

अखिलभारतीयवाक्प्रवणसंस्थान, मैसूर:570 006
ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE - 570 006
Internal Quality Assurance Cell

SH/NAAC/IQAC/2023-24

27.02.2024

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on
26th February, 2024 at 10.00 am in the Board Room, AIISH**

Members present

Dr. M. Pushpavathi Director	Chairperson
Dr. Chandni Jain Associate Professor of Audiology Dr. Irfana M Assistant Professor in Speech Sciences	Teacher to represent all level (three to eight)
Dr. Jaya Shankar Jadav Registrar and I/c Chief Administrative Officer	Member (Management Representative)
Dr. Santosh M Professor of Speech Sciences	One of the senior teacher as IQAC coordinator
Mr. Ullas N Bhargav Assistant Gr. III	One clerical assistance

Further, all the heads of the departments and sections were invited to attend the meeting and provide inputs.

Members Absent: Dr. Ajith Kumar U

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Dr. Santosh, Coordinator IQAC welcomed the members and presented the action taken on suggestions in the previous IQAC meeting. The results were reviewed by the members.

Sl. No	Agenda	Points discussed	Responsibility
1.	Review of previous meeting responsibilities	<ul style="list-style-type: none"> • During the previous IQAC meeting, Dr. Santosh M. had presented the benchmarks that were discussed and submitted. Responsibilities were given by the Director for staff/faculties and progress of the same were reviewed. • All of the responsibilities assigned during the last meeting were finished by the relevant faculty/staff members, with the exception of uploading the infrastructure meeting minutes due to confidentiality. It was recommended that the monthly report be uploaded to the relevant portion of the AIISH website by Dean Infrastructure. • Speaking on behalf of the AIISH Alumnus Award institution, Dr. Swapna N., Chairperson, AAA, was invited. According to the information provided, guidelines have been created, and a committee will soon be constituted to choose the alumnus awardee. Members proposed about instituting one award every year instead of three. Additionally, Dr. Swapna N also discussed the registration process for AAA and the progress being made in gathering the required paperwork. 	<p>Dean Infrastructure</p> <p>Dr. Swapna N</p>
2.	Agenda items	<ul style="list-style-type: none"> • Dr. Santosh M. placed the topic of best practices on the agenda. The Director made a few recommendations for best practices during the prior meeting, and the concerned Department or center was informed of them. The members present were also shown examples of best practices. Following the conversation, Dr. Sandeep M. proposed changing the focus of the Department of POCD's camps from "Screening Camps for 	

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		<p>Tribal Community" to "Community Oriented Camps". Similarly, "Monthly Public Lecture Series" may be renamed as "AIISH Vaani" and may be considered as one of the best practice. The participants also talked on how other AIISH events, like student placement across India and the observance of World Hearing Day and other significant days for creating awareness, should be viewed as best practices.</p> <ul style="list-style-type: none"> • The Director's approval was requested for the ISLRTC certificate course on sign language, which is being considered for fifth semester students as a value-added course. Teachers of the corresponding courses will be informed from the Academic Section to incorporate into C1 for the course. • The Internal Complaints Committee Chair, Dr. Vasanthalakshmi, was invited to the meeting to discuss developing an annual gender sensitization plan and scheduling AIISH student activities accordingly. • Mr. Vikram was informed to create a portal in the website for obtaining feedback from students, parents, stakeholders and faculty. The same was displayed to the members in the meeting. • The heads of the departments and sections were advised to designate a staff or faculty member from their department or section to contact in the future in order to gather data for NAAC and AQAR reports. • Further, benchmarks were displayed by Coordinator, IQAC which is to be met by the Department/sections for the year 2024-25. 	<p>Academic Section</p> <p>Dr. Vasanthalakshmi M S</p> <p>Heads of the Departments</p>
3.	New proposals	<ul style="list-style-type: none"> • The head of electronics was notified to hold a training for teachers on the use of ICT resources such as Microsoft Office and Google Classrooms and issue certificate. 	HOD Electronics

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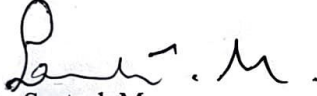
		<ul style="list-style-type: none"> The academic section was advised that experts may be invited to conduct a Faculty Development Program on outcome-based education. It was also suggested that a new data management system be implemented in order to gather and organize data pertaining to AQAR and NAAC using Office 365 software. Dr. Arivudai Nambi assumed responsibility for developing the data management system. The participants also talked about alumni's involvement in funding student welfare, book and journal donations, etc. Members also talked about using it as a criterion for choosing AIISH Alumnus Award nominees. 	<p>Academic Section</p> <p>Dr. Arivudai Nambi</p>
4.	Other issues	<ul style="list-style-type: none"> The Director advised the discover strategies for stress management for faculties. It was assigned to Dr. Arivudai Nambi to look for approaches and retreats for managing stress among faculties. It was suggested that a new Ethics Committee be formed because the current committee's term had come to an end. Additionally, the registration of Ethics committee with Department of Health Research's (DHR) was discussed. Dr. Arivudai Nambi proposed that experts may be invited to conduct workshop on the formation of Ethics Committee and good clinical practices in accordance with ICMR principles. The director emphasized the importance of faculty's engagement in applying for extramural and intramural projects. 	<p>Dr. Arivudai Nambi</p> <p>Dean Research</p> <p>Heads of the Departments</p>
5.	Benchmarks issued for 2024-25	<ul style="list-style-type: none"> Minimum of one international and one national workshop /seminar to be conducted in a year. Minimum of three in-house training programs to be organized for the faculty/staff of AIISH in a year. Minimum of two workshop/seminar/administrative training 	<p>Heads of the Departments</p>

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		<p>programs to be organized for the non-teaching staff of AIISH in a year.</p> <ul style="list-style-type: none">• Minimum of two workshop/seminar to be organized related to research methodology/ intellectual property rights in a year.• Faculties are advised to publish articles in SCOPUS /UGC-Care and other indexed journals.• AIISH Gymkhana to conduct at least five sports and cultural activities/competitions and other recreational activities.	
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The meeting ended with thanks to chair.

Minutes Prepared by,



Dr. Santosh M
Professor of Speech Sciences &
IQAC Coordinator



Dr. M. Pushpavathi
Director & Chairperson, IQAC