

Minutes of Meeting-21, Date: 28/04/2022

The 21st meeting of the IQAC of NISH was held online on 28th April 2021.

Present:

Ms Anjana M IAS	Mr Ashish Chauhan
Dr K G Satheesh Kumar	Ms Raji Gopal
Ms Shirly G	Ms Neena
Dr Vinitha Mary George	Dr Anu Mukund
Ms Daisy Sebastian	Dr Anjana
Ms Sindhu I V	Ms Praveena
Mr Gopakumar	Ms Soja
Ms. Sreebha Sreedhar	Ms Bini
Ms. Brengana	Ms Saumya Sundaram
Ms Sreena E N	Mr Tomy Varghese
Ms Manju S	Mr Sukesh Chandran
	Ms Chithra Prasad
	Mr Vikranth

Absent:

Prof Vijaya Kumar
Dr Sreekumar
Dr Suja K Kunnath
Dr Ajimsha K M
Mr Nirmal
Dr Anne
Ms Rejitha

The screenshot shows a Google Meet window with a Word document open. The document is titled 'ACTION TAKEN 20 (1) - Word' and contains a table with the following content:

Sl. No.	Description	Responsible Person	Due Date
3	years registered alumni may be given access to library, reduction in registration fees for seminars/webinars/week shops		
	Alumni association can be split into chapters for each department and a survey regarding the same has to be conducted among alumni members.		
4	To collect responses from NAAC members for NAAC software	Entrusted Mr SDaji to take action	
	Registration process in process Collecting data in process to create a database		
	1. Kzama Software on KI-NAAC Software, Bangalore - September 23rd, 2021		
	2. deQ - Accreditation Support Tool, Kottayam- September 29th, 2021		
	3. Inpods - Cloud based NAAC accreditation		

The meeting interface shows participants: Raji Gopal, Satheesh Kumar, Saumya Sundaram, Anjana A. V, Tomy Varghese, Daisy Sebastian, Vinitha George, and 13 others. The time is 10:13 AM on 28-04-2022.

A quorum of members were present, and the meeting was duly convened, and proceeded with a discussion. The coordinator welcomed everyone. Also, the agenda was presented.

Agenda Item: 01: Agenda Item: 01: To confirm the minutes of 20th IQAC meeting and to discuss the actions taken

Ms Shirly updated the action taken for the decisions made during the 20th meeting.

Agenda item 3 in the minutes of 20th IQAC meeting was discussed, i.e. Actions taken to rectify the gaps identifies in AAA audit. All the concerned staffs are instructed to rectify the gaps (whichever can be resolved) as early as possible. Those gaps which cant be rectified or is not necessary, concerned staff has to mention in the status.

Display Board: within 2 days will be installed

Research Policy: Finalize after discussion with Dr. MKC Nair so that it can be uploaded to the website before NAAC submission.

Green campus, Plastic-free campus boards, etc.: should be implemented immediately

Suggestion box/ complaint box: Common box for both suggestions and complaints and follow a daily reporting system to each department.

Gender audit/Social Audit: Entrusted Ms. Shirly G for the same and has to be completed as early as possible.

PTA: Formulate PTA for DHI courses

The committee approved the minutes.

Agenda Item: 02: To finalize the guidelines developed by the sub-committee constituted for developing strategies to help the weak/slow learners.

Ms. Lekha, the team lead, presented before the committee. The committee approved the strategies developed for Slow learners by the team. The team was recommended to implement the strategies and monitor the challenges. The team has to inform IQAC about the challenges and modifications needed to implement at the earliest.

Agenda Item: 03: To check the status / relook the decision made for alumni fundraising and to check the guidelines for Alumni awards

Ms. Saumya Sundaram presented the rules and regulations formulated for the alumni association. Suggestions put forth were:

- Separate association for Hearing and DHH group
- Location-wise chapters may be planned in the future
- Prepare alumni application form, guidelines, and GD encompassing Fund utilization strategies(scholarship) and submit ED approved documents to IQAC in one week so that these can be included in the SSR.

Agenda Item: 04: To update the IQAC portal developed for NAAC, to report half-yearly analysis outcome of the plan of action 2021-22 and FDP conducted in 2021-22.

Mr Shaji demonstrated the IQAC portal developed for NAAC and suggestions were collected from the members. suggestions received were:

- Arrange the documents in the descending order of academic years.
- Parent and student login ids have to be created on the website. (DHI dashboard/result details are made available in the website)
- Proofreading by Ms Raji Gopal
- Academic Calendar/ Semester plan can be added
- Grievance link can be added (NISH, KUHS). Ms. Daisy, Ms. RG to submit details.

Agenda Item: 05: To decide on Student satisfaction survey (SSS) in ISL, SSS poster for HEIs by NAAC, SSR submission, SSR 5 th year period.

Ms. Raji Gopal was entrusted to prepare ISL-SSS. Seek permission from NAAC authorities to give prior training to DHI students about the survey. The committee decided to submit the data for SSR 5th year period till May 2021.

Agenda Item: 06: To collect suggestions from members, alumnus, and students' representative's

- Canteen function has to be resumed back - will inform canteen committee
- Vehicle shed:- Entrusted Mr. Shaji and Ms. Soja for taking necessary actions

Agenda Item: 07: Any other item with the permission of chair

IQAC coordinator asked for an update about the steps taken on snake menace by admin and GPCC. Ms. Soja updated that measures have been taken as per the advice of the school of environmental studies at MG University.

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



Shirly G, IQAC Coordinator