

NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

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

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Minutes of 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 Anoop Mathew
- Ms Anuja Sudheer

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

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

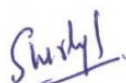
1. Students & Parents complaint register- Ms Daisy to initiate action and make sure that the HOD of the concerned dept takes appropriate action.
2. Service feedback form- Social worker in the reception to check for any complaint once in 2 weeks and report to the ED for taking appropriate action.
3. Feedback 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.



IQAC Coordinator



**For
Executive Director**