibular tests to assess hearing/ balance with and/or without your hearing aid(s). All the tests performed are non-invasive in nature.

All information gathered throughout the procedures will be kept confidential. No personal information will be disclosed. The assessment results may be used for further research purposes, student training or conferences/webinars/seminars presentation.

**INFORMED CONSENT**

I, the undersigned, Mr./Ms. \_\_\_\_\_ have been informed about the tests and the procedures involved in the assessment. When I did not understand something, I asked questions and received a satisfactory answer. I also give my consent to use the clinical information related to my case for research presentations/publications in a journal/website or any other platforms that may be seen by the general public. I understand that my name or initials will not be published and that efforts will be made to conceal my identity. A signed copy of this consent form will be kept along with my records.

When the client is a minor, the consent is given by \_\_\_\_\_  
(name and relation) on his/her behalf.

Signature of the client/caregiver:

Name:  
Case Number:  
Phone Number:  
Supervisor:

  
Head of the Department  
Department of Hearing Studies  
Dr S.R. Chandrasekhar Institute  
of Speech & Hearing  
Hennur Road, Bangalore-560084

**Department of Hearing Studies Consent Form**





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## A Multi-Tiered Evaluation Documentation Process

### Speech Diagnostic Report

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**SPEECH AND LANGUAGE DIAGNOSTICS REPORT**

**Client Name:** B Saish Naidu  
**Client No:** 150007  
**Age /Gender:** 4.11 years/ Male  
**Languages known:** Telugu, English  
**Date of Evaluation:** 26/11/2024  
**Informant:** Parents

**BREIF HISTORY**

Master Saish was accompanied by his parents to DRSRCISH as he was referred from Indira Gandhi Hospital for detailed aided audiogram for the purpose of Cochlear Implant. On 06/02/2023 the client had been to St. John's medical college and was diagnosed with bilateral profound hearing loss and was referred to NIMHANS for the purpose of UDID certificate. Audiological evaluation was done and the results were bilateral profound hearing loss. The child came to Ish for aided audiogram and the responses obtained were at lower speech spectrum and was recommended for cochlear implant. Cochlear implant was done on 28.05.2024 at Indira Gandhi Hospital.

**FORMAL TEST ADMINISTERED**

**Assessment of Language Development (ALD):**

- Receptive Language Age: 18-24 months
- Expressive Language Age: 12-18 months

**Receptive Expressive Emergent Language Scale (REELS):**

- Receptive Language Age: 20-22 months
- Expressive Language Age: 18-20 months

**Gestural Scale for Hard of Hearing(GSHOH):**

- Receptive Language Age: 30-33 months
- Expressive Language Age: 18-20 months

**Scales of Early Communication Skills (SECS):**

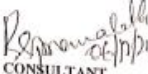
- Receptive Language Age: 3.0-3.11 years
- Expressive Language Age: 3.0-3.11 years

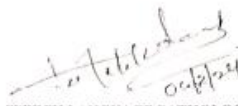
**PROVISIONAL DIAGNOSIS**

Spoken Language Disorder secondary to Hearing Impairment

**RECOMMENDATIONS**

- Psychological Evaluation
- Auditory Verbal Therapy
- Speech and Language Therapy
- Follow up

  
CONSULTANT

  
SPEECH LANGUAGE PATHOLOGIST





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**AUDIOLOGICAL EVALUATION**

NAME: [REDACTED] E: 21/10/24 18767  
 CLIENT: [REDACTED] L  
 AGE: 50/ female TESTED BY: Ms Shreya  
 OTOSCOPY: (R) (L) REFERRED BY: Dr. Chandrasekhar  
 Bilateral tone

Instrument: GSI Audiometer pro

Modality: Air Conduction  
 Unmasked: Yes  
 Masked: No Response

SOBE CONDUCTION  
 Unmasked: No Response  
 Masked: No Response

FOREHEAD  
 Unmasked: No Response  
 Masked: No Response

SOUND FIELD  
 No Response

SENSORINEURAL ACUITY LEVEL

BOA/VRA/CPAPTA  
 ISO  
 120 110 100 90 80 70 60 50 40 30 20 10 0  
 125 250 500 1000 2000 4000 8000  
 (Hz)

E.C.A. (BEHAVIORAL OBSERVATION AUDIOMETRY)

STIMULI USED

RESPONSES OBSERVED

**SPEECH AUDIOMETRY**

In Quiet field	R	L
P.T.A.	15	31
S.R.T.	25	30
S.R.S.	100%	96%
M.C.L.	65	70
U.C.L.	100	100

STIMULUS USED:  
 PB words and Spondee word list  
 in English

REMARKS: Continuous drainage in right ear  
 K/C/O autoimmune disease on medication

**SPECIAL TESTS**

FREQ Hz	RIGHT				LEFT			
	1K	2K	4K	8K	500	1K	2K	4K
SISI								
MHSI								
TDT								
SPIN								

ANY OTHER

**IMMITTANCE TESTS**  
 Instrument: GSI Tympano pro

Date: 21/10/24  
 Tested by: Ms Shreya

Measures: R L  
 Tympanogram Type: A A  
 Ear Canal Volume (cc): 1.5 1.4  
 Static Compliance (cc): 0.9 0.8  
 Peak Pressure (mmHg): -15 -2  
 Resonance Freq (Hz): 450 450  
 Reflex Pattern: Absent Absent  
 Assurance Press (PS): 100 100  
 AB: [REDACTED]  
 AG: [REDACTED]

Test Ear: [REDACTED]  
 Right Ear: [REDACTED]  
 Right Ear: [REDACTED]  
 Left Ear: [REDACTED]  
 Left Ear: [REDACTED]  
 Normal Absent Elevated

Reflex Pattern:  
 Contra: [REDACTED]  
 Ips: [REDACTED]

Assurance Press (PS): [REDACTED]  
 AB: [REDACTED]  
 AG: [REDACTED]

**REFLEX DECAY TEST**

	500 Hz	1K Hz
Ipsi R		
Ipsi L		
Contra R		
Contra L		

Bilateral in type tympanogram with acoustic reflexes present suggestive of middle ear pathology.

OAEs  
 Instrument: 11006

Date: 21/10/24  
 Tested by: Ms Shreya

Reports attached.

**ENT EVALUATION**

**INTERPRETATION**

Right: Right frequency sloping hearing loss  
 Left: Mild sensorineural hearing loss with irregular sloping configuration.

**RECOMMENDATION**

- ENT consultation
- BERT
- Vestibular assessment
- Regular monitoring of hearing
- Aural hygiene
- follow up.

Ms Shreya  
 Audiologist  
 Department of Speech, Language & Hearing  
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Rashmi. J. Bhat  
 Principal  
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