

NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

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

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

Minutes of Meeting -9, Date: 03/08/2017

The 9th meeting of the IQAC of NISH was held on 3rd August, 2017 at the Board Room, NISH.

Present:

- Dr Samuel N Mathew- joined via skype from USA
- Dr K G Satheesh Kumar
- Ms Shirly G
- Ms Anoop Mathew
- Ms Raji Gopal
- Ms Raji N R
- Ms Parvathy Pavithran
- Ms Sreebha Sreedhar
- Ms Maria M Reji
- Ms Praveena Davis
- Ms Sindhu I V

Absent:

- Dr Sreekumar
- Dr Ajimsha K M
- Prof VijayaKumar
- Ms Daisy Sebastian
- Ms Chithra Prasad
- Dr Suja Kunnath
- Ms Anju V J

A quorum of members were present, and the meeting, been duly convened, and proceeded with a discussion. Ms Shirly welcomed everyone to the meeting and presented the agenda.

Minutes

Agenda Item: 01: To confirm the minutes on 8th meeting of IQAC.

Committee approved the minutes.

Agenda Item: 02: To devise mechanism to capture data necessary for AQAR digitally.

Assigned Ms Shirly to develop a structure to collect monthly data.

Agenda Item: 03: To discuss the status of quality circle in NISH and to decide how to take that forward.

The committee noted that informal meetings are happening in all the departments. Improvements and changes to be made are discussed periodically by them. But nothing is documented. Executive Director commented that documentation is the weakness of NISH. Documentation needs to be part of the culture. As these improvements made are innovations, documentation of the outcome is very important. Dr KGS said. It was decided to urge the departments to devise simple ways to document the changes and innovations tried or implemented. This should reflect in the QSP too.

Agenda Item: 04: To discuss the role of IQAC to ensure the effective functioning of various committees in NISH

A subcommittee constituting Ms Sreebha Sreedhar (convenor), Dr SreeKumar, Dr KGS, and Ms Shirly was constituted to devise mechanism to identify the effectiveness of the various committees in NISH. The mechanism should check the existence of non-active committees, effectiveness of committee, improving the quality of committee, collect yearend status report in a common platform.

Agenda Item: 05: To discuss the role of IQAC in Academic and Co-curricular programmes and to set parameters and benchmarks.

HODs to identify one interesting area and create benchmark and then proceed with other areas or activities. IQAC developed and approved format should be used for the same. In future, Dr Sreekumar who have a lot of industry experience and hence have a lot of ideas and Dr Ajimsha, NISH alumni who has abundant exposure should be invited to join the meeting atleast via skype.

Dr VijayaKumar who could not attend the committee through an email repeated what he always says. "As an academic I feel that ultimately quality will be delivered if all teachers bring quality to their work. The job of the administrators is to ensure that the right conditions for this are available at NISH". It was read out loud by the coordinator.

Agenda Item: 06: To collect suggestions from students' representatives and Alumnus.

Ms Maria M Reji, ASLP representative requested access to computers till 5.30pm initially. It was discussed and decided to arrange one lab assistant to stay back till 5.30pm. S/he can avail one hour LP on his after office duty day. Also decided to mandatorily ask all students to own laptop while joining NISH. Sponsors/scholarship should be arranged by NISH for students from economically poor family. Vendors should also be invited to supply laptop on instalment basis to NISH students.

She also requested to start a stationary counter. It was decided to approach the SHH to start a counter. To entrust Mr Prasanth and Mr Vikranth to think and come up with ideas to start a counter in NISH if SHH is not willing to start one.

Agenda Item: 07: To discuss the status of decisions made during the last academic year.

Ms Shirly presented the report. All decisions except two have been implemented. Ms Praveena was assigned once again to organise clinical audit. The following persons were suggested by Dr Sam as auditors hoping they can give creative inputs. Dr Ajith Kumar, Mr Sameer, Dr Sridevi, Dr Ajeesh. Some of the visiting faculty from Universities abroad may be asked to review our operations to gain input from a different perspective.

Ms Raji N R to take action to merge similar clubs/committees.

Agenda Item: 05: Any other item with the permission of chair.

The COG approved Plan of the Institute for the year 2017-18 was presented by the coordinator.



Coordinator thanked the members for attending the meeting. The meeting was adjourned.


IQAC Coordinator


Executive Director

For