

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 Subcommittee Meeting, Date: 11/08/2017

The subcommittee meeting to provide guidance to the committees at NISH to improve their effectiveness was held on 11th August, 2017 at 3pm, Board Room, NISH.

Present:

- Dr K G Satheesh Kumar
- Ms Shirly G
- Ms Sreebha Sreedhar
- Dr Sreekumar

Minutes

Agenda Item: 01: To discuss the role of IQAC to ensure the effective functioning of various committees in NISH

To identify the performance attributes to be measured to assess the effectiveness of each committee and hence to develop a performance matrix. Committees to submit reports once in six months through performance matrix. Attributes can include accomplished objectives, innovations, best practices, problem solving. To present report annually before COG.

Performance matrix format:

Name of the committee:

Convenor:

Frequency of committee meeting:

Attributes	Expected Outcome	Attained Outcome	Issues & concerns
Accomplished objectives			
Best Practises			
Innovations			
Problem Solving			

The committee also deliberated on the following points discussed at the IQAC

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

Ms Shirly presented the format to capture data from all departments. It was decided to create an Excel file with separate sheets for each departments and assign a faculty in each Dept. to update details. To send messages periodically prompting the concerned staff in each Dept. to update the details. To send reminder messages for a failed entry. The staff I charge for updating the information to rotate annually by HoDs. To assign Ms Raji N R to write macros and computerise the data collecting and data generating process. This should generate AQAR, Annual reports to be submitted to Govt and planning board in the stipulated formats.

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

To video record the innovations implemented in classrooms. To depute Dr Akila for the same.

Agenda Item: 04: To fix next IQAC date

16th Nov, 2017 3:00pm

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



Executive Director