Minutes

Meeting -1

Date: 28/05/2015

A meeting of the IQAC of NISH was held on 28th May, 2015 at the Board Room in Thejus, NISH.

Present:

Dr Samuel N Mathew
Dr SreeKumar Prof
VijayaKumar Dr
Suja Kunnath
Ms Praveena Davis
Ms Raji Gopal
Ms Raji N R
Ms Daisy Sebastain
Ms Shirly G

Executive Director introduced the external members to the NISH faculty and vice versa.

Matters mentioned and discussed

1. UGC Guidelines for composition of the IQAC
2. Goal and functions of IQAC set by UGC
3. Fund received from UGC for 2014-15
4. Setting up Quality Policy for NISH
5. Deficiencies came across while preparing SSR for NAAC

Decisions taken

- To develop a culture of excellence and ethics which transudes generations and to fill decay and be on top always
- Make documentation a habit
- Setting benchmarks and arrange in-service training for teaching faculty.
- In order to manage time properly, identify inefficiency and see if that can be made up with technology and free up time.
- The six faculty members belonging to IQAC to sit together and brainstorm to develop a protocol to Improve academic standard, student progression and teaching learning and develop skill matrix for staff and students and bring that up for discussion in the next IQAC meeting.
- To convene next meeting in another 2 or 3 weeks.

The meeting ended with a word of thanks by the coordinator.

Minutes

Meeting -2

Dates: 29/7/15 & 4/8/15

Present: 29/7/15

- Dr Samuel N Mathew,
- Dr SreeKumar
- Prof VijayaKumar
- Dr Suja Kunnath
- Ms Praveena Davis
- Ms Raji Gopal
- Ms Raji N R
- Ms Daisy Sebastain
- Ms Shirly G

Present: 4/8/15

- Dr Samuel N Mathew,
- Prof VijayaKumar
- Dr Suja Kunnath
- Ms Praveena Davis
- Ms Raji Gopal
- Ms Raji N R
- Ms Daisy Sebastain
- Ms Shirly G

Minutes

Agenda Item: 01: To confirm the minutes on 1st meeting of IQAC and subcommittee meetings conducted.

Presenters: Ms Shirly, Ms Raji N R, Ms Praveena

Discussion:

Ms Praveena presented BASLP students' skill matrix. It was approved by the members.

Ms Raji NR presented the skill matrix format of DHI students. Few suggestions came up to change the terminology used. She was asked to change them and circulate through email for approval of the committee.

Ms Raji N R presented the staff skill matrix. Is was reviewed and discussed. As the committee could not come to a conclusion by 4.30pm the meeting was adjourned and decided to meet at the earliest.

The continuation of the second IQAC meeting was held on 4th Aug, 2015.

The committee decided to conduct a pilot study including the whole population ie all the regular staff members with a single question "Am I having a positive relationship with ----?". Each staff has to rate the relationship with his/her colleagues with respect to a likert scale of 0-5.

[0-Not Known 1-Not Good 2-Satisfactory 3-Neutral 4-Good 5-Excellent]

Ms Rji N R was asked to create a google doc including the names of all the regular staff members and submit to the Executive Director and Executive Director will send the link to all the staff.

Conclusion:

Minutes were approved. The class coordinators has to conduct the student skill matrix once in a semester. To discuss the outcome of the pilot study in the next meeting to finalise the staff skill matrix.

Agenda Item : 02: To note the SSR submitted to NAAC by the Steering committee.

Presenter: Shirly

Members congratulated Dr Suja Kunnath, NAAC SSR preparation steering committee coordinator. Dr Suja thanked Shirly for arranging grant from UGC under GDA. But for the grants NISH should have paid an additional Rs 3.5 lakhs as NAAC processing fee.

Agenda Item : 03: Setting up IQAC office using the fund received for that from UGC

Presenter: Shirly

The Chairman gave permission to set up IQAC office at the earliest in the Academic block once the building is ready.

Agenda Item: 04: Reporting on the utilization of the fund provided by the UGC under General Development Assistance.

Presenter: Shirly

She reported that NISH's proposal was approved by UGC and thus received grant.

Agenda Item: 05: Any other item with the permission of Chair

Nil
Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G

Coordinator, IQAC

Minutes

Meeting -3

Date: 16/09/2015

A meeting of the IQAC of NISH was held on 16th September, 2015 at the office of Executive Director.

Present:

- Ms Shirly G
- Prof VijayaKumar
- Dr Suja Kunnath
- Ms Praveena Davis
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Anju V J
- Ms Chithra Prasad
- Ms Sneha Sara John
- Ms Anoopa Mathew

Absent:

- Dr Samuel N Mathew
- Dr Sreekumar
- Ms Daisy Sebastain
- Ms Sreebha Sreedhar
- Ms Anuja Sudheer

As Dr Samuel N Mathew, the chairperson of IQAC was attending an important meeting with the Chief Minister, the meeting was chaired by Prof Vijayakumar.

A quorum of members was present, and the meeting, having been duly convened, was ready to proceed with discussion. Ms Shirly welcomed everyone to the meeting and introduced new members who have been included as per guidelines by UGC.

Minutes

Agenda Item: 01: To confirm the minutes on 2nd meeting of IQAC.

The coordinator presented to the members the minutes of the second IQAC meeting for approval.

The minutes were approved as presented.

Agenda Item : 02: To develop action plan for the year 2015-16.

The first draft of the action plan for the year 2015-16 was made. It is as follows:

Academic

- Develop NISH policy, mission and vision
- Arrange atleast four in-service training to teachers
- Implement Google class room
- Ensure all academic staff undergo atleast one FIP/MOOC Course
- Implement Students' skill matrix
- Conduct Staff Evaluation by the end of each semester
- To ensure that each dept submit proposals to UGC/International Organizations to avail of Minor or Major Research Projects
- To publish an annual multi-disciplinary research journal with ISSN
- Compile the seminars by DHI students and form a video archive.
- To develop a criteria to determine teacher quality.

Non academic

- *Create alumni database with course wise group id and provide a link/page on NISH website.*

A number of questions were asked and extensive discussion ensued to develop criteria to determine teacher quality. Decided to determine the teacher quality by rationalizing the workload of teachers, which will help to improve the quality of teachers. A subcommittee was constituted with Dr Suja Kunnath, Ms Chithra Prasad, Ms Praveena and Ms Shirly as members to determine ways to find out the workload of teachers.

Prof Vijayakumar to handle a faculty improvement session on the topic "*Teaching and teachers in higher education today*" to all teaching staff on Nov 6th from 1.45pm to 2.45pm.

Ms Chithra to constitute a committee for alumni database development.

Ms Raji N R was entrusted to compile the seminars by DHI students and form a video archive.

Agenda Item : 03: To discuss and approve DHI students skill matrix.

It was approved.

Agenda Item :04: To view the outcome of the 5 scale study conducted to find out the relationship of NISH staff members with their colleagues.

Ms Shirly briefed the outcome of the study conducted in August 2015.

Agenda Item: 05: Any other item with the permission of Chair

Nil

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G

Coordinator, IQAC

Minutes

Meeting -4

Date: 12/01/2016

A meeting of the IQAC of NISH was held on 12th January, 2016 at the office of Executive Director.

Present:

- Dr Samuel N Mathew
- Dr Sreekumar
- Ms Shirly G
- Prof VijayaKumar
- Ms Praveena Davis
- Ms Raji Gopal
- Ms Raji N R
- Ms Daisy Sebastain
- Ms Parvathy Pavithran
- Ms Chithra Prasad
- Ms Sreebha Sreedhar
- Ms Sneha Sara John

Absent:

- Dr Suja Kunnath
- Ms Anju V J
- Ms Anoopa Mathew
- Ms Anuja Sudheer

A quorum of members were present, and the meeting, been duly convened, proceeded with a discussion.

Minutes

Agenda Item: 01: To confirm the minutes on 3rd meeting of IQAC.

The coordinator presented the minutes of the third IQAC meeting for approval. The half yearly analysis of plan of action for 2015-16 was presented. Regarding the implementation of Google classroom management system, ED raised his concern and enquired the effectiveness and decided to hold a discussion session for the teachers to find out its effectiveness in being used for managing classes for both academics and administration. Till now 13 staff have completed one MOOC course. ED reminded that NISH will reimburse 49$ to 99$ fee per course for one teacher annually. He also said this will be taken into account during performance appraisal of the employees. For analysing the staff evaluation, Ms Shirly requested a support. It was approved and permission granted to get assistance from Ms Vidhya, Computer Lab Asst. ED suggested to motivate the various depts. And to submit research projects to UGC. ED raised his concern about

publishing research journal annually. It was decided to compile CC/JC articles of ASLP. Ms Sreebha Sreedhar was entrusted.

The minutes were approved.

Agenda Item: 02: Ms Chithra to update the outcome of the subcommittee which is formed to determine ways to find out the workload of teachers and to discuss about it.

Ms Chithra presented the google format developed by the subcommittee. As the feedback from the teachers who participated trial run was that it is time consuming, the committee suggested that instead of start time and end time, duration can be given. In order to reduce the number of fields, it can be made in a tabular format/matrix, which will be less time consuming, simple and can be done at the EOD. Ms Chithra to modify that send to the committee members for approval.

Agenda Item : 03: Ms Chithra to update steps taken for alumni database development and Ms Raji N R to update steps taken to compile the seminars by DHI students and form a video archive.

Ms Chithra complained that the alumni are not showing the expected response. The committee entrusted Ms Praveena and Ms Chithra to identify ways to develop database.

Ms Raji updated that the seminars of four students were video recorded. Remaining students' were not recorded as they were not up to the mark. These will be kept in the library as video archives.

Agenda Item: 04: To discuss the readiness for NAAC

1. Shirly updated that in order to give awareness about the SSR , its video recording is being taken. The presentation by SSR team members are being interpreted by HEFP team. This will be shared with staff as well as students very soon.
2. ED updated about waste management committee formulated recently

3. ED also updated that AO is doing the necessary for sign boards.

Agenda Item: 05: To develop criteria to find out the outcome of the feedback from different stakeholders.

NISH uses the following formats to collect feedback from its stakeholders.

1. Students & Parents complaint register
2. Service feedback form
3. Feedback about student clinician
4. NISH- Student's Grievance registry
5. Dalit redressal (Register & link in website)
6. Staff Evaluation

Actions taken and / or to be taken

1. Students & Parents complaint register- Ms Daisy to initiate action and make sure that the HOD of the concerned dept takes appropriate action.
2. Service feedback form- Social worker in the reception to check for any complaint once in 2 weeks and report to the ED for taking appropriate action.
3. Feedback about student clinician by clients- Complaints are to be checked by one social worker and a senior faculty and appropriate actions similar to assigning another clinician to that client is taken.
4. NISH- Student's Grievance registry- Ms Daisy to take action as per students' entitlement by UGC.
5. Dalit redressal (Register & link in website)- Ms Daisy to take action as per students' entitlement by UGC.
6. Staff Evaluation- HoDs to discuss the performance of every faculty member during performance evaluation interview and suggest measures for the required improvement. This performance is to be considered for appraisal every year.

Agenda Item: 06: Any other item with the permission of Chair

Nil

It was decided to have the next meeting on the 12th of April, 2016. Venue is ED's office.

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G

IQAC Coordinator

Minutes

Meeting -5

Date: 4/05/2016

A meeting of the IQAC of NISH was held on 4th May, 2016 at the AV Room in Dhyan, NISH.

Present:

- Dr Samuel N Mathew
- Dr Sreekumar
- Ms Shirly G
- Ms Praveena Davis
- Ms Raji Gopal
- Ms Raji N R
- Ms Daisy Sebastian
- Ms Parvathy Pavithran
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

Absent:

- Ms Anoopa Mathew
- Ms Anuja Sudheer
- Prof VijayaKumar
- Ms Sreebha Sreedhar
- Ms Sneha Sara John

As Dr Samuel N Mathew, the chairperson of Planning Board was away in the USA, he attended the meeting by connecting through Skype. A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion.

Ms Shirly welcomed everyone to the meeting and presented the agenda

Minutes

Agenda Item: 01: To confirm the minutes on 4th meeting of IQAC.
Ms Chithra presented the google format developed by the subcommittee to identify the workload of teachers. As the feedback from the teachers who participated trial run was that it is time consuming, the committee suggested that instead of start time and end time, duration can be given. In order to reduce the number of fields, it can be made in a tabular format/matrix, which will be less time consuming, simple and can be done at the EOD. Ms Chithra to modify that send to the committee members for approval.

Ms Chithra complained that the alumni are not showing the expected response. The committee entrusted Ms Praveena and Ms Chithra to identify ways to develop database.

Ms Raji updated that the seminars of four students were video recorded. Remaining students' were not recorded as they were not up to the mark. These will be kept in the library as video archives.

NAAC readiness

4. Shirly updated that in order to give awareness about the SSR , its video recording is being taken. The presentation by SSR team members are being interpreted by HEFP team. This will be shared with staff as well as students very soon.
5. ED updated about waste management committee formulated recently
6. ED also updated that AO is doing the necessary for sign boards.

NISH uses the following formats to collect feedback from its stakeholders.

7. Students & Parents complaint register
8. Service feedback form
9. Feedback about student clinician

10. NISH- Student's Grievance registry
11. Dalit redressal (Register & link in website)
12. Staff Evaluation

Actions taken and / or to be taken

7. Students & Parents complaint register- Ms Daisy to initiate action and make sure that the HOD of the concerned dept takes appropriate action.
8. Service feedback form- Social worker in the reception to check for any complaint once in 2 weeks and report to the ED for taking appropriate action.
9. Feedback about student clinician by clients- Complaints are to be checked by one social worker and a senior faculty and appropriate actions similar to assigning another clinician to that client is taken.
10. NISH- Student's Grievance registry- Ms Daisy to take action as per students' entitlement by UGC.
11. Dalit redressal (Register & link in website)- Ms Daisy to take action as per students' entitlement by UGC.
12. Staff Evaluation- HoDs to discuss the performance of every faculty member during performance evaluation interview and suggest measures for the required improvement. This performance is to be considered for appraisal every year.

The minutes were approved.

Agenda Item: 02: Ms Chithra to present the Google format modified by the subcommittee to identify the workload of teachers

Ms Chithra presented the google format modified by her. It will take less than 5 minutes for each staff to enter the daily work. Dr Sreekumar suggested to place the Examination module towards the end as that module will be filled by teachers only once in six months. The members appreciated Ms Chithra for the efforts taken.

Agenda Item : 03: Ms Chithra and Ms Praveena to present methods identified to develop Alumni database.

Ms Chithra informed that she and Ms Praveena are working on this. They have posted messages in the social media of NISH and getting responses from the Alumni. The committee suggested to continue to collect data until the data of all Alumni are received.

Agenda Item: 04: Present annual report of the SSR criteria

1. Curricular aspects- Ms Chithra Prasad
2. Teaching, Learning and Evaluation- Ms Parvathy Pavithran
3. Research, Consultancy and Extension- Ms Sreebha Sreedhar
4. Infrastructure and Learning Resources – Ms Anju
5. Student Support and Progression- Ms Shirly
6. Governance, Leadership and Management – Ms Shirly
7. Innovations and Best Practises – Dr Suja Kunnath

The coordinator invited the theme owners one by one.

Curricular aspects

ASLP

The entire curriculum of BASLP and MASLP was changed to Choice based credit system (CBCS), by adopting an internationally acknowledged system to allow the flexibility in education system, so that students depending upon their interests and aims can choose interdisciplinary, intra-disciplinary and skill-based courses. Minimum marks were included both in clinical practicum and theory papers. Skill matrix was started for students in clinics. Induction program with a detailed sessions on critical thinking and scientific writing was included there itself. Parental induction program for improving the quality of students getting admitted into BASLP course was done. Google classroom is used by all students and staffs. Students are given MOOC course for improving their scientific knowledge.

Every week half a day(Friday afternoon) has been allotted for the students for educational activities like product launches/lectures on specific topics by expert faculty and Journal Club/ Clinical Conference.
Degree (HI)

Google classrooms were introduced to students and staff. Both students and staff were trained in the same. The main usages include assignment submission, class note sharing, making announcement and conducting online quizzes. The peer tutoring sessions were extended to all subjects. Introduced Monthly class plans for each subject .The monthly reports by teachers were monitored by class coordinators and In-charges of each course with respect to the monthly plan. Implemented Skill matrix that constantly monitors the different abilities of each student which includes his time management skills, compliance skills and learning skills. Double evaluation method has been adopted which reduced valuation errors and maintain the accuracy. Students were motivated to attend the workshop conducted by other institutions. The 2013 batch students attended National workshop on 'Android Development' organised by AJ institute of Technology. Students are encouraged to join online open source software MOOC and six students passed the online course on Linux conducted by IIT Mumbai as part of spoken tutorial project. All students are encouraged to join MOOC and an hour is allotted for this in the time table. The students who completed the MOOC presented the course contents in the class.

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Teaching, Learning and Evaluation

The 2013-17 batch students attended National workshop on 'Android Development' organised by AJ institute of Technology in March 2016. Six students of 2013-17 batch passed the online course on Linux conducted by IIT Mumbai as part of spoken tutorial project in March 2016. Latest online learning platform like Google classroom was introduced in June 2015 for assignment submission, class note sharing, making announcement and conducting online quizzes. Introduced Monthly class plans for each subject from June 2015 onwards. Implemented Students Skill Matrix from June 2016. Double Evaluation method has been adopted from December 2015 semester exam.
Orientation to DACE was conducted for deaf students in schools, their parents and teachers of deaf schools in the state on April 11, 2016. HEFP department initiated the preparation of Ebooks for teaching English stories in class from January 2016 onwards. Extended break was provided on Friday for integrated activities like practice of the National Anthem and other songs etc from June 2015 onwards. For the staff, research methodology class was conducted

Research, Consultancy and Extension

During April 2015 to march 2016, the following research activities were carried out at NISH. Department of Computer science has conducted a 3 day National Workshop on Research methodology from September 28-30, 2015. Department of Audiology and Speech Language Pathology conducted 3 day Audiology International Masterclass Series from December 4-6, 2015. The department of Early Intervention program conducted 2 day CRE program on Introduction to Disabilities from March 8-9, 2016. Two papers from Cochlear Implant Unit were accepted for poster presentation at 33rd World Congress on Audiology. Three papers were presented by Ms.
Saumya Sundaram, of Department of Audiology and Speech Language Pathology at the Pacific Rim International Conference on Disability and Diversity in Honululu, USA.

Infrastructure and Learning Resources

Library functions are automated. Books, dissertations, project reports and journal were barcoded. Old computers are replaced with new computers with better facilities. The number of books and e journals have increased. All the classrooms are equipped with high capacity UPS. Seven non-working projectors were replaced. Staff name boards have been standardised and fixed at the required positions. Bio gas plant was enabled. A snack/coffee kiosk in the main building have been installed and is running effectively. RO plant was commissioned for the continuous supply of

drinking water in the campus. Water authority connection have been converted to Japan drinking water project for the continuous supply of drinking water.

Student Support and Progression

- **UNIVERSITY YOUTH FESTIVAL-2016**

One of the DHI students NISHAD N ,IV Sem BSc (Computer Science)(HI) won third prize in Mon act

- **DISABILITY CENSUS KULATHOOR 2015**

NISH conducted a disability census in Kulathoor ward of Trivandrum. There were three objectives in the project: a) to record accurately prevalence of Person With Disabilities (PWD), b) To screen and record data related to children's developmental disabilities accurately, c) To formulate a census model to gather accurate data about person with disabilities. Degree students at NISH who study various aspects of disability and conduct clinical assessment and therapy were involved as enumerators in the process. All MASLP students, third year and second year BASLP students were recruited to conduct the census. There were 75 students involved and they divided into a team of two each. It was considered as part of their clinical practicum and counted with hour of requirement.

The census had three phases to ensure the accuracy of data collected. In the first phase, data about PWD collected from the house visit. In the second phase enumerators visited the schools where children from the census area study, to ask whether teachers observed any behavior that indicate a disability. It was done with a basic tool which determine disability. In the third phase, Identified children from school screening were asked to report at NISH for an advanced assessment and the same did later.

The census was on September 2015. It was a great job done by the students which brought lots of learning experience and also they could generate awareness among people about various disabilities. They spent 48 to 52 hours in the field as part of the census. Enumerators collected details of 5534 persons from 1493 houses and also they visited 31 schools in Trivandrum for the initial screening of 623 children. It is found in the census that disability prevalence in the area is 4.5% which is comparatively greater to state percentage of 2.32%. The census report has been submitted to Social Justice Dept. Gov. of Kerala.

Governance, Leadership and Management

Seven storey building Thejus is nearing completion. RO plant was installed. IP cameras installed in therapy rooms. Initiated installation of 114 IP Cameras for surveillance and Monitoring.

Initiated networking in the new building and initiated upgrading network switches in old building. Purchased additional 2 servers and 2 UTMs, which ensure redundant service. ICT like PCs, Smart Boards, Projectors and Instrumentation like clinical diagnostic audiometer Piano Inventis with PTA, VRA and special tests, one BERA Diagnostic instrument Biologic Navigator Pro with all early, middle and late potentials (eg P300) as well as the VEMPs is procured for enhancing the efficiency of the audiology clinic. Apart from this for enhancing research opportunities, Biologic Scout Sport - OAE diagnostic instrument (measuring facility of 100 point per octave) and one OAE screener were purchased during 2015-2016. Rs 490.76Lakhs collected as corpus fund. Clean drive was organised on 4/3/2016. All staff and students participated.

Innovations and Best Practises

- **KELP**

KELP is a programme started with the aim of providing a platform for enhancing professional and general knowledge for staff through various tools available online and offline. It is is intended to motivate the staff to utilize the available online resources effectively. This includes sharing the interesting TED Talks, information about MOOC (Massive Online Open Courses), YouTube videos etc. Also KELP intends to start KELP - Dialogue where interactive sessions on specific topics are organized regularly. Regular meetings are organized to foster knowledge transfer. NISH Project Board has approved MOOC course fees to be reimbursed to staff who takes approved MOOC courses and applies for certificates. The KELP committee oversees evaluation and approval of MOOC courses at NISH. It is mandatory for each staff member to complete one MOOC course of interest every year.

Number of programs conducted -

ECG++

ECG aims at improving excellence and ethics in the campus. There are seven task forces identified they are communication, branding, Motivational talks, Monthly Interactions, accountability, Keep the fire burning and code of ethics. Two full day workshop was held under the guidance of Madhan Vasishta (Gallaudet University, USA). An interactive session was held on 15th April 2016

CATI

The National Institute of Speech and Hearing (NISH) has recently started a Centre for Assistive Technology and Innovation (CATI) with financial support from Federal Bank. The Centre strives to meet the assistive technology (AT) needs of persons with disability (PwD) especially the accommodation and accessibility needs of students and clients of NISH. CATI is being developed
as a state-of-the-art resource centre on the lines of Assistive Technology Centres (ATCs) in leading Universities and aims to be a leader in coordinating and aggregating AT resources to raise the quality of living of PwD, addressing their needs for mobility, communication, education,
integration, employment, socialisation, leisure and recreation. The Centre started functioning in Oct 2015 with the coming on board of its first two staff members: Dr. Akila Surendran joined on 3 Oct and Prof. K. G. Satheesh Kumar joined on 5 Nov 2015.

NIDAS

National Institute of Speech & Hearing (NISH) along with the Directorate of Social Justice conduct NISH online Interactive Disability Awareness Seminar (NIDAS) on every third Saturday. This is simultaneously presented at all the District Child Protection Units (DCPU) offices for audiences present there via internet. Public whoever register is given the link to participate this webinar. The two and a half -hour programme aims to reach out across the globe to larger numbers of parents and caregivers, who are not aware of the implications of disability. The purpose is to each out across the globe to a large number of parents and caregivers, who are not aware of the implications of disability.

Agenda Item : 05: Discuss guidelines and format for preparing faculty profile for AAA
Decided to discuss about AAA in a meeting after NAAC peer team visit.

Agenda Item: 06: Ms Praveena to update about the purchase of Turn-It-In

Agenda Item: 07: Dr Suja Kunnath to inform about the NAAC peer team visit scheduled for 23/5/16 to 25/5/16

Dr Suja informed about the scheduled visit and Dr Sreekumar conveyed his wishes to NISHians.

Agenda Item: 08: Any other item with the permission of Chair
Nil

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G
IQAC Coordinator

Minutes

Meeting -6

Date: 25/08/2016

A meeting of the IQAC of NISH was held on 25th August, 2016 at the Board Room in Thejus, NISH.

Present:

- Dr Samuel N Mathew
- Dr Sreekumar
- Ms Shirly G
- Prof VijayaKumar
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J
- Ms Anoopa Mathew
- Ms Sneha Bose

Absent:

- Ms Anuja Sudheer
- Ms Sreebha Sreedhar
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Praveena Davis

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion.

Ms Shirly welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: Dr Suja Kunnath to share the NAAC score and grade to the IQAC. The ED informed the IQAC the outcome of NAAC inspection. NISH cleared the NAAC inspection with A Grade and 3.15 score. Dr Sreekumar appreciated NISH for the best score. It was decided to circulate the NAAC report among NISH staff. It was also decided to take steps to rectify the defects reported by the NAAC team.

Agenda Item: 02: To confirm the minutes on 5th meeting of IQAC.

Committee approved the minutes.

Agenda Item: 03: Ms Chithra to present the software developed to identify the workload of teachers and to present the outcome of the pilot run.

Mr Linesh Paul, Lab Assistant, Computer Science presented the software developed by him using ASP.net as front end and MySQL as back end. He also presented the graph output of the pilot run conducted for four staff members. The IQAC appreciated Mr Linesh Paul for the software developed by him. Ms Chithra to do the needful for all the staff to start entering their workload from 1st September onwards.

Agenda Item: 04: Discuss and approve Action Plan for 2016-17.

It was decided in the ISO's Steering Committee Meeting held on 3rd August, 2016 to set one set of objectives which can be labelled as Quality Objectives and considered as Plan of Action in IQAC term. Shirly informed this to the committee and the IQAC approved this. She presented the quality objectives of all the departments collected as part of ISO. The IQAC approved the QO as the action plan for the

year 2016-2017 with minor changes. It goes as follows,

Sl.No	Objectives
1	To develop a computer assisted learning program for children with Autism Spectrum Disorders
2	To conduct • an Applied Learning series seminar in Neurodevelopmental Sciences • one hands on software workshop for CS students • Workshop using Internal resources for students • atleast 2 hands on training to on software testing • EAP (employability skill augmentation program) for atleast one batch • a workshop on sign language for teachers of the deaf • disability awareness seminars for mainstream teachers • a cultural workshop as part of the Cultural club • a reading awareness week for faculty and students • awareness session deafness and ISL class in colleges • integrated class for CS students • a student organized conference to enhance the organizational capacity of students
3	To start • LREP [Logical reasoning enhancement programme] • Spoken tutorial certification by IIT • atleast 2 short term courses for the exit students • ISL batch (min 1) at IT companies • a movie club and conduct two days film festival • Bilingual program for children below 3 years
4	To identify • atleast 3 internship partners • short term skill development courses for persons who suffer from CP and ASD
5	To create • FM classrooms for DHI and EIP • a DIY (Do-it-yourself) lab
6	To prepare a new curriculum for improving reading, writing and comprehension skills in English and improving mathematical skills of HEFP students and check its effectiveness
7	In order to ease hurdles in technical writing, research publications of students and teachers, the Library will make available APA Style Central, an online platform of the American Psychological Association.
8	In order to encourage varied reading among its Patrons; and to strengthen its diverse collection, the Library will procure atleast 100 books in subject areas like motivational, personality development, self-helping , entrepreneurship, fiction, career guidance etc.
9	To organize • training sessions for faculty in teaching aid preparation • faculty - student interaction program once in three months to build a healthy relationship between students and faculty
10	To set up • an Electrophysiology lab exclusively for research purpose • a Vestibular Assessment lab

- Changes suggested by IQAC:

- Start a single club for cultural activities including film fest. Need not have another club

namely Film club. Different similar activities to be clubbed and brought under one umbrella. For example Soft Skill Sessions-SSS, Logical reasoning enhancement programme-LREP to be brought under KELP. This will make documentation simple. They may have different objectives. It has also been decided to intimate the conveners and coordinators of various clubs and committees to document the meetings, activities so that there will be ownership, sustainability and next person who takes the charge will get a better knowledge about the objectives and activities done so far.

- The outcome of conducting a student organized seminar should be developing a conference and not to enhance the organizational capacity of students.
- To reword the objective of HEFP as follows.
  To ensure that the new curriculum for HEFP for improving English language skills in reading, writing and comprehension and numerical ability is periodically reviewed for effectiveness.
    - Considering the importance of eliminating Soft skill gaps, it was decided to arrange SSS frequently.

Agenda Item: 05: Student representatives to share their suggestions for discussion

ASLP representative requested to make available more number of copies of text books in the library. Now only two copies are available for most of the important text books. Also the language level of some books are very difficult for all the students to understand. Hence she suggested that library should store books by different authors for the same subject.

DHI representative requested to inform the commerce teachers to prepare notes using simple sentences and to avoid complex sentences which the deaf students find very difficult to study. She also said the CS staff use simple sentences.

Agenda Item: 06: Any other item with the permission of chair

Shirly informed that she did not include discussion on AAA as one of the agenda as decided in the last meeting because she researched and understood that it is to be done by departments under a University and NISH being an affiliated college need not do AAA.

It is also decided to convene next meeting on last Thursday of November at 3.30pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G
IQAC Coordinator

Minutes

Meeting -7

Date: 24/11/2016

A meeting of the IQAC of NISH was held on 24th November, 2016 at the Board Room in Thejus, NISH.

Present:

- Dr Samuel N Mathew
- Dr Sreekumar
- Ms Shirly G
- Ms Anoopa Mathew
- Ms Sneha Sara John
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Praveena Davis

Absent:

- Ms Anuja Sudheer
- Ms Sreebha Sreedhar
- Prof VijayaKumar
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion.

Ms Shirly welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 6th meeting of IQAC.

Committee approved the minutes.

Actions taken for the decisions made during Meeting:6 was updated by the coordinator. The committee suggested the following

1. Extend SEPS to BASLP also. Entrusted Ms Praveena to identify the need and report.
2. Self-defense training to all. Ms Raji Gopal updated that she is arranging one for all, especially girls.

Agenda Item: 02: To ruminate the report of the study conducted to identify the workload of teachers.

As Ms Chithra could not attend, coordinator explained the bugs in the present software. It was decided to prepare a specification and submit to Dr K G Satheesh Kumar who is spearheading the team for procurement of NISH academic &c linical software.

Agenda Item : 03: To setup quality benchmarks/parameters for the various academic administrative, research and extension activities to ensure efficient and periodic-progressive performance and to decide the mode of ensuring the credibility of teaching, learning, evaluation examination procedures through internal academic, administrative and physical audits on annual basis.

A subcommittee was constituted to device mechanisms with the following as members.

1. Ms Parvathy Pavithran
2. Ms Praveena Davis
3. Dr Suja Kunnath
4. Ms Shirly G

Agenda Item: 04: To collect suggestions from students' representatives and Alumnus.

DHI representative, Ms Anoopa Mathew requested /complained the following

1. All teachers of all courses must use simple sentences
2. All teachers should use examples while teaching
3. ISL interpreter is not interpreting completely. Feels he is using ASL in between
4. HI students are not able to see the interpreter properly as lighting in Marigold is not proper.

ASLP representative Ms Sneha Sara John suggested / requested the following

1. Students are being issued only one book at a time. Hence they are not getting opportunity to read general books from NISH library.
2. Access facility for online books from home
3. Few journals which ASLP students require the most are not available in the library
4. Not getting opportunity to clear doubts/ have a discussion immediately after evaluating/intervening a client
5. Conduct rendezvous often

Executive Director enquired whether students are referring to Google Scholar or other online repository to clear doubts or to learn more about the topic discussed. He advised that the students should inculcate practice to search /research Google scholar to enhance the knowledge.

Ms Shirly suggested to start conducting periodic clinical audit for ASLP clinics.

Agenda Item: 05: Any other item with the permission of chair.

Nil.

It was also decided to convene next meeting on 23rd March, 2017 at 3pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G
IQAC Coordinator

Minutes

Meeting -8

Date: 27/04/2017

A meeting of the IQAC of NISH was held on 27th April, 2017 at the Board Room, NISH.

Present:

- Dr Samuel N Mathew
- Ms Shirly G
- Ms Anoopa Mathew
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Sreebha Sreedhar
- Prof VijayaKumar
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

Absent:

- Dr Sreekumar
- Ms Sneha Sara John
- Ms Praveena Davis
- Dr Ajimsha K M

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion.

Ms Shirly welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 7th meeting of IQAC.

Committee approved the minutes.

Actions taken for the decisions made during Meeting:7 were updated by the coordinator. The committee suggested the following.

1. A senior clinician from ICCONS or any other centre to audit/review the clinical procedures annually as part of clinical audit
2. The faculty members to identify balance between teaching and attending meetings. Ms Chithra suggested that this will be solved once we identify the workload of NISHians.
3. SEPS to be extended to DISLI students. To teach signs for technical terms to DISLI students
4. To compensate missed classes while attending talks or training by conducting classes on Saturdays. Hereafter HoDs to choose programs before permitting the students.

Ms Parvathy presented the format developed by the subcommittee for benchmarking the activities and it was approved.

The format is as follows

Key Aspects	Sub Aspects	Benchmarks	Attained/Not attained	If not attained, why?

Agenda Item: 02: To decide the deadline for submission of AQAR and discuss about uploading the IQAC minutes, AQAR in NISH's website.

The criteria owners to submit the report to the coordinator on June 29th, 2017. Coordinator requested the support of HoDs for the same. Newly included member Ms Sindhu, Head, EIP was welcomed. It was decided to include Dr K G Satheesh Kumar,Director, CATI in the IQAC.

Agenda Item : 03: To discuss the status of quality circle in NISH and to decide how to take that forward.

Was not put for discussion due to lack of time. To include as one of the agenda for the next meeting.

Agenda Item: 04: To collect suggestions from students' representatives and Alumnus.

Ms Anupa, who represented DHI complained that, even though there are 5 groups of students in BCS, there are only 3 class rooms for BCS. To solve this timetable adjusted in such a way that atleast one batch is in CS lab always.

ED reminded the DHI staffs present about the rooms getting ready by partitioning 504 in Thejus.

Agenda Item: 05: Any other item with the permission of chair.

Nil.

It was also decided to convene next meeting on 3rd August, 2017 at 3pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G
IQAC Coordinator

Minutes

Meeting -9

Date: 03/08/2017

The 9th meeting of the IQAC of NISH was held on 3rd August, 2017 at the Board Room, NISH.

Present:

- Dr Samuel N Mathew- joined via skype from USA
- Dr K G Satheesh Kumar
- Ms Shirly G
- Ms Anoopa Mathew
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Sreebha Sreedhar
- Ms Maria M Reji
- Ms Praveena Davis
- Ms Sindhu I V

Absent:

- Dr Sreekumar
- Dr Ajimsha K M
- Prof VijayaKumar
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. Ms Shirly welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 8th meeting of IQAC.

Committee approved the minutes.

Agenda Item: 02: To devise mechanism to capture data necessary for AQAR digitally.
Assigned Ms Shirly to develop a structure to collect monthly data.

Agenda Item : 03: To discuss the status of quality circle in NISH and to decide how to take that forward.
The committee noted that informal meetings are happening in all the departments. Improvements and changes to be made are discussed periodically by them. But nothing is documented. ExecutiveDirector commented that documentation is the weakness of NISH. Documentation needs to be part of the culture. As these improvements made are innovations, documentation of the outcome is very important. Dr KGS said. It was decided to urge the departments to devise simple ways to document the changes and innovations tried or implemented. This should reflect in the QSP too.

Agenda Item: 04: To discuss the role of IQAC to ensure the effective functioning of various committees in NISH
A subcommittee constituting Ms Sreebha Sreedhar (convenor), Dr SreeKumar, Dr KGS, Ms Shirly was constituted to devise mechanism to identify the effectiveness of the various committees in NISH. The mechanism should check the existence of non-active committees, effectiveness of committee, improving the quality of committee, collect yearend status report in a common platform.

Agenda Item: 05: To discuss the role of IQAC in Academic and Co-curricular programmes and to set parameters and benchmarks.
HODs to identify one interesting area and create benchmark and then proceed with other areas or activities. IQAC developed and approved format should be used for the same. In future, Dr Sreekumar who have a lot of industry experience and hence have a lot of ideas and Dr Ajimsha, NISH alumni who has abundant exposure should be invited to join the meeting atleast via skype. Dr VijayaKumar who could not attend the committee through an email repeated what he always says. "As an academic I feel that ultimately quality will be delivered if all teachers bring quality to their work. The job of the administrators is to ensure that the right conditions for this are available at NISH". It was read out loud by the coordinator.

Agenda Item: 06: To collect suggestions from students' representatives and Alumnus.
Ms Maria M Reji, ASLP representative requested access to computers till 5.30pm initially. It was discussed and decided to arrange one lab assistant to stay back till 5.30pm. S/he can avail one hour LP on his after office duty day. Also decided to mandatorily ask all students to own laptop while joining NISH. Sponsors/scholarship should be arranged by NISH for students from economically poor family. Vendors should also be invited to supply laptop on instalment basis to NISH students. She also requested to start a stationary counter. It was decided to approach the SHH to start a counter. To entrust Mr Prasanth and Mr Vikranth to think and come up with ideas to start a counter in NISH if SHH is not willing to start one.

Agenda Item:07: To discuss the status of decisions made during the last academic year.
Ms Shirly presented the report. All decisions except two have been implemented. Ms Praveena was assigned once again to organise clinical audit. The following persons were suggested by Dr Sam as auditors hoping they can give creative inputs. Dr Ajith Kumar, Mr Sameer, Dr Sridevi , Dr Ajeesh. Some of the visiting faculty from Universities abroad may be asked to review our operations to gain input from a different perspective.
Ms Raji N R to take action to merge similar clubs/committees.

Agenda Item: 05: Any other item with the permission of chair.
The COG approved Plan of the Institute for the year 2017-18 was presented by the coordinator.

Plan of Institution for 2017-18

NISH
NATIONAL INSTITUTE OF SPEECH & HEARING

1. To customize and install digital repository software (DSpace)
2. To procure at least 100 books of general interest for the HI community
3. To develop a Neurodevelopmental Habilitation Centre (NHC) as a part of the project titled "Comprehensive Care for Neurodevelopmental disorders " initiated by NISH in collaboration with SCTIMST
4. To conceptualize and pilot a higher education program for persons with ASDs
5. To develop culture sensitive interactive resource material customized for children with ASD
6. To start a skill development course for adults with Autism
7. To conduct Hindi NIDAS for parents in Hindi belt
8. To organise Commerce fest and exhibition on day to day objects made from scrap as student initiatives
9. To develop a Math ISL dictionary
10. To convert present curriculum of DHI to CBCS
11. To develop Outcome based curriculum development and CBCS for all DHI programs
12. To develop an internship program for DISLI students
13. To implement new Administrative and Accounts software, E office
14. To setup a crèche
15. To setup green campus
16. To install Solar power plant, Solar street light, sewage Treatment plant, Water recycling process
17. To introduce online entry of clinical records and marks
18. To modify curriculum by implementing the new RCI syllabus for BASLP and MASLP
19. To conduct online webinar for students of ASLP in the specific area
20. To expand the FM system in EIP and DHI and study the effectiveness of implementation
21. To create a working model for a Video Relay Service (VRS) at NISH
22. To expand the group of transcriptionists for Real-Time Transcription Service (RTTS)
23. To popularize AT and AAC devices through photos and videos of users for NISH website and reception
24. To plan for a national-level AT conference
25. To create a welcoming environment in CATI with awareness posters and photos of AT being used
26. To arrange for demos of the multi-device connectivity feature in the interactive projectors in classroom and explore possibilities of a collaborative classroom in DHI
27. To support the rehabilitation process by procurement of electrotherapy equipment
28. To procure test material to quantify the outcome or effectiveness of the client
29. To establish Activities of Daily Living (ADL) and prepare the client for independent living
30. To implement multidisciplinary approach in the rehabilitation process by establishing of Sensory Motor Unit
31. To enter clinical record online and maintain softcopy
32. To conduct memory training for 10 deaf student to improve memory
33. To put to use the new accounting software in order to adopt best practises
34. To automate HR procedures by implementing an integrated admin and accounts software solution
35. To facilitate staff engagement programs through Excellence and Ethics group activities.
36. To organise regular Health awareness and fire & safety classes
37. To introduce "Fundamentals of research" sessions to DECSE students
38. To resume ISL training for all the staff
39. To introduce 3 months internship for DECSE students
40. To start bilingual EIP sessions for kids of deaf parents
41. To make a basketball court

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator

Minutes

Meeting -10

Date: 16/11/2017

The 10th meeting of the IQAC of NISH was held on 16th November, 2017 at the Board Room, NISH.

Present:

- Dr Samuel N Mathew
- Dr K G Satheesh Kumar
- Ms Shirly G
- Ms Anoopa Mathew
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Sreebha Sreedhar
- Ms Maria M Reji
- Ms Jeena Mary Joy
- Ms Sindhu I V
- Dr Sreekumar
- Dr Ajimsha K M – Joined via Meet call
- Prof VijayaKumar
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

Absent: Nil

A quorum of members were present (100% attendance), and the meeting, been duly convened, and proceeded with a discussion. Ms Shirly welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 9th meeting of IQAC.

Ms Sreebha, Ms Raji Gopal, Ms jeena Mary Joy presented the format developed by the subcommittee to check the effectiveness of the various committees in NISH, benchmark set for peer tutoring by DHI and BASLP program by ASLP depts respectively. Discussion is attached as annexure-1. The committee approved the minutes.

Agenda Item: 02: To review the application developed by Mr Linesh Paul, Lab asst to capture data digitally for AQAR and to understand the actions taken by Dr Akila to capture innovations.

Mr Linesh Paul demonstrated the application developed. Only data capturing part is completed. Other features like report generation and printing, mechanism to send reminder emails to concerned staff is yet to be done. Committee advised him to complete application and present in the next meeting. Committee thanked him for his work.

Dr Akila S explained the Google form developed by her to capture the innovations at NISH. Good innovations can be uploaded in YouTube, she said. Committee appreciated her for the efforts being taken by her. Form is attached as annexure-2.

Agenda Item: 03: To collect suggestions from students' representatives and Alumnus.

ASLP rep, Ms Reji thanked the committee for arranging the extended computer time for them. Executive Director informed about the recent approval by him for the extended library hours for the students. Ms Reji also enquired about the Stationary counter and Executive Director answered

that a counter is not possible now due to some technical reasons. It was also decided to give free xerox to ASLP students for academic purpose if approved by an academic staff.

Ms Anupa, DHI rep told that most of the time the PCs in the CS lab are down. She requested to take steps to resolve this.

Dr Ajimsha, who participated the committee through MEET, promised to give his comments after seeing the minutes.

Agenda Item: 04: Any other item with the permission of chair.

Nil

It was also decided to convene next meeting on **15th February, 2018** at 3pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator

Annexure:1

Presenters: Ms Sreebha, Ms Raji Gopal, Ms jeena Mary Joy

Discussion:

1. Ms Sreebha Sreedhar explained the format developed by the subcommittee to check the effectiveness of the various committees in NISH.

Performance matrix format:

Name of the committee:
Convenor:
Frequency of committee meeting:

Attributes	**Expected Outcome**	**Attained Outcome**	**Issues & concerns**
Accomplished objectives			
Best Practises			
Innovations			
Problem Solving			

- Accomplished objectives refers to goals or activities planned by each committee.
- Best practices involves one or two activities which they think to be best practice.
- Innovations refers to innovative activities or goals they have implemented
- Problem solving involves the strategies they have taken to solve the problems they have encountered during execution of their activities.

All these four attributes need to be explained in terms of expected outcome (the outcome that was expected while planning that particular activity or goal), Attained outcome (outcome attained after competition of that activity), Issues and concerns(encountered during the activity).

2. Ms Raji Gopal and Ms Jeena Mary Joy explained the benchmark set by them for one process each.

Ms Raji chose to present Peer Tutoring done by DHI students. It is as follows,

Key Aspects	Sub Aspects	Benchmarks	Attained/Not attained	If not attained, why?
Peer Tutoring	1.To provide learning assistance to students in a particular academic subject or skill area 2. To provide tutors with a constructive mechanism to consolidate their own knowledge in a particular subject or skill area	1.Each student n eeds to take at least 3 peer tutoring sessions in 3 different subjects in each semester 2. The peer tutor must get a grade of B or above by a minimum of 70% of his peers. 3. Each student should have a minimum of 3.5 points in skill matrix		

Instead of one-to-one, peer tutoring at NISH is conducted for the whole class.

3. Ms Jeena presented the benchmarks set by ASLP department for BASLP program.

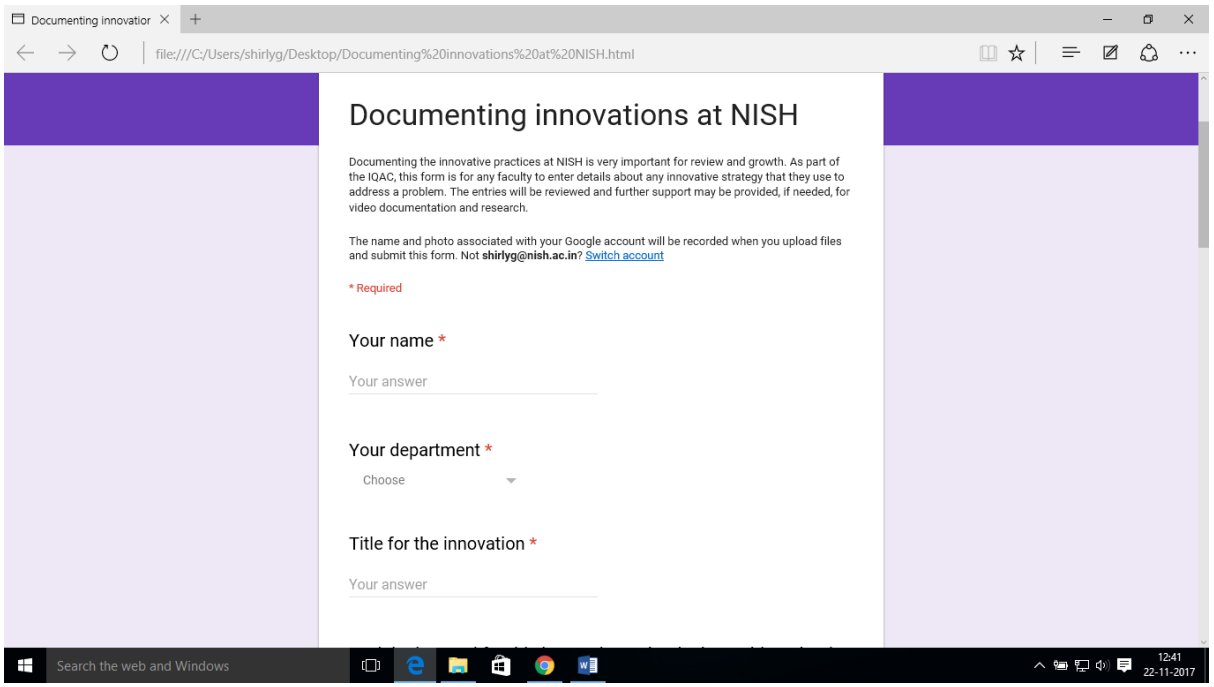
Key Aspects	Sub Aspects	Benchmarks	Attained/Not attained	If not, Why
BASLP	To create competent professionals to provide services to persons with various communication and swallowing disorders	Produce clinical independent and competent (as assessed on Clinical Skill Matrix) professionals to provide services to individuals with communication and swallowing disorders.		
		Produce professionals with sound theoretical knowledge to be applied in clinical practice (assessed based on consistent above average performance in Internal and University Exams).		
		Active engagement of students in basic evidence based clinical practices as evidenced by a minimum of 2 poster/oral presentations in national/international conferences from each class		
		Active engagement of faculty in research initiatives as evidenced by minimum of one publication in peer reviewed journals		
		Constant upgradation of knowledge by faculty by attending a minimum of one advanced workshop in specific domains of clinical practice		
		Each faculty to attend minimum of one MOOC Course on pedagogical practices in an academic year.		

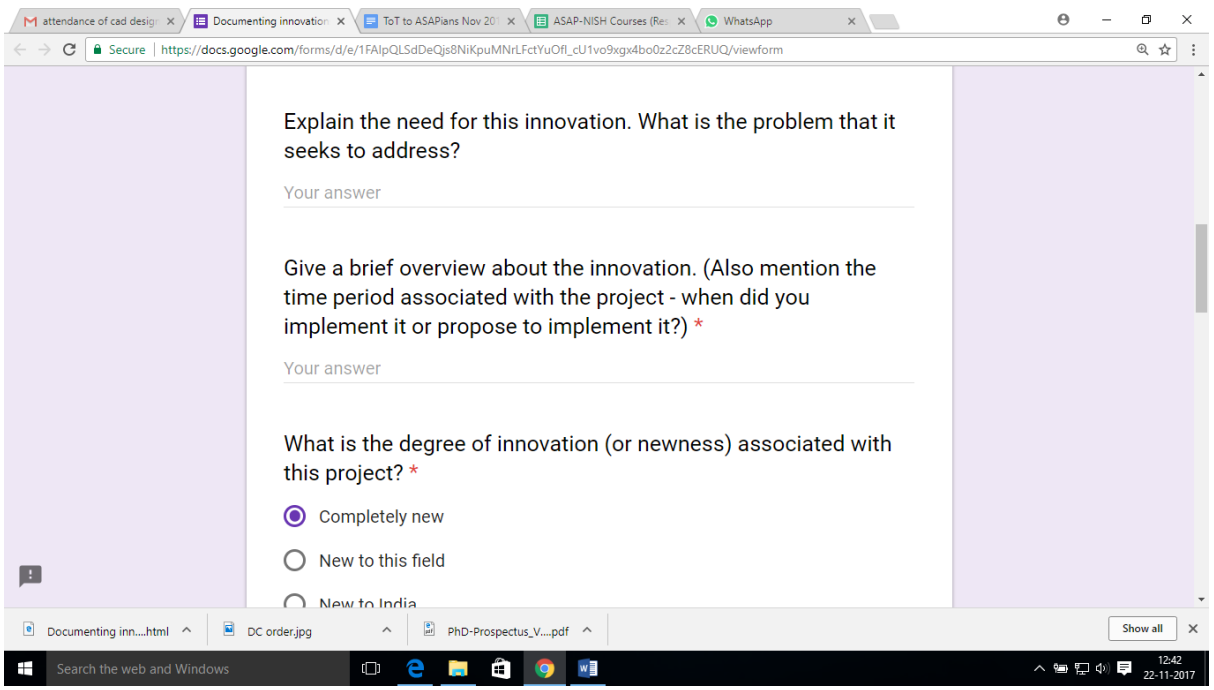
The committee noted that two poster/oral presentation by one class cannot be set as a benchmark for the whole class.

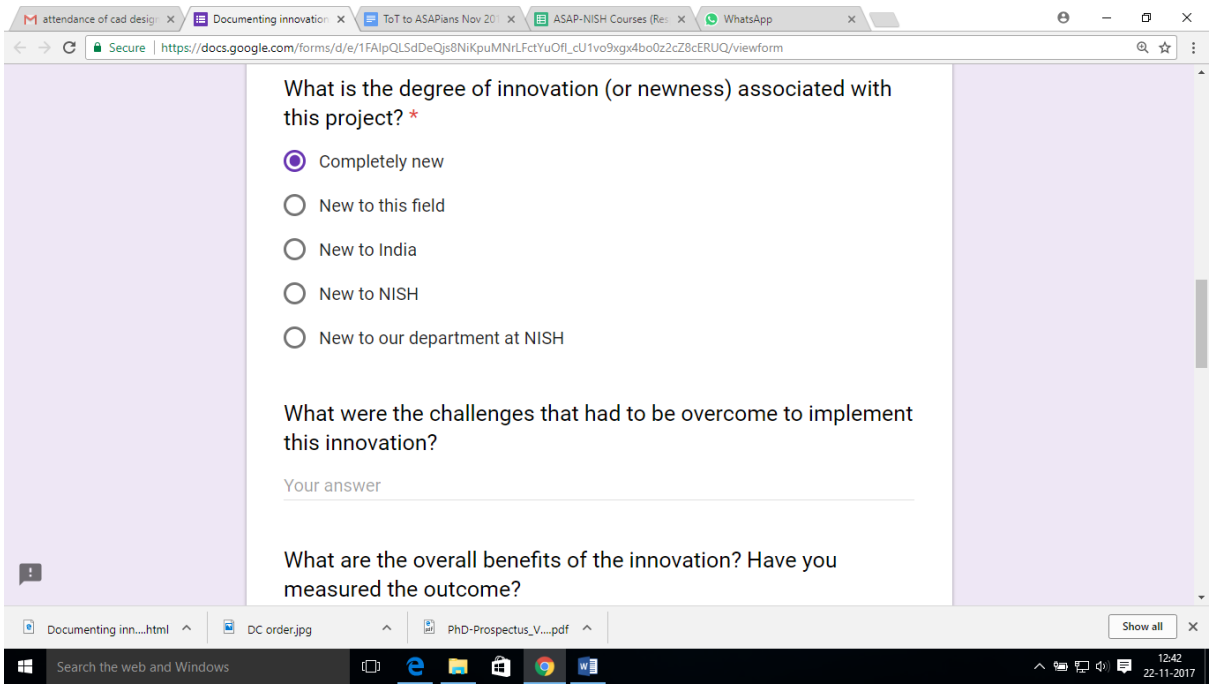
It was also discussed about the budget allocated for each department for attending and presenting in conferences. Executive Director expressed his concern about the utilization of budget by each department.

Annexure:2

Forms:






attendance of cad desig
Documenting innovation
ToT to ASAPians Nov 20
ASAP-NISH Courses (Res
WhatsApp
Secure
https://docs.google.com/forms/d/e/1FAIpQLSdDeQjs8NiKpuMNrLFctYuOfl_cU1vo9xgx4bo0z2cZ8cERUQ/viewform
What is the degree of innovation (or newness) associated with this project? *
Completely new
New to this field
New to India
New to NISH
New to our department at NISH
What were the challenges that had to be overcome to implement this innovation?
Your answer
What are the overall benefits of the innovation? Have you measured the outcome?
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DC order.jpg
PhD-Prospectus_V....pdf
Show all
Search the web and Windows
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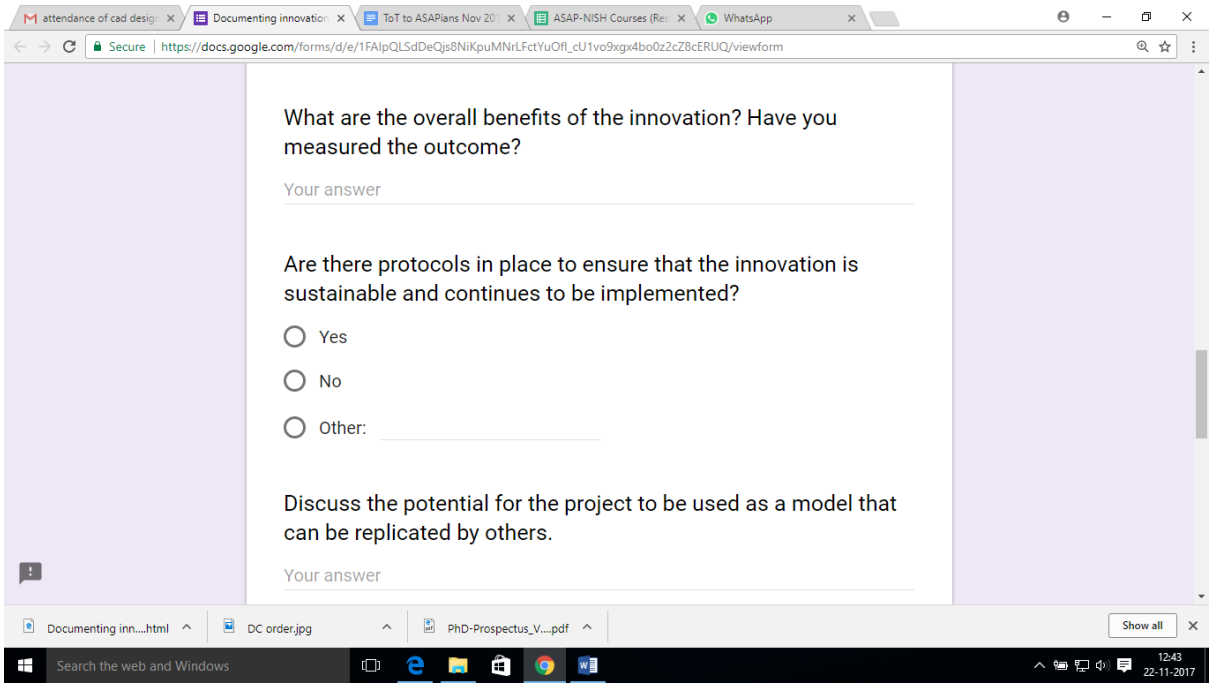
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ASAP-NISH Courses (Res
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https://docs.google.com/forms/d/e/1FAIpQLSdDeQjs8NiKpuMNrLFctYuOfl_cU1vo9xgx4bo0z2cZ8cERUQ/viewform
What are the overall benefits of the innovation? Have you measured the outcome?
Your answer
Are there protocols in place to ensure that the innovation is sustainable and continues to be implemented?
Yes
No
Other:
Discuss the potential for the project to be used as a model that can be replicated by others.
Your answer
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PhD-Prospectus_V....pdf
Show all
Search the web and Windows
12:43
22-11-2017

Minutes

Meeting -11

Date: 15/02/2018

The 11th meeting of the IQAC of NISH was held on 15th February, 2018 at the Daffodil Hall, NISH.

Present:

- Dr Sreekumar
- Prof VijayaKumar
- Ms Shirly G
- Ms Anoopa Mathew
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Jeena Mary Joy
- Ms Sindhu I V
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

Absent:

- Dr Samuel N Mathew
- Dr K G Satheesh Kumar
- Ms Sreebha Sreedhar
- Ms Maria M Reji
- Dr Ajimsha K M

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. As Dr Samuel N Mathew, the chairperson of IQAC was absent, the meeting was chaired by Ms Shirly and she welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 10th meeting of IQAC.

The committee approved the minutes.

Agenda Item: 02: To review the application developed by Mr Linesh Paul, Lab Asst to capture data digitally for AQAR.

Mr Linesh Paul demonstrated the application developed. He will share the application with NISH staff at the earliest. Committee appreciated him for his work.

Agenda Item: 03: To review the following items of NAAC peer team report

1. 2.3.3 Add devices with latest technology for high end research
2. IV hygienic environment and quality food in consultation with qualified dietician

Item No 2.3.3:

Ms Jeena updated that ASLP dept has already taken steps and the installation of the following labs are under process.

1. Vestibular testing lab
2. Electrophysiology lab
3. Speech Science lab
4. Psychophysics lab

Dr Suja said NDS is proactively having discussions with ED and taking necessary steps to fulfil the above in her dept.

Item IV:

The committee decided to entrust canteen committee to take necessary actions based on the comments in the NAAC report about canteen services.

Agenda Item: 04: To device a mechanism to collect feedback from students on all the 7 quality criteria specified by NAAC/UGC

Constituted a subcommittee with the following members

- Ms Chithra- Convener
- Dr Suja
- Ms Anju
- Ms Pavathy

- Ms Daisy
- Ms Sreebha
- Ms Shirly

IQAC entrusted the subcommittee to develop a mechanism to collect feedback.

Agenda Item: 05: To collect suggestions from students' representatives and Alumnus.
Ms Anupa, DHI rep had complaints only about the PCs in the lab. She told most of the time the PCs in the CS lab are down. She requested to take steps to resolve this urgently.

The following decisions were taken

- Entrusted Ms Daisy Sebastian to develop a purchase monitoring mechanism.
- Ms Daisy to ask Mr Vishnu to keep a maintenance register and do the maintenance works like mending the broken curtain rods, loose network cables without delay.
- The department HODs to entrust staff from their departments to send reminders about the expiry of warranty/AMC to Admin and the Admin team to do the required process for the renewal.

Agenda Item: 06: Any other item with the permission of chair.
Ms Jeena complained about the reverberation in classrooms. Reverberation and open ventilation in some classrooms are affecting the quality of teaching and it is strain for teachers. It was decided to inform Admin department to take necessary action.

It was also decided to convene next meeting on **17th May, 2018** at 3pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Sd/-
Shirly G, IQAC Coordinator

Minutes

Meeting -12

Date: 17/05/2018

The 12th meeting of the IQAC of NISH was held on 17th May, 2018 at the Board Room, NISH.

Present:

- Dr Samuel N Mathew
- Dr Sreekumar
- Dr K G Satheesh Kumar
- Ms Sreebha Sreedhar
- Ms Maria M Reji
- Ms Shirly G
- Ms Anoopa Mathew
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Jeena Mary Joy
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath

Absent:

- Shri Nooh IAS
- Dr Ajimsha K M
- Ms Sindhu I V
- Ms Anju V J
- Prof Vijaya Kumar

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 11th meeting of IQAC.

Ms Shirly presented the Minutes of 11th meeting and Action taken report.
Dr Sreekumar gave the following suggestions for the formats presented by Ms Daisy.

1. **Purchase monitoring mechanism**- to include purchase order no /hyperlink of the purchase order
2. **Maintenance register**- to include a list box with common maintenances which will help to analyze and take preventive actions in future.

Ms Chithra, the convenor of the subcommittee constituted to identify mechanisms to collect feedback from stakeholders on all the 7 criteria of NAAC updated the outcome of the committee. (Pls ref action taken report)

The committee **approved** the minutes.

Agenda Item: 02: To review the following items of NAAC peer team report on Institutional Accreditation

3. 2.3.4 **Inadequate research publications**
4. 3.3 Translate research outputs to the benefit of society

A number of questions were asked and extensive discussion ensued to come to a decision. It was decided to appoint a **consultant editor on part time basis**. Payment can be on per day or per hour basis. S/he should be a certified person with academic journal publishing editing experience. S/he should do 3rd level editing and language correction. S/he should sign a confidentiality and non-disclosure agreement with NISH.

Dr Suja was entrusted to identify a consultant.

Agenda Item: 03: To discuss about conducting an **accessibility audit**.

It was decided to conduct the audit through an agency like Samarthyam or Govt agency. Also discussed about the possibility of including Architectural dept, CET.

Agenda Item: 04: To collect suggestions from students' representatives and Alumnus.

Ms Anupa, DHI rep had complaints about the following.

1. Necessary software are not installed in the PCs in CS lab.
2. No opportunity to interact with all DHI students. Games which enrich logical ability or similar can be conducted for all students, she suggested.
3. No locker facility for Prep year students
4. Kiosk should provide fresh juice and traditional snacks instead of baked snacks like puffs.
5. As the CS teachers are attending ISL class during after class hours, not getting opportunity to clear doubts about projects
6. CS lab is very hot. Require AC.

1,5- Entrusted Ms Raji N R to take action
2- Entrusted Ms Raji Gopal to take action
3- Entrusted Ms Raji Gopal to identify a suitable location
4- Decided to entrust canteen committee.
6- Dr Samuel updated that steps are being taken already to install AC in labs.

Ms Maria M Reji, ASLP rep had complaints about water filter and sick room this time.

1. Water filters are not in proper working condition especially not getting hot water
2. Girls' sick room has only 2 beds which is not sufficient.

1. Decided to inform Admin to take immediate action.
2. Decided to inform Admin to procure bunk beds for girls.

Agenda Item: 05: Any other item with the permission of chair.

Coordinator reminded the committee about the **AQAR** to be submitted to NAAC/UGC by the mid of June, 2018 and also about the **Plan of Action for 2018-19** to be prepared by all the depts. by the first week of June, 2018.
Dr Samuel urged the committee to start working from 2020 itself for next NAAC audit which is due for 2021. Earning atleast 3.26 is necessary to become **centre of excellence**. We are **currently** accredited CGPA of 3.15 on four point scale at A grade.

It was also decided to convene next meeting on **16th August, 2018** at 3pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Sd/-
Shirly G, IQAC Coordinator

Minutes

Meeting -13

Date: 30/08/2018

The 13th meeting of the IQAC of NISH was held on 30th August, 2018 at the Board Room, NISH.

Present:

- Dr K G Satheesh Kumar
- Dr Sreekumar
- Ms Shirly G
- Ms Maria M Reji
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Jeena Mary Joy
- Ms Daisy Sebastian
- Dr Suja Kunnath
- Dr Ajimsha K M (attended via skye)
- Ms Sindhu I V
- Ms Anju V J
- Prof Vijaya Kumar
- Ms Rejitha
- Mr Solomon Robert

Absent:

- Ms Raji Gopal
- Ms Chithra Prasad
- Ms Sreebha Sreedhar

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 12th meeting of IQAC.

Ms Shirly presented the Minutes of 12th meeting and Action taken report. The committee approved the minutes.

Agenda Item: 02: To approve the plan of action for 2018-19

The coordinator reported that only 18 out of 41 plan of action set for 2017-18 has achieved at least 75% target. Decided to set feasible plans. But they should be challenging so that staff can stretch and explore possibilities to achieve. Also decided to include one more item called "source of funding if funded by an external agency" in the "QO/Plan of Action table" shared by the coordinator to COG members, which will enable other dept staff to identify funding agencies, so that plans unachievable due to lack of funding can be taken forward.

Agenda Item: 03: To check the preparedness for the new semester/new year.

Ms Raji N R reported that computers in computer labs are giving intermittent problems which is not resolved even after repeated follow ups.

Agenda Item: 04: To collect suggestions from students' representatives and Alumnus.

Mr Solomon Robert, DHI rep had complaints about and suggested the following.

1. Men's toilet urinals not working properly
2. Need keys for the cupboards kept in the classrooms
3. DHI students feel that they are not being included by the ASLP students. Suggested to start integrated sessions. Ms Raji N R reported that the DHI students are already planning to conduct ISL classes on alternate Saturdays to ASLP students. More games and activity will be included in the class.
4. Spoken English class for partially deaf DHI students.

Ms Maria M Reji, ASLP rep had brought the following before the committee
Stationary fee of Rs 5000/- is being collected from BASLP students. But they are not getting the benefit from that.

Dr Ajimsha, alumnus who attended the meeting via skype, suggested to form a mailer group for the alumni and send the notices of important conferences or workshops organised by NISH in advance through that, so that alumni can plan and participate. He also suggested to conduct annual alumni meet and the date should be fixed. It may be on the Institute day so that alumni can plan and attend.

Agenda Item: 05: Any other item with the permission of chair.

Decided to include Mr Gopakumar, FO as representative of Finance in the IQAC.

It was also decided to convene next meeting on **15th November, 2018** at 3pm. Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Sd/-
Shirly G, IQAC Coordinator

Minutes

Meeting -14

Date: 25/03/2019

The 14th meeting of the IQAC of NISH was held on 25th March, 2019 at the Board Room, NISH.

Present:

- Dr K G Satheesh Kumar
- Dr Sreekumar
- Ms Shirly G
- Ms Maria M Reji
- Ms Parvathy Pavithran
- Dr Vinitha Mary George
- Dr Suja Kunnath
- Ms Anju V J
- Prof Vijaya Kumar
- Ms Rejitha
- Mr Solomon Robert
- Ms Sreebha Sreedhar
- Mr Gopakumar

Absent:

- Ms Raji Gopal
- Ms Chithra Prasad
- Ms Raji N R
- Ms Daisy Sebastian
- Dr Ajimsha K M
- Ms Sindhu I V

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone to the meeting and presented the agenda.

Agenda Item: 01: To confirm the minutes on 13th meeting of IQAC.

The committee approved the minutes.

Agenda Item: 02: To review the following items of NAAC peer team report on Institutional Accreditation

1. 2.3.4 Inadequate research publications
2. 3.3 Translate research outputs to the benefit of society

Dr K G Satheesh Kumar, Chairman urged all departments to start publishing the research works and outcomes. Ms Sreebha Sreedhar was assigned to create a google form to collect details of publications by NISH faculty.

Agenda Item: 03: To review the status of earlier decisions like the following

- Application developed to capture data digitally for AQAR

Discussed. Did not come to a conclusion

- Capture innovations at NISH

Coordinator updated the status.

- Clinical audit

Decided to conduct after one year because of upcoming inspections by KUHS, RCI

- Traditional snacks at canteen

Chairman suggested not to disturb canteen for the time being. Steps are being taken to improve canteen services. Mr Gopakumar informed that the quality of food being served in the canteen right now is not up to the mark.

Agenda Item: 04: To collect suggestions from students' representatives and Alumnus.

No suggestions.

Agenda Item: 05: Any other item with the permission of chair.

Nil

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator

Minutes of Meeting -15,
Date: 06/09/2019

The 15th meeting of the IQAC of NISH was held on 6th September, 2019 at the Board Room, NISH.

Present:

- Dr K G Satheesh Kumar
- Dr Sreekumar
- Ms Shirly G
- Ms Parvathy Pavithran
- Dr Vinitha Mary George
- Dr Suja Kunnath
- Ms Anju V J
- Prof Vijaya Kumar
- Ms Rejitha
- Mr K C Deepak
- Ms Sreebha Sreedhar
- Mr Gopakumar
- Ms Raji Gopal
- Ms Chithra Prasad
- Ms Raji N R

Absent:

- Ms Daisy Sebastian
- Dr Ajimsha K M
- Ms Sindhu I V
- Ms Maria M Reji

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone to the meeting and presented the agenda.

Agenda Item: 01: To confirm the minutes on 14th meeting of IQAC.
The committee approved the minutes. Ms Sreebha Sreedhar updated the details of the sheet shared to collect details of research works done by different depts. As NDS, ASLP have already a format maintained in the dept, they will continue to use that. However DHI will use the format prepared by Ms Sreebha, the link will be made available in Dashboard.

Coordinator informed the sanction of Rs 16547918/- for accessibility at NISH and the Chairman presented a copy of the book "Disability: An Overview in the context of RPwD Act, 2016" to Dr Sreekumar.

Agenda Item: 02: To check if NISH can implement awards for researchers, both staff and students.

Sub-committee to be constituted. HoDs of ASLP, NDA, DHI to nominate members.

Agenda Item: 03: To discuss about SAAC in NISH.

Do when it is made mandatory by GoK.

Agenda Item: 04: To discuss about implementation of AAC

To conduct once in 6 months. Shirly to develop a format for academic audit. Mr Gopakumar to do the needful for administrative audit.

Agenda Item: 05: To collect suggestions from students' representatives and Alumnus.
Mr K C Deepak wanted the following to be addressed

1. English teachers to be given guidelines to choose the order of topic to be taught in the class. Entrusted Ms Raji Gopal to do the needful
2. To serve North Indian dishes in the canteen.

Entrusted Mr Gopakumar, Canteen Committee convener to check if the present canteen team can do this, else arrange some other person at the earliest. Canteen committee also to ensure the availability of traditional snacks and no junk snacks are served in canteen/kiosk.

3. To regularize KSRTC services. Admin to do the needful.

Agenda Item: 06: Any other item with the permission of chair.

1. To start ISL consultancy by IEDC
2. MASLP/students & faculty who do clinical research to get IEC clearance so that the outcome can be published in Scopus journals. NISH IEC to be conducted once in 6 months on a regular basis.
3. To introduce a YouTube link in NISH website to upload the resources. Dr Suja to classify the resources before submitting the link of resource to CCMD.
4. To include a member from Allied in the vacancy of of Ms Anju who is on study leave.

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator

Minutes of Meeting -16,
Date: 19/02/2020

The 16th meeting of the IQAC of NISH was held on 19th February, 2020 at the Board Room, NISH.
Present:

- Ms Sheeba George IAS
- Dr K G Satheesh Kumar
- Ms Shirly G
- Dr Vinitha Mary George
- Prof Vijaya Kumar
- Ms Rejitha
- Ms Sreebha Sreedhar
- Ms Parvathy Pavithran
- Mr Gopakumar
- Ms Chithra Prasad
- Ms Daisy Sebastian
- Ms Annsy Lal Mathew
- Ms Sindhu I V
- Ms Mini

Absent:

- Dr Sreekumar
- Dr Suja Kunnath
- Ms Raji Gopal
- Ms Raji N R
- Mr K C Deepak
- Dr Ajimsha K M

A **quorum** of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone, especially Ms Sheeba Georege IAS and Ms Mini to the meeting and presented the agenda.

Agenda Item: 01: To confirm the minutes on 15th meeting of IQAC and to discuss the actions taken. The committee approved the minutes. Ms Shirly updated the action taken for the decisions made during the 15th meeting.

Agenda Item: 02: To finalise the guidelines developed by the sub-committee constituted for awards to staff and students

The following were the sub-committee members,

- **Ms Shirly G**- Convenor
- **Ms Nimitha Liz Joseph**-Researcher (staff, student), Pace setter
- **Dr Anjana**- Student clinician-Audiology
- **Ms Manju-** Student Clinician- SLP
- **Dr Anu Mukund**- DHI, DISLI students
- **Ms Bindhu**- DECSE students

The above team presented the guidelines prepared by them. Suggestions made by the members to be incorporated and send to IQAC before publishing.

Agenda Item: 03: To finalise AAA guidelines

The following entrusted persons presented the guidelines prepared by them.

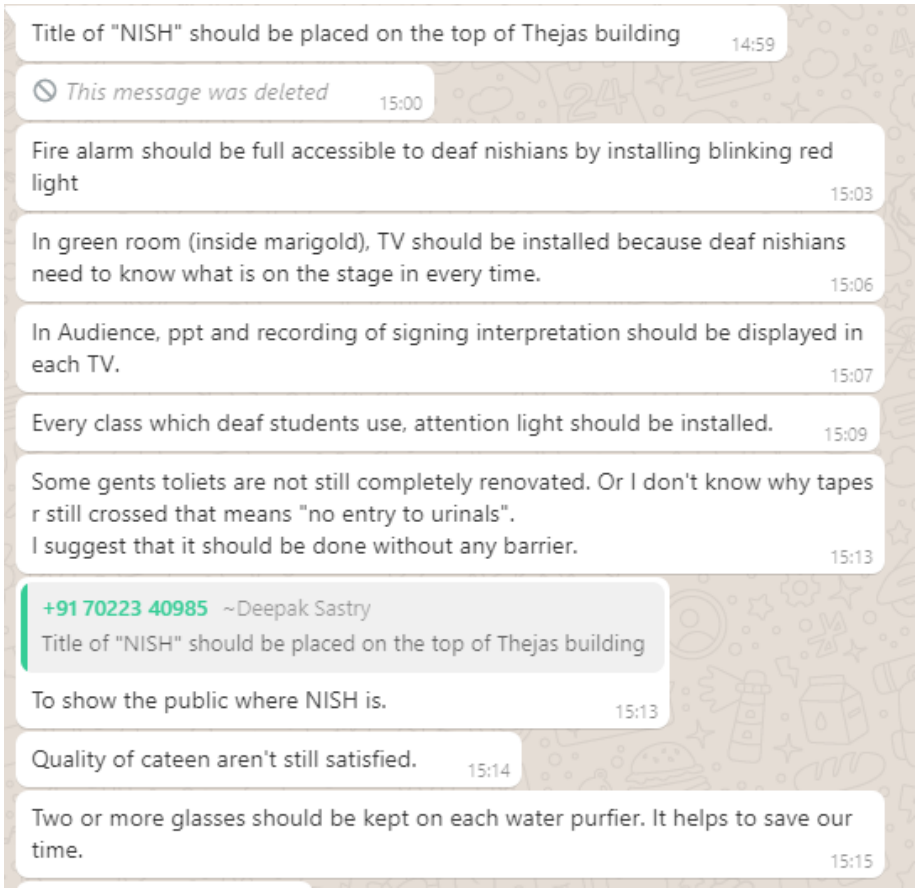
Ms Shirly- Academic Audit
Mr Gopakumar- Administrative Audit

It was decided to conduct AAA annually. The first one to be in 2nd week of April 2020 (Internal). AAA to be done by external agency every third year.

Agenda Item: 04: To finalise ISL consultancy guidelines

Ms Shirly presented the guidelines prepared by her. She was asked to include rates for all the tasks like interpretation in the court etc. Consultancy charges can be received by NISH.

Agenda Item: 05: To collect suggestions from students' representatives and Alumnus.
As Mr K C Deepak could not attend the meeting, he had send the following concerns through Whatsapp.



Fire alarm, attention seeking blinking light in classroom- Shirly informed that SIPDA project will take care of this.

TV in green room, issues in gents toilet, wall mounted LED display board of NISH, more steel glasses for water dispenser- Decided to entrust AO to resolve these.

PPT to be displayed in all the TV in Marigold- Decided to entrust System Admin to resolve this

Quality of canteen – Canteen committee convenor to take action

Agenda Item: 06: Any other item with the permission of chair.

5. To arrange a 3 hour training session on a Saturday or any convenient day on "Getting ready for NAAC". The resource person is Dr Simon Thattil.

6. IEC to be conducted once in 6 months on a regular basis. Decided to entrust Ms Praveena Davis, Head RPCC. She should enable MASLP students & faculty to do clinical research after getting IEC clearance so that the outcome can be published in corpus journals.

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator

Minutes of Meeting -17
Date: 22/10/2020

The 17th meeting of the IQAC of NISH was held online on 22nd October 2020.

Present:

1. Ms Sheeba George IAS
2. Dr K G Satheesh Kumar
3. Ms Shirly G
4. Dr Vinitha Mary George
5. Ms Rejitha
6. Ms Sreebha Sreedhar
7. Ms Parvathy Pavithran
8. Ms Chithra Prasad
9. Ms Daisy Sebastian
10. Ms Annsy Lal Mathew
11. Ms Sindhu I V
12. Ms Mini Mathew
13. Ms Raji Gopal
14. Ms Raji N R
15. Dr Ajimsha K M

Absent:

1. Dr Sreekumar
2. Dr Suja Kunnath
3. Mr K C Deepak
4. Prof Vijaya Kumar
5. Mr Gopakumar

A **quorum** of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone, and presented the agenda.

Agenda Item: 01: To confirm the minutes on 16th meeting of IQAC and to discuss the actions taken.

The committee approved the minutes. Ms Shirly updated the action taken for the decisions made during the 15th meeting. The committee reminded the coordinator to circulate the report of the action taken to the members, which she normally does and now misses.

Ms Shirly verified whether the team that established the guidelines can be members of the award team. The committee discussed this and decided to choose a new team, with one member for each award from the department concerned. Since the number of students in DHI classes is now smaller, for all three courses together, only one award will be considered. Separate awards will be given to students in separate programmes as all seats are filled and hence the number of students increases. This team will be operational for three years.

Ms Shirly updated the Committee that the interpreter consultancy is being approved by the COG and the COG agreed to entrust Ms Raji Gopal with the implementation on 7 October 2020.
Agenda Item: 02: To update the committee the NAAC team expansion and the revised NAAC training and decide the participants for the training.

Ms Shirly announced that the validity of the existing NAAC certification will expire on July 10, 2021. The NAAC team currently consists solely of 7 members. On 7 October 2020, the COG

agreed to increase the team and proposed a team of 21 members. The existing 7 members will serve as advisory members and the new 14 members will be responsible for the entire process of certification, the conduct of academic and administrative audits, the preparation of SSR, AQAR, etc. This 21 member team has been formed for 5 years..

It has also been updated that training will soon be organised to raise awareness of the revised NAAC guidelines. It was also examined whether the training could be attended by additional members. And it was agreed that Dr. Vinitha, Ms. Raji Gopal, and Ms. Sindhu should be asked to choose participants for training.

Ms Shirly also called for an employee to be identified to upload the data to the NAAC portal. She nominated Mr Jismon Mathew. Ms Rejitha has accepted to check and get back.

Identifying and naming a consultant for the editing of the SSR prepared by the NAAC team was also addressed. It was agreed to verify with FO and seek the support of Pr Vijaya Kumar to identify a person for the same matter.

Agenda Item: 03: To discuss about devising a mechanism to do different levels of mapping like program and course mapping, assessment and course mapping etc

It was agreed to confirm with Dr Vintha and Ms Raji the importance of this. IQAC should arrange a training session, if necessary.

Agenda Item: 04: To collect suggestions to improve the accomplishments of the set objectives.

For this, it was agreed to constitute a subcommittee.

Agenda Item: 05: To collect suggestions from members, alumnus, and students' representatives.

Ms Raji Gopal urged the organizing of FDPs by IQAC. For this, it was agreed to constitute a subcommittee.

Agenda Item: 06: Any other item with the permission of chair.
Nil

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator

Minutes of Meeting -18,
Date: 17/02/2021

The 18th meeting of the IQAC of NISH was held online on 17th February 20210.

Present:

- Ms Sheeba George IAS
- Dr K G Satheesh Kumar
- Ms Shirly G
- Dr Vinitha Mary George
- Ms Rejitha
- Ms Parvathy Pavithran
- Ms Chithra Prasad
- Ms Daisy Sebastian
- Ms Annsy Lal Mathew
- Ms Sindhu I V
- Ms Agnes represented Ms Mini
- Ms Raji N R
- Dr Suja Kunnath
- Prof Vijaya Kumar
- Mr Gopakumar

Absent:

- Dr Sreekumar
- Mr K C Deepak
- Ms Sreebha Sreedhar
- Ms Raji Gopal
- Dr Ajimsha K M

A **quorum** of members were present, and the meeting, been duly convened, and proceeded with a discussion. Coordinator welcomed everyone, and presented the agenda.

Agenda Item: 01: To confirm the minutes on 17th meeting of IQAC and to discuss the actions taken.

The committee approved the minutes. Ms Shirly updated the action taken for the decisions made during the 17th meeting.

Ms Veena represented FDP team and presented the guidelines developed by the team. The committee made certain comments and instructed the subcommittee to circulate once again for the approval of IQAC. The coordinator confirmed with the Finance Officer if Rs 1 lakh which she has earmarked for FDP in 2020-21 budget can be utilised.

Ms Swathi represented the QO subcommittee and presented the guidelines developed for approval. The IQAC approved the guidelines. The coordinator informed that it will be implemented soon.

Agenda Item: 02: To discuss strategies to be implemented to help the slow learners or weaker students.

It was decided to constitute a subcommittee to develop strategies. .

Agenda Item: 03: To update the steps taken for NAAC.

The coordinator updated the constitution of AAA team and the training being arranged.

Agenda Item: 04: To collect suggestions from members, alumnus, and students' representatives.

No suggestions were made.

Agenda Item: 05: Any other item with the permission of chair.

The coordinator checked if a faculty from BOT can be included in the IQAC. ED agreed this.

Coordinator thanked the members for attending the meeting. The meeting was adjourned.

Shirly G, IQAC Coordinator