

NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

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Minutes of 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 Anoop 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.

A handwritten signature in blue ink, appearing to read "Shirly".

IQAC Coordinator

Executive Director