

# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

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

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### **Minutes of Meeting-5, Date: 4/05/2016**

A meeting of the IQAC of NISH was held on 4<sup>th</sup> May, 2016 at the AV Room in Dhyana, NISH.

**Present:**

- Dr Samuel N Mathew
- Dr Sreekumar
- Ms Shirley 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 Anoop 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 Shirley welcomed everyone to the meeting and presented the agenda

### **Minutes**

**Agenda Item: 01:** To confirm the minutes on 4<sup>th</sup> 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

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.

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.

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 Shirley
6. Governance, Leadership and Management – Ms Shirley
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 Honolulu, 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 490.76 Lakhs 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 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) on.....

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 reach 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

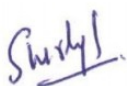
**Agenda Item: 07:** Dr Suja Kunnath to inform about the NAAC peer team visit scheduled for 23/5/16 to 25/5/16

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.



**IQAC Coordinator**



**For  
Executive Director**