No: SDUAHER/KLR/IQAC/ 091 /2019-20   **Dated: 09.10.2019**

Proceedings of the Quarterly Meeting of the **Internal Quality Assurance Cell (IQAC)** of Sri Devaraj Urs Academy of Higher Education and Research, Kolar held on **18th September 2019 at 11.00am** in the Council hall of the Academy under the Chairmanship of Prof. G. Pradeep Kumar, Hon'ble Vice Chancellor, SDUAHER.

MEMBERS ATTENDED THE MEETING:
1. Prof. G. Pradeep Kumar   Vice Chancellor
2. Dr.K.N.V.Prasad   Registrar
3. Dr.P.N.Sreeramulu   Principal/ Dean, SDUMC/SDUAHER
4. Dr.Beena P M   Dean, Faculty of AHS
5. Dr.Sarala.N   Director Academics
6. Dr.Muninarayana.C   Controller of Examinations
7. Dr.V.Lakshmaiah   Medical Superintendent
8. Dr.Vinutha Shankar   Prof. & HoD, Dept. of Physiology
9. Dr.K.N.Shashidhar   Coordinator R & D
10. Dr.Suresh T N   Prof. of Pathology
11. Dr.Raveesha.A   Prof. & HoD, Dept. of General Medicine
12. Dr.Sridevi.N.S   Prof. & HoD, Dept. of Anatomy
13. Dr.Mohan Kumar.K   Prof. of Ophthalmology
14. Dr.Aravind Natarajan   Prof. of Microbiology
15. Dr.C.D.Dayanand   Coordinator, AHS
16. Dr.D.K.Ramesh   Surgeon, SNR Hospital, Kolar, (Alumnus)
17. Dr.Ashwini.N.S   Assoc. Prof. of Anatomy
18. Dr.Ramesh   Prof. & HOD of Physiotherapy
19. Dr.Chaithra.M.C   Asst. Prof. of ophthalmology
20. Dr.Divya.C   Assoc. Prof. of Anatomy
21. Dr.Parimala.S   Assoc. Prof. of Microbiology
22. Dr.M.L.Harendra Kumar   Director of IQAC/ Coordinator
23. Dr.Asha.B   Deputy Coordinator IQAC
24. Dr.Hemalatha.A   Deputy Coordinator IQAC
25. Mr.Prakash   Librarian
26. Mr.Bhuvaneshwar Yadav   (Ph.D. Scholar)
27. Mr.Suresh   Journalist, Kolar
28. Miss. Bhavanam Sravani   (UG Medical Student 6th Term)
29. Mr.Rakshith.U   (AH & BS Student 2nd year)

Could not Attended the Meeting

1. Mr.J.Rajendra   Director (A & F), SDUAHER, Kolar
2. Mr.Balaji   Finance Officer
3. Dr.Sarulatha H   Prof. of Physiotherapy
4. Dr.Sudhamani   Gynecologist, Kolar
5. Dr.Bhavana Chowdhary.M   (PG Medical Student, 2nd year)

Agendas:

Number	Agenda
SDUAHER/IQAC-II/01/2019-20	Approval of the Proceedings of the 1st meeting of the IQAC held on 22nd June 2019.
SDUAHER/IQAC-II/02/2019-20	Action Taken Report on the decision taken in the 1st meeting of the IQAC held on 22nd June 2019.
SDUAHER/IQAC-II/03/2019-20	Review of Academic and Administrative reforms practiced by the Academy
SDUAHER/IQAC-II/04/2019-20	Identifying two best practices of the Academy
SDUAHER/IQAC-II/05/2019-20	Implementation of e-learning management system (LMS)
SDUAHER/IQAC-II/06/2019-20	Progress review of specific learning objective of Allied Health and Basic Science Courses
SDUAHER/IQAC-II/07/2019-20	Discussion on Calendar of Events of IQAC for the year 2020
SDUAHER/IQAC-II/08/2019-20	Vetting of newly prepared Mentorship and Feedback format
SDUAHER/IQAC-II/09/2019-20	Preparation of AQAR for the year 2018-19
SDUAHER/IQAC-II/10/2019-20	Any other matter

Dr. Harendra Kumar M. L. Coordinator - Internal Quality Assurance Cell welcomed all the members to the 2nd IQAC Quarterly meeting. Dr. Pradeep Kumar G, Hon'ble. Vice Chancellor appreciated Dr. Harendra Kumar M. L. for initiating and taking IQAC activities in the right direction and congratulated entire IQAC team for preparing the AQAR reports for the years 2016-17 and 2017-18. He expressed that efforts and inputs from all the IQAC core members was important for continued improvement of the Academy and suggested task force conveners and members to critically evaluate the respective criterion and work towards improving the quality.

SDUAHER/IQAC-II/01/2019-20: Approval of the Proceedings of the 1ˢᵗ meeting of the IQAC held on 22ⁿᵈ June 2019.

Dr. Harendra Kumar M. L. mentioned that the proceeding of the previous quarterly meeting held on 22.6.2019 was sent across to all the members and no comments or suggestions were received from the members. He said in view of this it was to be deemed that the proceedings were in order and could be accepted.

SDUAHER/IQAC-II/02/2019-20: Action Taken Report on the decision taken

Dr. Harendra Kumar M. L. briefed on the action taken on the decisions and resolutions passed in the last meeting as detailed under.

SDUAHER/IQAC-I/01/2019-20: To complete AQAR 2016-17 and 17-18 by July 2019 -Preparation of both the AQAR reports 2016-17 and 2017-18 and vetting process were completed and the reports could be submitted to NAAC within 30th September 2019.

SDUAHER/IQAC-I/02/2019-20: To prepare the calendar of events for the year 2020 -The calendar of events for 2020 had been prepared and submitted to the Academy for incorporation in the Calendar Events of the Academy.

SDUAHER/IQAC-I/03/2019-20: To acquire e-learning software – the Academy had identified vendor and company was invited for a presentation before the stakeholders. Feedbacks were collected from the participants and based on the inputs the IQAC had requested the Academy for procurement of the LMS software. It was informed that work order No.SDUAHER/KLR/PUR/102/2019-20 Dated. 07-09-2019 was issued to M/S. Sumit Solutions, 2nd cross, Gowripet, Kolar.

Hon'ble Vice Chancellor suggested that vendor had to be given a time frame for providing LMS. Dr. K N V Prasad, Registrar of the Academy said that as per the discussions held, vendor would update him about progress on the implementation of LMS and added that it would took approximately 6 weeks. After initiation he would interact with various departments, department of ICT and team constituted by the Academy to monitor the implementations strategies.

SDUAHER/IQAC-I/04/2019-20: To relook and modify the existing mentorship form -The modified mentorship form was prepared and reviewed during taskforce meeting. The same format would be implemented from 2019-20 batches.

Regarding the mentorship program Hon'ble Vice Chancellor enquired Dr. Sridevi, Prof. and HOD of Anatomy and coordinator of Criterion V (Student support and progression) about the status of the same. She mentioned that mentorship forms were ready and validated, and would be further refined based on the discussions and inputs from the members of the College Council meeting which would be held on 19.09.2019.

SDUAHER/IQAC-I/05/2019-20: OSPE/OSCE training for Faculty - A workshop on OSPE and OSCE was conducted for the faculty from 21st to 26th June 2019. Seventy Eight faculty were trained form various departments (Fourteen) OSPE/OSCE

Hon'ble Vice-Chancellor mentioned that 100% of the practical exercise in the university examination must be OSPE/OSCE. Dr. Vinutha Shankar, Professor and HOD of Physiology, expressed that in physiology both internal assessment practical's examination and university practical examination were conducted as OSPE. Vice-Chancellor congratulated the entire department for the same. He expressed that uniform implementation of OSPE/OSCE across all the departments was a must and instructed Dr. Sreeramulu P N, Principal and Dean to look into the same. Dr.Sreeramulu mentioned that the discussion on implementation of OSPE/OSCE had been going on in the BOS, Academic council meetings and BOM meetings in the past; and he assured that the subject would be discussed in the College council meeting. Dr. Muninarayana C, controller of examination suggested that henceforth the Academy should ensure that all departments should conduct OSPE/OSCE pattern of the Academy examinations.

Vice-Chancellor expressed that 20% of theory paper in the Academy examination should be evaluated based on Multiple Choice Question's (MCQ's). Dr. Muninarayana suggested that we should prepare MCQ question bank and use it as an assessment tool in the Internal Assessment examination and then apply the same in the Academy examinations. Vice Chancellor suggested UDOME to take an active initiation in MCQ question bank preparation. Dr. Vinutha Shankar expressed that MCQ bank was already prepared by departments which were of recall type and suggested that MCQ to assess various cognitive capabilities must be prepared. Vice – Chancellor suggested that the staff members had to prepare two to three MCQ's at the end of their lecture classes and such postings could be added to the MCQ bank.

Dr. Muninarayana also suggested having uniform marks allocation for Internal Assessment across all subjects. Dr. K.N.V. Prasad suggested that as per the new CBME curriculum prescribed by the MCI, out of the 60 internal assessment marks (66% - 40 marks would be average of 3 internal assessment marks, 33% will be an aggregate of day today assessment, seminars, student quiz etc.), It was resolved that the above mentioned distribution of marks would be uniform across all subjects.

Dr. Vinutha Shankar mentioned that there was a discussion about the same pre-clinical BOS and IA marks would be distributed as follows: Out of 60 marks 30 would be from average of three internal assessment marks, 10 from periodic assessment and out of 20 marks 10 marks would be from OSPE/OSCE, 5 marks from certifiable skills, 5 marks from professional attitude of the student.

Undergraduate medical student representative Miss. Bhavanam Sravani, mentioned that OSPE was done only in 1st and 2nd year examinations. On behalf of the undergraduate medical students, she requested to have Post Graduate NEET coaching in the campus. Dr. Sereeramulu P N, Principal and Dean informed that similar idea was negated in the previous discussions held with student council members. He mentioned he would discuss with student council and make arrangements accordingly. AHS student representative mentioned that he has no issues regarding. Mr. Bhuvaneshwar Yadav, Ph.D. scholar requested for enhancement of monthly stipend, or provision of funds for doing research work.

SDUAHER/IQAC-I/06/2019-20: To modify the feedback format of curricular aspects- The existing feedback forms were modified as per the suggestions and the feedback regarding curricular aspects was taken from faculty

Dr. Sarala, Director Academics mentioned that she had prepared and handed over the alumni feedback forms to Dr. Sridevi Director student welfare and said that, she was in the process of collecting the feedback from alumni.

SDUAHER/IQAC-I/07/2019-20: To implement CBME curriculum for 2019-20 batch in this regard, regular meetings and workshops were being held for effective implementation of CBME. SLOs were also prepared for various competencies. Dr. Sarala, mentioned that preclinical subjects had finished preparing curriculum and SLO's, Para and clinical subjects were requested to keep it ready by December 2019.

SDUAHER/IQAC-I/08/2019-20:

a. To constitute task force committee
   Criteria wise task force committee was constituted and regular meetings were held for quality improvement and sustenance – Dr. Harendra Kumar. M.L mentioned that meetings were held with criterion task force committees as scheduled on every Wednesday. However, he expressed concern over some criteria the presentations were not to the expectation. He also said that the presentation by conveners should be progressive in nature.
b. Coordinator IQAC informed that step 1 of Tri series Leadership skill workshop was held on 19th July 2019 and Guest Lecture was held on Gender Sensitization on 2nd August 2019.

Dr. K.N.V. Prasad suggested that as a Deemed to be University we could empower curriculum committee to enrich the curriculum suggested by MCI. He said sub committees could meet more often and provide specific outcome. Dr. Vinutha Shankar mentioned that an audit on completeness of curriculum, SLOs and teaching learning method evaluation among the faculty of Allied Health Sciences. She said most of the departments (Physiotherapy, Clinical Nutritional and Dietetics, Molecular Biology) had completed. However, the department of Allied Health Sciences still had to complete the process. Dr. Dayananda C D said that he had finished collecting the corrected curriculum, SLOs from respective departments.

Dr. K. N. V. Prasad reiterated that the program outcome and course outcome for all courses must be available for the programs / courses offered by the Academy.

SDUAHER/IQAC-II/03/2019-20: Review of Academic and Administrative reforms practiced by the Academy

Dr. K.N.V. Prasad, Registrar, presented details of Academic and Administrative Reforms undertaken by the Academy. He elaborated and apprised on the need for aligning the program outcomes of the objectives, Vision and Mission of the Academy. Hon'ble vice chancellor appreciated the excellent presentation done by the Registrar.

Some of the other points deliberated were as under

Vice Chancellor suggested that the update of website was not happening on a regular basis and it should be made a dynamic one. Dr. Sreeramulu P N said that Dr.Prasanna Kamath, Professor and HOD, Department of Community Medicine was appointed as website in-charge, and requested to designate one IT person exclusively for updating website. Vice Chancellor mentioned that it would be difficult, instead could fix an IT personal available at least for two days in a week for updating the website.

Dr. Pradeep Kumar suggested that distinguished alumni could be appointed as Adjunct Faculty and guest lectures could arranged by them. Dr. Vinutha Shankar also suggested having inspirational leaders to talk and inspire young students of the Academy quarterly so that students could be greatly benefitted by it.

Dr. Vinutha Shankar requested to circulate a list of predatory Journals among the teaching faculty, Dr. Shashidhar K N, Coordinator Research and Development mentioned that list of Predatory Journals have been circulated to the departments. Vice Chancellor also suggested having interdepartmental research involving teachers from other departments. Dr. Shashidhar K N mentioned that the data regarding the same was available in the R and D section of the Academy.

Vice Chancellor suggested that a strong alumni association was an important aspect of the Academy and it must be robust in its functioning. Dr. Muninarayana suggested to rejuvenate and strengthen the Medical college alumni association and to have a separate alumni association for the Academy which would cover all the students of the Academy. Vice Chancellor said that university should function as a single entity and there should not be segregations according to faculties of study as all the students would be alumni of the Academy.

Resolution: To have single SDUAHER University alumni

Dr. Dayananda .C.D mentioned that Department of Allied Health Sciences has been mapped by the Government of Karnataka and forty students are receiving scholarship. Dr. K.N.V. Prasad suggested submitting the details of the same the office of the Registrar.

Dr. K.N.V. Prasad mentioned that more centers of excellence needs to be identified in the Academy. Dr. Shashidhar .K.N. opined that centers of excellence must have good number of publications and adequate funding to work towards a comprehensive goal. Dr. A. V. M. Kutty expressed that, centers of excellence were not shaped overnight and said that it should be an outcome of a consistent effort by the faculty in a specified area of research are expertise. He added that such faculty member naturally would have accomplishments of par excellence recognized by the peers in the relevant area.

Dr. Dayanand enlisted the activities of Faculty of AHS as under:

- Two days student induction program for new batch of AHS students was conducted on 5th and 6th September 2019. One hundred and forty three students and parents attended on first day and one hundred and twenty five students attended on second day.
- CBCS scheme would be continued for the new entrants and three new course were commenced during the Academic year 2019-20
- Absolute grading system was in place and was planning to convert semester examination system to Continuous Internal Assessment (CIA) from next academic year. Vice Chancellor suggested deferring the idea of CIA till further discussion.
- Academic brochure, prospectus had been prepared and uploaded to Academy website.
- Earn while you Learn scheme was being continued and as on date eleven students were benefitted by the same. Vice Chancellor enquired about the criteria of identifying the students for earn while you learn.

SDUAHER/IQAC-II/04/2019-20: Identifying two best practices of the Academy

Dr. Suresh T N, convener of VII criterion task force made a brief presentation on Best Practices of the University. He said that through IQAC he had collected Best Practices of all the departments in June. Those were very heterogeneous and were mostly concentrated towards Teaching and Learning Methods. Dr. A. V. M. Kutty suggested that teaching Learning methods could not be a Best Practice unless the outcome was reflected in the performance of the students in terms of the improved pass percentage. Further such a practice should help under achievers/slow learners to overcome the difficulties in learning processes. This again should reflect in the overall pass percentage. He informed that, during the last NAAC accreditation the Academy had projected Rural Health Care and Research in congenital anomalies as the two best practices and suggested that a brainstorming session to be held to identify different best practices.

Resolution: To finalize both the presented entities as best practices of the academy.

Vice Chancellor informed that the automated preparation of question paper could be extended to internal assessment also. Dr. Muninarayana opined that selection of questions would be difficult as the number of questions available could be less and a separate blue print might have to be prepared for IA question paper generation.

Vice Chancellor advised COE to proceed and formulate procedure for conduct of internal assessment examination across the departments by centralizing the entire process.

Dr.Harendra Kumar mentioned that we should move beyond the conventional type of teaching the undergraduates. Dr. Vinutha Shankar suggested adopting Flip classroom as a method of teaching as some of the preclinical departments had already practicing the same. She mentioned that at least 10% of lectures could be conducted as flip classroom. She also mentioned that it would require lot of commitment and time from staff members to effectively practice it.

Vice Chancellor suggested to decentralize the work at department levels and not to burden a single staff with several tasks. It was conveyed to him that departments had decentralized all the works by involving available staff members.

SDUAHER/IQAC-II/05/2019-20: Implementation of e-learning management system (LMS)

Coordinator informed that, LMS work order had been already issued and the work was in progress. In response to an enquiry made by the Vice chancellor regarding the monitoring the progress of the LMS installation it was informed that, a team comprising Dr. Swaroop Raj, Associate Professor of pathology and ICT members had been formed to monitor the progress of LMS installation.

SDUAHER/IQAC-II/06/2019-20: Progress review of specific learning objective of Allied Health and Basic Science Courses

Dr. Dayananda C D said that he had finished collecting the corrected curriculum, SLOs from respective departments. He added that the process of compiling the same had been taken up. Further he informed that the department is bringing out prospectus on all the B.Sc. programs offered by the Academy.

Vice chancellor also suggested initiating plan of action for students who had failed in 1st year and losing one year. It was decided to make attendance and internal assessment compulsory for those students

SDUAHER/IQAC-II/07/2019-20: Discussion on Calendar of Events of IQAC for the year 2020

Dr. Harendra Kumar mentioned that calendar of events of IQAC department had been prepared. As per the discussion held in the previous meeting, each criterion could conduct two programs with one of them a workshop. Dr. Shashidhar .K.N also mentioned reviving National Research Seminar and conducting the same every year.

Dr.Harendra Kumar presented the calendar of events. He mentioned that some of topics that had been finalized as an initiative of IQAC are constitutional ethics, soft skill workshop and smart IT skills for non-teaching staff. He also mentioned that UDOME was planning to conduct Tri level workshop on Leadership skills and one series was already conducted. He suggested UDOME to have an orientation program and Basic medical education technology program for newly appointed staff. This could be conducted once in 6 months.

SDUAHER/IQAC-II/08/2019-20: Vetting of newly prepared Mentorship and Feedback format

Dr. Sridevi presented distribution of students who were considered for mentorship across all terms. Dr. Hemalatha mentioned regarding the mentoring being done at department levels, Dr. Vinutha Shankar suggested the difference was between academic and overall welfare mentoring the former being done by the department mentors and the latter by the designated mentor.

Vice Chancellor also suggested initiating plan of action for students who not cleared 1st year. It was decided to make 75% attendance and internal assessment compulsory for those students

SDUAHER/IQAC-II/09/2019-20: Preparation of AQAR for the year 2018-19

Dr. A. V. M. Kutty mentioned that AQAR report of 16-17 and 17-18 had been completed, and would be uploaded shortly.

Dr.Harendra Kumar mentioned that preparation of AQAR 18-19 had been initiated and requested Deans of Faculty of Allied Health and Basic Sciences and Faculty of Medicine to submit Course code and Program code. Dr. Muninarayana expressed that he would relook into the same and submits it at the earliest possible.

SDUAHER/IQAC-II/10/2019-20: Any other matter

Dr. A.V.M. Kutty suggested for conducting a green audit. Dr. Sarala expressed that maintenance and sustenance of the herbal garden was also important. Vice Chancellor suggested making campus plastic free and aerated drink to be banned in the campus from 1st October. All the members agreed for the same.

Dr. Sarala informed that development and revision of Curriculum had been completed and Course outcomes and Program outcomes were being prepared and would be completed shortly.

Dr. Harendra Kumar thanked everyone.

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