

NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

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

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Action Taken report on the decisions taken during the 4th meeting of the IQAC held on 12th January, 2016

Sl No	Decision Taken	Action Taken Report
1	Conduct a discussion session to find out the effectiveness of implementation of Google Classroom	Conducted discussion session on 5/2/16. Feedback collected from faculty through Google form. Decided to arrange series of training sessions.
2	Compile JC/CC of ASLP	Entrusted Ms Sreebha Sreedhar
3	Academic staff to undergo FIP/MOOC Course	HODs were informed about the decision. Entrusted KELP team to give reports.
4	To reduce the number of fields in the form to find out the workload of staff, to make it 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
5	Develop Alumni database	The committee entrusted Ms Praveena and Ms Chithra to identify ways to develop database.
6	To find out the outcome of the feedback from different stakeholders.	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

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		<p>2 weeks and report to the ED for taking appropriate action.</p> <p>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.</p> <p>4. NISH- Student's Grievance registry- Ms Daisy to take action as per students' entitlement by UGC.</p> <p>5. Dalit redressal (Register & link in website) - Ms Daisy to take action as per students' entitlement by UGC.</p> <p>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.</p>
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Shirley

IQAC Coordinator

For

[Signature]

Executive Director