

MINUTES OF THE IQAC MEETING HELD ON 14TH SEPTEMBER 2018 AT THE SEMINAR HALL, DR.S.R. CHANDRASEKHAR INSTITUTE OF SPEECH AND HEARING, BANGALORE

Members Present

Dr. Madhuri Gore - Chairperson
Dr. M.N. Nagaraja – Member (Management Representative)
Dr. Rashmi Bhat - Member
Dr. B.S. Premalatha – Member
Ms. Sneha Mareen Varghese – Convenor
Mrs. Jalajakshi - Member (Administration)
Mr. Divyang Chaudhary – Student Representative
Mr. Sarath D Das – Student Representative

The Chairperson welcomed the members for the meeting.

Mrs. Sneha Mareen Varghese read out the minutes of the previous meeting held on 18.1.2018. The minutes was approved.

Action taken with respect to the lacunae pointed out by the Peer team:

- **Improving the teaching and learning like faculty student ratio:** The management representative informed that the NAAC Peer team took into account the strength of the teaching staff and not the Clinical Supervisors were not listed. However, as per RCI, we meet the requirement of staff.
- **Faculty should undertake research activities by the students both at Institute level and also work to have collaborations with other universities.** It was discussed that an attempt to seek grants from government institutions should be made by the faculty. Faculty can seek help from Sri B.N. Gupta Research which became functional from June 2018 to improve research activities. Four staff have been appointed under the guidance of Dr. M.N. Nagaraja, CEO.
- **Providing clinical hours to the students during their internship :**
It was suggested that the staff incharge of their Centers/schools may be oriented before the students started their internship. Accordingly, a proforma to be prepared and filled on hourly basis by the student and counter signed by the Supervisor in charge.
- **Digitization of Library:** The management representative stated that it is under consideration

- **Add on courses:** The Sign Language Course is already being conducted for our students in I Semester. Feasibility of introducing fellowship program on Speech and swallowing rehabilitation was discussed.
- The Student representative requested to include postings in specialized clinics and also observation of live CI Surgery. They also requested permission to use the Instruments on Sunday for Dissertation purpose. Dr. M.N. Nagaraja said that guidelines to be prepared before permitting to use instruments on holidays.

Future Plans

- 1) **Teaching & Learning: Improve on** biometric attendance system for students
- 2) **Faculty Development Programmes:**
 - To be held in October or November 2018.
 - Staff should be encouraged to register for online programs as per their area of interest.
 - Feasibility of Faculty exchange programs should be checked.
 - Permit faculty to attend professional development programmes conducted by other colleges/universities
- 3) **Academic Audit (Internal and External) :** Proforma to be prepared for Audit of Academic Faculty
- 4) **Improving Research**
 - Apply for funding to DST and AISH for major and minor projects.
 - Support student research projects
 - Apply for UGC Grants.
 - Internal Funding for Research Project for each department.
- 5) **To improve infrastructure and Learning Resources:**
 - Digitization of the Clinical Records. Proposal may be submitted for hiring an Data Entry Operator for entering the case records.
- 6) **Development Program for non academic staff :**
 - Orientation programme to Support Staff on Social Communication, soft skills to get mutually benefitted.

7) To have a parent teacher association.

The meeting ended with a vote of thanks by the Chairperson.



Ms. Sneha Maren Varghese

IQAC-coordinator

Internal Quality Assurance Cell (IQAC)
Dr S R Chandrashekar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084



Dr. Rashmi J Bhat

Principal & Chairperson IQAC

Internal Quality Assurance Cell (IQAC)
Dr S R Chandrashekar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084



Dr. S. R. Chandrasekhar Institute of Speech and Hearing
(Aided by Lions Club of Bangalore East)
Hennur Road, Bangalore - 560 084.

Telephone: 080-25460405 / 25470037 / 25468470

Fax: 080-25467829

Email ishroot@vsnl.net / ishblr@indiainfo.com / Web www.speechhear.org
www.speechhear.org

INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 11.12.2019

The meeting was conducted with the following members of the IQAC:

1. Dr. M. N. Nagaraja
2. Dr. Madhuri Gore
3. Dr. Rashmi Bhat
4. Dr. B S Premalatha
5. Dr. Anita Reddy
6. Mr. Suresh T
7. Ms. Sneha Mareen Varghese
8. Ms. Dessai Teja Deepak
9. Ms. Megha Sasidharan
10. Mr. Nitish Ranjan Patel
11. Mr. Alex Mathew (Student Representative)
12. Mr. Pavan (Student Representative)
13. Ms. Sybille Joy Francis (on behalf of Ms. Jalajakshi S)

Members of the IQAC discussed and decided on the following points.

1. Annual Academic calendar was designed and formulated for the year 2020

- The commencement date of upcoming semesters was decided for BASLP as 30th December 2019.
- Decision on interviewing applicants for UG and PG programmes BASLP, was taken and was tentatively scheduled as May 2020.
- Admission process for 1st year BASLP was decided as to be commenced on 22nd June 2020
- Tentative date for Graduation Day was suggested as 1st May 2020
- Tentative dates for seminar were discussed - HOD of Hearing Studies agreed to conduct a seminar in the month of August 2020, and the HOD of Speech Language Studies agreed to conduct in the month of May 2020.

- Expert series lectures were decided be held once every month on Tuesday from 1:30-2:30pm
- 2. Decision was taken to encourage students to participate in inter college competitions like AIISH AWAAZ scheduled on 29th February & 1st March 2020
- 3. Student representatives were asked to decide on tentative dates to conduct annual sports and cultural meet.
- 4. Feasibility of having Parent Teacher Association though skype was discussed. Decision is yet to be taken.
- 5. Student representatives suggested organizing their Graduation Day outside the institute premises. This was agreed upon by the members and hence, the matter will be put forward to the management.
- 6. The need to upgrade the institute website was discussed.
- 7. It was decided to conduct soft skill training for the administrative and support staff of the Institute.
- 8. Feasibility of institute hosting an intercollege cultural event was discussed.

The meeting adjourned with thanks to the Chair.

Rashmi J Bhat
Dr. Rashmi J Bhat
Chairperson, IQAC

Chairperson
Internal Quality Assurance Cell (IQAC)
Dr S R Chandra Institute of
Speech and Hearing
Hennur Road, Bangalore-560084



Ms. Sneha Mareen Varghese -
Co-ordinator, IQAC

Internal Quality Assurance Cell (IQAC)
Dr S R Chandra Institute of
Speech and Hearing
Hennur Road, Bangalore-560084

MINUTES OF THE MEETING-IQAC

CALL TO ORDER

A meeting of the IQAC members was held on 06/01/2021 at the Seminar Hall. The meeting commenced at 10:00 AM

ATTENDANCE

The meeting was attended by the following members:

1. Dr. Rashmi J Bhat, Chairperson
2. Ms. Sneha Mareen Varghese, Coordinator
3. Dr. Madhuri Gore, Invited Member
4. Dr. B S Premalatha, Invited Member
5. Dr. Anita Reddy, Faculty Member
6. Ms. Alphonsa Joseph, Parent Representative
7. Ms. Megha Sasidharan, Alumni Member
8. Mr. Nitish Ranjan Patel, Faculty Member
9. Mrs. Jalajakshi, Office Representative
10. Ms. Manasa R B, Student Member
11. Mr. Anil, Student Member
12. Ms. Dessai Teja Deepak, Faculty Member
13. Ms. Subashini D, Invited Member

AGENDA 1: REVIEW OF PREVIOUS YEAR'S MINUTES

- Graduation ceremony of the previous batch was decided to be conducted along with that of the current batch on 1st May 2021.
- It was decided that parent teacher association will be not be formed currently. Hence, a Parent Teacher meet was decided to be conducted for both undergraduate and post graduate students once in every semester (preferably mid-semester)

The above mentioned motions were proposed by Dr Rashmi J Bhat and seconded by Dr B S Premalatha as well as Ms Megha Sasidharan

AGENDA 2: RECONSTITUTION OF COMMITTEES

- It was suggested that the "Magazine and Annual Report committee" to be replaced with "Annual Report committee". It was advised that Mr Ramamurthy (Accounts Officer) and Mr Jayaram (Administrative Officer) be included in the Annual Report committee.

- It was recommended that the SASH president to be a member of the curriculum committee and any other elected Sports Secretary to be included as a member of the Infrastructure and Maintenance committee
- It was decided that Mr Prabish be included as member of Extension Activity committee
- It was suggested that Ms Sreelakshmi may replace Ms Betsy in the Sports committee and Ms Deepa to be included as a member of the same
- It was recommended that Ms Aishwarya and Ms Prajna be included as members of Cultural committee
- It was suggested that the Hostel Warden be included as a member of Anti Ragging Committee
- It was recommended that Ms Sybil and Ms. Sreelakshmi be included in the Sexual Harassment Elimination Committee.
- It was suggested that Ms Mereen to be included as a member of Grievance Redressal committee
- It was suggested that Ms Megha Sasidharan to be included as a member of Alumni Association
- Ms Deena Priya to be included as a member and Ms Tessy Henry Gomez to be instated as chairperson for the Placement Cell committee. It was recommended that Ms Sybil and Ms. Mereen be included in the Placement Cell committee.
- Ms Jayashree, Ms. Tessy and Ms Subhashini were nominated to be the members in the Women Empowerment committee .
- Dr. Madhuri Gore and Ms. Deborah were nominated as members of Environment Committee.

The aforementioned recommendations were proposed by Dr Rashmi J Bhat and seconded by Dr B S Premalatha as well as Dr Madhuri Gore

AGENDA 3: GEAR UP ACTIVITIES FOR VARIOUS COMMITTEES

- It was advised that the Grievances Redressal Committee, Anti Ragging Committee and SHE committee may plan and devise relevant activities and meetings at the earliest.

The aforesaid suggestions were proposed by Dr Rashmi J Bhat and seconded by Ms Sneha Mareen Varghese as well as Ms Alphonsa

AGENDA 4: FORMULATION OF ACADEMIC CALENDAR

- It was suggested the an e-calender of events of the academic year to be made and intimated to all staff.
- Days of significance to the field of Speech and Hearing and other days marked with generic importance to be commemorated and to be included in the academic calendar.

- It was advised that dates of Parent Teachers Meeting, seminars, conferences and other events by various departments to be marked in the academic calendar
- It was suggested that the submission of Annual Report is to be as per academic calendar
- It was advised that academic audit to be conducted every year.

The above mentioned suggestions were proposed by Ms. Sneha Mareen Varghese and seconded by Mr. Nitish Ranjan Patel as well as Dr. B S Premalatha

AGENDA 5 : LINKAGES/COLLABORATIONS FOR INTERNSHIPS

- It was advised that MOU to be made with all Internship centres (in-house and external interns), Mr Shobin James and Ms Tessy Henry Gomez were assigned responsibility for the same
- It was decided that SSK and COM-DEALL may be looked into as prospective additional internship centres and that Speech Department will oversee the implementation of the same

The aforementioned motions were proposed by Dr. B S Premalatha and seconded by Dr. Madhuri Gore as well as Dr. Anita Reddy

AGENDA 6 : IMPLEMENTATION OF ADMINISTRATIVE AUDIT

- It was recommended to conduct internal and external administrative audits
- It was also recommended that students may actively contribute their views on administrative policies
- Dr BS Premalatha was nominated to head the administrative audit and it was advised that she can form a team for the same

The above said suggestions were proposed by Dr. Rashmi J Bhat and seconded by Dr. B S Premlatha as well as Ms. Teja

AGENDA 7 : UPGRADATION OF WEBSITE

- It was proposed that website shall be furnished with embedded links directing to NAAC proceedings and other NAAC related essential information
- It was advised that Mr Chetan be trained for the same

The above said suggestions were put forward by Ms. Sneha Mareen Varghese and seconded by Dr Rashmi J Bhat and Ms Megha Sasidharan

AGENDA 8 : PROMOTE SPEECH AND HEARING AWARENESS PROGRAM

- A dedicated team to commemorate days of significance to the field of Speech and Hearing and other days marked with generic importance to be formed
- Ms Tessy Henry Gomez, Ms Prajna, Ms Deena Priya and Ms Cynthia along with the SASH cultural secretary were suggested to be included in the team for the same

The aforesaid suggestions were proposed by Dr. Rashmi J Bhat and seconded Dr. Anita Reddy and Ms. Megha Sasidharan

AGENDA 9: FIELD VISITS FOR STUDENTS

- It was proposed that every subject incharge/ clinical incharge may plan for minimum two field visits per semester for both undergraduates and post graduates
- The dates for the same to be included in the academic calendar

The aforesaid suggestions were proposed by Dr. Rashmi J Bhat and seconded by Dr. Madhuri Gore as well as Dr. Anita Reddy

AGENDA 10 : FEEDBACK FROM STAKEHOLDERS

- It was suggested that the No Dues of students be signed only after submission of feedback forms

The above said suggestion was proposed by Ms. Alphonsa and seconded by Dr Madhuri Gore as well as Dr. Anita Reddy

AGENDA 11: QUALITY INITIATIVES THROUGH IQAC

- Training Videos:- Disorder specific videos to be made and a dedicated team including students to be formed for the same (Mr Akshay, Mr Akhil, Mr Akash, Mr Yash and Ms Keerthana)
- Student Handbook:- It was suggested that a student handbook be made before induction of the forthcoming new batches and Ms Subhashini will be included in the team towards the same
- Remedial Cell- Feasibility to incorporate Remedial Training in the form of peer teaching to be looked upon; a team to be formed to devise plan for the same
- Service Regulations book:-The Service Regulations book to be updated and circulated among the staff. It was also suggested that this may be uploaded on the website by the administrator

- Paperless communication- E-Notifications/ E-circulars to be sent across rather than hard copies especially for documents like Time Table, Salary Slips, Lesson Plans and other circulars. Digitizing CPC also to be considered to combat storage issues.
- Pocket Guide for students: -It was suggested that a team including Ms Rency, Ms Jinumole and Ms Aishwarya be formed for preparing a pocket guide for Speech pathology and Audiology
- Value added course:- It was emphasised to conduct value added courses; the webinars organised by different departments to be considered for the same (Eg Writer's Lab, Movie making).Students were asked to provide a list of preferable value added courses as per their interest.

The aforementioned suggestions were proposed by Dr. Rashmi J Bhat and seconded by Ms. Megha Sasidharan and Ms. Teja

AGENDA 12: ANY OTHER

- It was proposed that Minutes of the Meeting and the supporting documents (in the forthcoming year) must be mandatorily uploaded to adhere to the stipulations as per NAAC
- It was decided that the IQAC meeting be conducted twice a year.
- It was suggested that virtual tour of the institute to be planned
- It was suggested that Mr Shobin James be included as a staff representative in SASH
- The SASH members were also advised to document the proceedings to hand over to their successor to facilitate easy transition of responsibilities and that a comprehensive report on their activities to be submitted to the staff representative every July

The aforementioned suggestions were proposed by Dr. Rashmi J Bhat and seconded by Ms. Sneha Mareen Varghese and Mr. Nitish Ranan Patel

ADJOURNMENT

Ms. Sneha Mareen Varghese moved that the meeting be adjourned and this was agreed upon at 12:15 PM

Rashmi J Bhat
Dr. Rashmi J Bhat
 IQAC, Chairperson
 Internal Quality Assurance Cell (IQAC)
 Dr S R Chandrasekhar Institute of
 Speech and Hearing
 Hennur Road, Bangalore-560084
 1. College Office
 2. Administrative Officer
 3. Members of IQAC

Sneha Mareen Varghese
Ms. Sneha Mareen Varghese
 IQAC, Co-Chairperson
 Dr S R Chandrasekhar Institute of
 Speech and Hearing
 Hennur Road, Bangalore-560084

MINUTES OF THE MEETING-IQAC- 15/07/2021

CALL TO ORDER

A meeting of the IQAC members was held on 15/07/2021 at the Seminar Hall. The meeting commenced at 1:45 PM.

ATTENDANCE

The meeting was attended by the following members:

- Dr. Rashmi J Bhat, IQAC Chairperson
- Dr. B.S.Premalatha, Invited member
- Dr. Anita Reddy, Faculty member
- Mr.Suresh T, Faculty member
- Ms.Srividya A, Invited member
- Mr. Nitish Ranjan Patel, Faculty member
- Ms.Dessai Teja Deepak (acting IQAC-Co-ordinator)

Invited Members:

- Ms.Mereen Rose Babu
- Ms.Subhashini D
- Ms.Jinumole Daniel
- Ms. Soniya
- Ms. Anita Jose
- Ms. Sarah
- Ms.Sharon
- Mr.Prabish
- Mr.Nitin Damam
- Ms.Cynthia
- Ms. Deepa
- Ms.Jaimol
- Ms.Sarah

The objective of this meeting was to review progress of the plan of action of previous academic year.

AGENDA 1: REVIEW RECONSTITUTION OF COMMITTEES

Owing to the addition of new staff re-constitution of NAAC committee was done. The following changes were made:

- Ms. Priyanka to replace Mr. Shobin in Annual report committee.
- Ms. Sarah and Ms. Soniya were added in Extension committee.
- Ms. Deepa to replace Mr. Shobin as Chairperson for sports committee.
- Ms. Shiji was added as a member of Sports committee.
- Ms. Sharon was added as member of Alumni committee.
- Ms. Akhila was assigned as a member of Environmental committee.

The above recommendations were proposed by Dr. Rashmi J Bhat and was seconded by Ms. Dessai Teja and Dr. Anita Reddy.

AGENDA 2: REVIEW FORMULATION OF ACADEMIC CALENDAR

Progress on formulation of academic calendar was discussed. On completion, it was advised to be circulated amongst the staff.

This notion was proposed by Dr. Rashmi J Bhat and was seconded by Mr. Nitish Ranjan Patel.

AGENDA 3: REVIEW LINKAGES/COLLABORATION OF INTERNSHIPS

A MOU was suggested to be made with Internship centres such as Spastic Society of Karnataka and COM-DEALL in the previous meeting. However due to the lockdown it could not be done. Hence it was advised to the Internship coordinators to resume procedures related to the same.

The afore mentioned recommendation was proposed by Dr. Rashmi J Bhat and was seconded by the Internship co coordinators.

AGENDA 4: REVIEW: IMPLEMENTATION OF ADMINISTRATIVE AND ACADEMIC AUDIT

It was advised that the academic audit may be planned as per students' arrival.

The above-mentioned recommendation was proposed by Dr. Rashmi J Bhat and seconded by Dr. Anita Reddy

AGENDA 5: REVIEW UPGRADATION OF WEBSITE

The possibility of outsourcing website designing, and development was discussed.

The aforementioned particular was proposed by Mr. Nitin and was seconded by Ms. Mereen

AGENDA 6: PROMOTING SPEECH AND HEARING AWARENESS ACTIVITIES

The activities conducted till date were reviewed and was found to be satisfactory. Emphasis was given on documenting the activities methodically.

The above-mentioned recommendation was made by Ms. Teja and seconded by Dr. Rashmi J Bhat and Mr. Nitin.

AGENDA 7: REVIEW FIELD VISIT FOR STUDENTS

- Despite commencing measures to implement field visits for all batch of students, due to lockdown it could not be carried out. The possibility of implementing the same currently was looked into.
- Possibility of engaging students by enrolling them in online courses as a measure to compensate / substitute for field visits was discussed.

This was proposed by Dr. Rashmi J Bhat and seconded by Ms. Jinumole and Mr. Nitin.

AGENDA 8: REVIEW FEEDBACK FROM STUDENTS

The notion of issuing No Dues to students after submission of feedback forms which was proposed in the previous meeting was recommended to be followed.

This was proposed by Dr. Rashmi J Bhat and was seconded by Dr. B.S. Premalatha

AGENDA 9: QUALITY INITIATIVES THROUGH IQAC

- Value added courses: Value added courses in platforms like SWAYAM and COURSERA are being looked into for being pursued by both students and staff. Likewise, feasibility of conducting infection control related courses is also being looked into.
- Student Handbook: Progress of Student Handbook was discussed; second draft correction is ongoing and is expected to be ready for circulation before commencement of next academic year.
- Training videos and service rule book: Disorder specific videos, pocket guide in speech and hearing and the service rule book were advised to be updated and circulated.
- Paperless Communication: Feasibility of using paperless communication for Internal communication was discussed. Feasibility of supplementing CPC with photographs of students and digitising the same was discussed.

- Inclusion of a staff representative in SASH: It was advised to include a staff representative (Mr. Nitin K Damam), to ensure transparency of SASH activities.

The aforementioned recommendations was made by Dr. Rashmi J Bhat and was seconded by Mr. Suresh T, Dr. B.S. Premalatha, Ms. Jinumile, Ms.Subhashini and Mr.Nitin.

ADJOURNMENT

Ms Dessai Teja Deepak moved that the meeting be adjourned, and this was agreed upon at 2:40 PM

Rashmi J. Bhat
Dr. Rashmi J Bhat

IQAC Chairperson

Chairperson
Internal Quality Assurance Cell (IQAC)
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084

for *Rashmi*
15/07/2021
IQAC Co-ordinator
Coordinator
Internal Quality Assurance Cell (IQAC)
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084

MINUTES OF THE MEETING-IQAC- 07/03/2022

CALL TO ORDER

A meeting of the IQAC members was held on 07/03/2022 at the Seminar Hall. The meeting commenced at 10:15 AM

The minutes of the meeting was recorded by Ms.Subhashini D

ATTENDANCE

The meeting was attended by the following faculties:

1. Mr. C.A DL Suresh Babu, Management representative
2. Dr. Rashmi J Bhat, Chairperson IQAC
3. Dr.Madhuri Gore, Invited member
4. Dr. B.S.Premalatha, Invited member
5. Dr. Anita Reddy, Faculty member
6. Mr.Suresh T, Faculty member
7. Dr.Srividya A, Invited member
8. Ms.Alphonsa, Invited member
9. Dr. Avanti, Invited member
10. Ms.Premakumari, Invited member
11. Ms.Megha Sasidharan, Alumni Representative
12. Mr. Nitish Ranjan Patel, Faculty member
13. Dr.Mereen Rose Babu, Invited member
14. Ms.Dessai Teja Deepak, Acting IQAC Co-ordinator
15. Ms.Subhashini D, Invited member
16. Ms. Soniya, Invited member
17. Ms. Aishwarya, Invited member
18. Ms. Sarah, Invited member
19. Ms.Sheron, Invited member
20. Ms.Cynthia, Invited member
21. Ms.Deena Priya, Invited member
22. Ms.Sybile Francis, Office representative
23. Ms.Manu GC, Invited member
24. Ms. Prajna Kodgi Udappa, Invited member
25. Ms. Nisha Sunil, Invited member
26. Ms.Nikita Subudhi M, Invited member
27. Ms.Shweba Mariam Peter, Invited member
28. Ms.Deborah Dean Athaide, Invited member
29. Ms.Sreelakshmi, Invited member
30. Mr.Jayaram, Administrative representative

31. Ms. Munitha Manoj, Parent Representative
32. Mr. Darwin Jacob, Student representative
33. Ms. Ifra Shafi, Student Representative

AGENDA 1 : REVIEWING ACTION PLAN OF PREVIOUS YEAR

(a) Publication in Institute Journal

The progress made in releasing the Institute Journal was discussed and is as follows:

- Dr. Madhuri Gore is designated as the editor of the Journal and is in consultation with Dr. Prathiba Karanth and Dr. Sumitrajit Dhar on further processes associated with formation of a journal review committee/board
- The Journal registration is complete
- The authors for invited articles have been decided for the first 6 issues.
- Dr. Madhuri Gore proposed formation of editorial committee.
- Two articles have been received for consideration towards publication in the journal.
- DR. Madhuri Gore also informed the staff gathered that the journal will accept tutorials, case studies, review studies, letter to the editor and experimental studies
- Ms. Dessai Teja Deepak requested all staff to submit their research the work in the institute journal.

The aforesaid developments were told by Dr. Madhuri Gore and was seconded by Dr. Rashmi J Bhat and Ms. Megha Sasidharan

(b) ACADEMIC AUDIT FOR 2020 ONWARDS

Dr. Rashmi J Bhat explained the challenges in performing an academic audit form 2020 onwards owing to uncertainties brought in by the pandemic. Hon Secretary C.A. DL Suresh Babu urged for the same to be conducted at the earliest.

The aforesaid recommendations were made by Dr. Rashmi J Bhat and was seconded by Ms. Dessai Teja Deepak and Dr. Anita Reddy

(C) ADMINISTRATIVE AUDIT

Mr. Suresh Babu and Dr. Rashmi J Bhat deliberated upon documenting the systems and protocols followed by administration department.

A stepwise protocol or Standard operating protocol for all procedures (Eg: availing leaves) were advised to be made by Hon Secretary.

The aforesaid recommendations were made by Ms.Desai Teja Deepak and was seconded by Mr.Jayaram

(D) MAKING MOU WITH ASSOCIATED CENTRES

Hon Secretary urged for the MOUs to be made with all 14 centres associated with institute.

The aforesaid recommendation was made by Dr.Rashmi J Bhat and was agreed by Mr.Nitish Ranjan Patel

AGENDA 2: RECONSTITUTION OF COMMITTEES

Owing to the addition of new staff re-constitution of NAAC committee was done. The following changes were made:

- Ms.Subhashini was included in the Annual Report committee as she is already an existing member of newsletter team. (ISH Link)
- Dr.Avanti and Ms.Theertha Dinesh were added as new members in the Faculty Development committee
- No new members were added in the mentorship committee. However Ms.Teja enumerated the Importance of maintaining documentation of mentorship activities and urged all staff to maintain the same.
- Dr. Madhuri Gore suggested that a workshop by by Dr.Sujatha Shanba on Mentorship for all staff may help in streamlining and improving efficiency of our mentorship activities/routines.
- Ms.Sushma was added in the extension committee in place of Mr Prabish (former staff) and Mr.Anil was also included to the committee
- Mr.Amith was included in the place of Ms.Jinumole in the Infrastructure and maintenance committee.
- Dr.Anita Reddy suggested postgraduate representatives from Msc Audiology and Msc Speech to be added in the Library committee and this was agreed upon by all
- Dr.Sarika Khurana and Ms.Shweba were included as new members in cultural committee
- Ms.Sushma was added in place of Ms.Jinumole (Former Staff) in Alumni association Committee
- Ms.Deenapriya was reconstituted as a chairperson of Placement committee and Ms.Prajna was included as Mentor
- Ms.Nikita was added in the place of Ms.Tessy Henry Gomez(Former Staff) in the women empowerment committee
- Ms.Nisha and Ms.Bhavya (staff) and Ms.Christina (2nd BASLP student) were included as new members to the environment committee.

The aforementioned recommendations were made by Ms.Teja and Dr.Rashmi J Bhat and was seconded by Dr.Anitta Reddy and Dr.Madhuri Gore.

AGENDA 3: GEARING UP ACTIVITIES OF COMMITTEES

Dr Rashmi J Bhat urged all committee heads and members to plan a minimum of 3 activities per year

The aforementioned recommendation was made by Dr.Rashmi J Bhat and was seconded by Ms Alphonsa

AGENDA 4: DOCUMENTATION OF EACH ACTIVITIES AS PER NAAC/IQAC STIPULATIONS/WITH PROOF

Ms.Dessai Teja Deepak urged all staff to mention : "in association with IQAC" for all seminars and workshops organised. This has been followed since the past year and will be continued for future events as well. Dr.Rashmi J Bhat requested all staff to promptly submit write up of activities within a day with photographs bearing time stamps and geo tags.

The aforementioned recommendations were made by Ms.Dessai Teja Deepak and was seconded by Ms.Subhashini and Ms.Alphonsa

AGENDA 5: WEBSITE DEVELOPMENT

Hon.Secretary C.A. D L Suresh Babu instructed Mr.Jayaram admin to gear up on website development/ upgradation and it was urged that the website has to be updated on a day to day basis.

These recommendations were made by Dr.Rashmi J Bhat and was seconded by Mr.Jayaram and Dr.Srividya A

AGENDA 6 : QUALITY INITIATIVES THROUGH IQAC

1. Paperless Communication: Challenges faced by staff in using paper based communication methods were discussed and Hon.Secretary urged the administrative department to explore options in paperless communications as means for internal communication
2. Institute Funding for Research/Intramural funding for research: Mr.Suresh T requested provision for staff to avail funding for their research activities . Hon.secretary instructed the research team to write a proposal for the same
3. Digital Library: Hon.Secretary advised the respective committee members to approach other institutes with such facility and look into options for implementing the same in our institute
4. Student Clubs: Mr.Darwin (II PG student, SASH president) informed Hon.secretary about formation of student clubs such as social awareness clubs, art and crafts club, nature etc. He also requested the management for funding to carry out large scale activities through the club. He was asked to write a proposal for the same.
5. Funding for activities aimed at creating awareness: Dr. Rashmi J Bhat requested Hon.Secretary for allocation of funds/seed money towards activities that will be

carried out by institute for creating awareness as a part of social responsibility. Hon.Secretary informed Mr.Jayaram and Mr.Ram murthy to plan a budget towards the same.

The aforementioned recommendations were by made by Ms.Dessai Teja Deepak Mr.Suresh T, Dr.Rashmi J Bhat and Mr.Darwin. This was endorsed by Dr.Anita Reddy and Mr.Jayaram

AGENDA 6 : PREPARTION OF SSR REPORTS

Dr.Madhuri Gore suggested that the SSR be prepared by inhouse staff rather than outsourcing the same.

This was proposed by Dr.Madhuri Gore and was seconded by Dr.Rashmi J Bhat and Dr.Anita Reddy

OTHERS:

- 1.Purchasing Land to relocate institute: The process is ongoing as said by Hon Secretary.
2. Queries on not receiving confirmation letter by staff: Some staff have not received confirmation letter even after completing their probation period. They have applied for the same in time and given explanations as well, however even after a long wait time they have not received it. The staff expressed their contentions regarding the same and as a response to it, Hon Secretary assured to look into the same and work towards resolution of the issue after consultation with experts
3. Appointment of an exclusive administrative staff for NAAC purpose: Owing to the meticulous follow up required for NAAC related documentation and as it is a continuous process it was felt that appointing a new administrative staff may make the work more streamlined and not hampering the role of staff in the department routines. In response to this, Hon secretary informed Mr.Jayaram to advertise a position for the same.
4. Allocating a separate room for IQAC: Ms.Dessai Teja Deepak expressed the need for an exclusive room for storing documentation and records related to NAAC/IQAC. This was asked to be looked after by Mr.Jayaram by the Hon.Secretary.
5. Permission to access account details of college was requested as the information is required for NAAC purposes. Hon Secretary asked for a formal letter/ email to be sent requesting the same to MCM which will be later forwarded to accounts department for provision of details to the co ordinator.

6 Dr Rashmi J Bhat urged the student representatives to follow up with all batches in submission of student feedback forms at the earliest

7 Ms Dessai Teja Deepak requested co-operation of all staff towards preparation of SSR and all staff present agreed with the same.

8 Mrs Manoj , parent representative (Mother of Ms Arunya Manoj pursuing Msc Speech 1st year) expressed her gratitude for being part of the IQAC meeting.

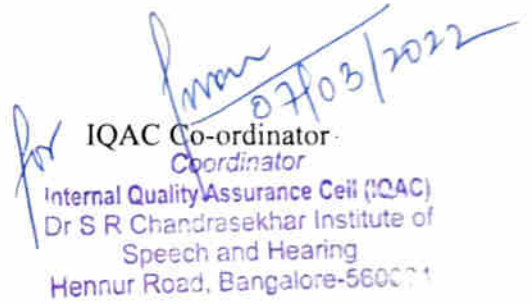
ADJOURNMENT

Ms Dessai Teja Deepak moved that the meeting be adjourned, and this was agreed upon at 12:30 PM


Dr. Rashmi J Bhat

IQAC Chairperson
Chairperson

Internal Quality Assurance Cell (IQAC)
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084


for IQAC Co-ordinator
Coordinator
Internal Quality Assurance Cell (IQAC)
Dr S R Chandrasekhar Institute of
Speech and Hearing
Hennur Road, Bangalore-560084
07/03/2022



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 NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

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

MINUTES OF THE MEETING-IQAC- 22/09/2022

CALL TO ORDER

A meeting of the IQAC members was held on 22/09/2022 at the Seminar Hall. The meeting commenced at 10:05 AM

ATTENDANCE

The meeting was attended by the following members:

- Dr. Rashmi J Bhat, Chairperson IQAC
- Ms. Sneha Mareen Varghese, Coordinator IQAC
- Ms. Dessai Teja Deepak, IQAC associate
- Ms. Cynthia, IQAC associate
- Mr. C.A DL Suresh Babu, Management representative
- Dr. Sarika Khurana, Invited member
- Dr. Madhuri Gore, Invited member
- Dr. B.S.Premalatha, Invited member
- Dr. Anita Reddy, Faculty member
- Mr. Suresh T, Faculty member
- Dr. Srividya A, Alumni Representative
- Ms. Megha Sasidharan, Faculty member
- Mr. Jayaram, Administrative representative
- Ms. Aishwarya Murthy, Student representative
- Ms. Arunya Manoj, Student representative

Members Absent

- Ms. Manitha Manoj, Parent representative
- Ms. Sybille Francis, Office representative

AGENDA 1 : To review status of action taken towards minutes of previous meeting held on 07/03/2022

The previous minutes of the meeting was read out by Ms. Sneha. Action taken was updated for the decisions taken during the previous meeting. This was approved by Dr. Anita Reddy and seconded by Ms. Megha Sashidharan. Further discussions with respect to conducting administrative audits led to Dr. Sarika Khurana suggesting to appoint an HR Consultant. This



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 NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315

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

was agreed upon by Mr. Suresh Babu. Mr. Jayaram has been assigned to shortlist a few HR consultants towards this purpose.

AGENDA 2: Status of SSR preparation for re-accreditation

Ms. Sneha updated criterion-wise progress of SSR. She informed the members that IIQA will be completed by the second or third week of October.

AGENDA 3: Any other matter

a) One month externship for PG students

Dr. Rashmi suggested including mandatory one month externship postings for PG students in the beginning of their IV Semester. She further suggested that a list of centres can be provided to the students from which they could choose their preferred centre. All members welcomed this novel initiative.

b) Dissertation viva

Ms. Sneha suggested that an open viva should be conducted for dissertations. Dr. Rashmi suggested that a panel of members can be chosen for the same. Internal marks for their dissertation can be given based on students' performance. This was accepted by all members present.

c) Intercollegiate competitions

Dr. Anita Reddy suggested that the Institute may host a Fest inviting the PU colleges to participate which will increase visibility of our college and the courses. Dr. Rashmi J Bhat suggested the SASH to look out for sponsors and plan the budget. Ms. Sneha suggested that intercollegiate competition to be held involving Naseema and Samvaad Institute of Speech and Hearing for now, and in future feasibility of including P.U colleges may be looked into. Dr. Rashmi also agreed upon the same



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 NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315

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

d) **Quiet week/days for staff**

Dr. Rashmi pointed out that all staff require time to care for their mental health to avoid burnout. Hence, she suggested that staff should be allowed to avail one week of mandatory EL per year on rotation. All members welcomed her proposal.

e) **Email to IQAC regarding events planned**

Ms. Sneha informed the members that an email should be sent to IQAC by the respective departments or committees whenever an event is to be conducted.

f) **Resources for PhD Scholars**

Dr. Premalatha suggested that printers, laptops and other consumables should be provided for PhD Scholars. Mr. Suresh Babu informed that a letter stating the requirements to be submitted to MCM. He also suggested that dedicated space should be provided for them in the library. Mr. Jayaram has been delegated to check the feasibility.

g) **Leave rules**

All members expressed their concerns regarding leave rules. Revision of leave rules was sought unanimously. Dr. Sarika suggested the need of HR to streamline the leave rules. Mr. Suresh Babu informed Mr Jayaram to look into this matter and revise rules in consultation with MCM and senior faculty.

h) **First-aid Kit**

Dr. Premalatha suggested that a first-aid kit be made available for both students and staff in the Institute. This was accepted by all members.

i) **Buddy system for students**

Dr. Sarika Khurana proposed that we implement buddy seniors' and juniors. Dr Rashmi suggested that Alumni members can be contacted to know if they would be interested to be buddies. She said that such interactions would also strengthen the Alumni association.

j) **Student Clubs**

Student representatives put forward that various clubs can be formed to promote interaction among seniors and juniors. All members welcomed this move. Dr Rashmi suggested that a



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 NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

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

senior faculty oversee the functions of the clubs and SASH. Hence, Dr. B. S. Premalatha volunteered. Ms. Sneha informed the students that specific objectives should be made for each of the clubs.

ADJOURNMENT

Ms Sneha Mareen Varghese moved that the meeting be adjourned, and this was agreed upon at 11:15 pm

Ms. Sneha Mareen Varghese
IQAC Coordinator

Dr. Rashmi J Bhat
IQAC Chairperson