



# INTERNAL QUALITY ASSURANCE CELL

Sri Devaraj Urs Academy of Higher Education & Research

A DEEMED TO BE UNIVERSITY

TAMAKA, KOLAR-563 101, KARNATAKA, INDIA

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No: SDUAHER/KLR/IQAC/117(a)/2019-20

Dated: 25.12.2019

Proceedings of the 3<sup>rd</sup> Quarterly Meeting of the **Internal Quality Assurance Cell (IQAC)** of Sri Devaraj Urs Academy of Higher Education and Research, Kolar held on **21<sup>st</sup> December 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. Dr.A.V.M. Kutty        | Pro Chancellor, Academics           |
| 2. Dr.C.K.Ranjan          | Pro chancellor H & D                |
| 3. Prof. G. Pradeep Kumar | Vice Chancellor                     |
| 4. Dr.K.N.V.Prasad        | Registrar                           |
| 5. Dr.Sarala.N            | Director Academics                  |
| 6. Dr.Muninarayana.C      | Controller of Examinations          |
| 7. Dr.V.Lakshmaiah        | Medical Superintendent              |
| 8. Dr.Sujay Prasad        | Neuburg Anand Diagnostic Laboratory |
| 9. Dr.Vinutha Shankar     | Prof. & HoD, Dept. of Physiology    |
| 10. Dr.C.D.Dayanand       | Coordinator, AHS                    |
| 11. Dr.Sarulatha H        | Prof. of Physiotherapy              |
| 12. Dr.Aravind Natarajan  | Prof. of Microbiology               |
| 13. Mr.Suresh             | Journalist, Kolar                   |
| 14. Dr.Ramesh.K.J         | Prof. & HOD of Physiotherapy        |
| 15. Dr.Ashwini.N.S        | Assoc. Prof. of Anatomy             |
| 16. Dr.Munilakshmi.U      | Asst. Professor of Biochemistry     |
| 17. Dr.M.L.Harendra Kumar | Director of IQAC/ Coordinator       |
| 18. Dr.Asha.B             | Deputy Coordinator IQAC             |
| 19. Dr.Hemalatha.A        | Deputy Coordinator IQAC             |
| 20. Mr.Prakash            | Librarian                           |

## **Leave of Absence**

- |                      |  |
|----------------------|--|
| 1. Dr.P.N.Sreeramulu | Principal/ Dean, SDUMC/SDUAHER         |
| 2. Dr.K.N.Shashidhar | Coordinator R & D                      |
| 3. Dr.Suresh T N     | Prof. of Pathology                     |
| 4. Dr.Raveesha.A     | Prof. & HoD, Dept. of General Medicine |
| 5. Dr.Sridevi.N.S    | Prof. & HoD, Dept. of Anatomy          |

## **Could not Attended the Meeting**

- |                           |  |
|---------------------------|--|
| 1. Mr.J.Rajendra          | Director (A & F), SDUAHER, Kolar           |
| 2. Mr.Balaji              | Finance Officer                            |
| 3. Dr.Jayaram.M           | Dean, Faculty of AHS                       |
| 4. Dr.D.K.Ramesh          | Surgeon, SNR Hospital, Kolar, (Alumnus)    |
| 5. Dr.Sudhamani           | Gynecologist, Kolar                        |
| 6. Dr.Bhavana Chowdhary.M | (PG Medical Student, 2 <sup>nd</sup> year) |
| 7. Mr.Bhuvaneshwar Yadav  | (Ph.D. Scholar)                            |
| 8. Miss. Bhavanam Sravani | (UG Medical Student 6 <sup>th</sup> Term)  |
| 9. Mr.Rakshith.U          | (AH & BS Student 2 <sup>nd</sup> year)     |

**Agendas:**

Number	Agenda
SDUAHER/IQAC-III/01/2019-20	Approval of the Proceedings of 2 <sup>nd</sup> meeting of the IQAC held on 18 <sup>th</sup> September 2019.
SDUAHER/IQAC-III/02/2019-20	Action Taken Report on the decision taken in the 2 <sup>nd</sup> meeting of the IQAC held on 18 <sup>th</sup> September 2019.
SDUAHER/IQAC-III/03/2019-20	Progress review on implementation of Learning Management System (LMS)
SDUAHER/IQAC-III/04/2019-20	Progress review on Mentorship program and Feedback
SDUAHER/IQAC-III/05/2019-20	Progress review on the preparation of AQAR for the years 2016-17, 2017-18 and 2018-19
SDUAHER/IQAC-III/06/2019-20	Outcome of the presentations by the taskforce committees of various criteria with regard to SSR preparation
SDUAHER/IQAC-III/07/2019-20	Strategies of the Student Satisfaction Survey (SSS)
SDUAHER/IQAC-III/08/2019-20	Any other matter

Dr. Harendra Kumar M. L. Coordinator - Internal Quality Assurance Cell welcomed all the members to the 3<sup>rd</sup> IQAC Quarterly meeting and requested Hon'ble, Vice Chancellor, Dr. Pradeep Kumar G, to chair the meeting. The Vice chancellor thanked the advisor of IQAC, Dr. AVM Kutty and Dr. Harendra Kumar M. L. and his team for continued efforts in the sustenance of IQAC activities and congratulated entire IQAC team for their efforts in the preparation AQAR reports for the years 2016-17, 2017-18 and 2018-19 in new formats. He requested the coordinator IQAC to proceed with meeting.

### **SDUAHER/IQAC-III/01/2019-20: Approval of the Proceedings of 2<sup>nd</sup> meeting of the IQAC held on 18<sup>th</sup> September 2019.**

Dr. Harendra Kumar M. L. informed that the proceeding of 2<sup>nd</sup> meeting of the IQAC held on 18<sup>th</sup> September 2019 was circulated among all the members as there were no suggestions or modifications intimated to IQAC, it was deemed to have been approved. The Vice Chancellor and all the members agreed for the same.

### **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 of the previous meeting. Regarding the review of Academic and Administrative reforms practiced by the Academy he informed that a presentation was made by the registrar and the same was appreciated by the members of IQAC. The task force for criterion VII Innovation and Best practices had presented the shortlisted best practices and innovated practices, however, the members of the cell suggested finalizing the two best practices of the Academy in consultation with all the taskforce committees to have an overall consensus.

The coordinator informed that the implementation of Learning Management System (LMS) was in progress. He added that the company was conducting training programs for the faculty. Dr.Sarala apprised on the update of LMS implementation process and mentioned that a brief report on training program and number of faculty trained from each phase was sent to the Dean, Faculty of Medicine, Allied Health Sciences and Nursing. Regarding the progress review of specific learning objective of Allied Health and Basic Science Courses, Dr. Dayanand informed that the specific learning objectives for six courses are ready and would be submitted shortly. Dr.A.V.M. Kutty enquired regarding the program outcomes for the AH&BS course for which Dr. Dayanand informed that it was in progress and requested to suggest external subject experts for the review of the same. He further advised to coordinate with the departments offering laboratory services to be consulted and the program outcomes could be finalized.

Dr. Ramesh suggested following the guidelines from UGC website for finalizing the same. Dr. Muninarayana requested the coordinator AH&BS to send a copy of program and course outcome so that same could be communicated to the external question paper setters for clarity. Regarding the calendar of events, Dr. Harendra Kumar informed that the events by IQAC had been finalized and the same will be incorporated in the calendar of events of the Academy for the year 2020.

The coordinator informed that mentorship and feedback format had been finalized after vetting it through the concerned officers of the Academy it would be implemented. Preparation of AQAR for the year 2018-19 was in progress and the IQAC had already starting uploading the details of the AQAR for all the pending years on NAAC website.

### **SDUAHER/IQAC-III/03/2019-20: Progress review on implementation of Learning Management System (LMS)**

Dr. Sarala briefed regarding the progress of LMS. The faculty had been informed to upload at least one module on relevant topics in LMS domain by 10<sup>th</sup> January 2020. She added that all the queries regarding uploading of the modules could be clarified by interacting with Dr. Swaroop for Faculty of Medicine and Dr. Senthil Kumar for Faculty of Medicine and Allied Health and Basic Sciences respectively and Dr. Rajesh, Asst. Professor, Dept. of Psychiatry SDUCON Nursing.

Dr.K.N.V. Prasad emphasized that the preparation of the modules by faculty should be a continuous process for which Dr. Sarala informed that the faculty had been instructed to prepare modules and upload one at least once in 3 months. Vice chancellor suggested to create a media room adjacent to digital library to ease the implementation of e-technology and requested to complete the process within 3 months. He also opined to incentivize the faculty excelling in the field of e-learning. The students should be sensitized with regard to LMS utilization and registration should be done in a phased manner. Dr. Sujay Prasad suggested that the e-learning module could be prepared in line with the new CBME curriculum.

**Resolution:** The faculty should prepare and upload one module once in every 3 months in the LMS.

### **SDUAHER/IQAC-III/04/2019-20: Progress review on Mentorship program and Feedback**

Dr. Harendra Kumar informed that a sensitization program was conducted for the faculty regarding mentorship and the forms were handed over to them for scrutiny. The mentors were instructed to collect the details from the mentees and to have frequent interaction followed by documentation. The mentor mentee ratio currently is 1:7 or 1:8. It was informed that a strong mentorship program had been in place at the departmental levels, however, vertical mentoring had been a serious concern.

Dr. Vinutha Shankar emphasized that there was no time allocation for the mentor mentee interaction due to which there was hindrance in the mentorship program. Dr. Ramesh mentioned that in AH&BS there was time allotted for mentoring so that the students could approach the respective mentor on specified time.

Vice chancellor suggested to have peer mentoring by the senior students. This may increase the bondage between the different batch students. Students should be free to express the non academic barriers or challenges with their peers. He informed Mrs. Kumar, a faculty and student councilor from NIMHANS would conduct the brain storming session in couple of weeks for the faculty of the Academy. The Registrar of the Academy and Dr. Vinutha Shankar expressed that there was a need to have specific time for mentoring the students. A Mentorship Monitoring Committee to be constituted so that the committee could sensitize faculty and students and monitor the activity. The registrar further added that if time was specified for the mentoring in the time table the vertical mentorship would be possible. Vice Chancellor suggested seeking guidance from the medical colleges in rural set up and to evolve a model that would work.

Dr.C.K.Ranjan Pro Chancellor (HCD) suggested having 5 students per faculty throughout the program and that would be best from student's perspective as a confident relationship would be established between them to share the academic and non academic challenges. Dr. Sarala informed that the horizontal mentorship so far has worked well for Para-clinical departments. Recalling the various concerns expressed by the members Dr.A.V.M.Kutty suggested forming a committee to frame approaches for effective implementation of horizontal as well as vertical mentorship programs in a time bond manner. He reiterated that the Academy had been discussed this issue quite long and it should be finalized and priority as we need to face the NAAC visit during November 2020.

**Resolution:** The mentorship monitoring committee to be constituted and responsibility to be given to monitor its function.

### **SDUAHER/IQAC-III/05/2019-20: Progress review on the preparation of AQAR for the years 2016-17, 2017-18 and 2018-19**

Dr.A.V.M.Kutty mentioned that AQAR reports of 2016-17, 2017-18 had been uploaded on to the IQAC website, however, need to be updated with in the time frame has permitted by NAAC.

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 Medicine to submit course codes and program codes. Dr. Muninarayana expressed that he would relook into the same and submits it at the earliest possible.

**Resolution:** The AQAR 2016-17 and 2017-18 to be uploaded by 31<sup>st</sup> December 2019.

### **SDUAHER/IQAC-III/06/2019-20: Outcome of the presentations by the taskforce committees of various criteria with regard to SSR preparation**

Dr. Harendra Kumar informed that the gap analyses reports were presented by taskforces committees for the various criteria. He felt that the committee could have utilized the services of IQAC to hasten the process of gap analysis and the modalities to fill the gaps. He expressed concern that the progress though considerable but was not adequate to match with the quantum of work. He said that the Academy was planning to outsource the process of NABH and NAAC accreditation processes to accelerate the activities. The members felt it might be required to timely complete the process.

**Resolution:** The task forces to identify the measures taken to improve on the analyzed gap.

### **SDUAHER/IQAC-III/07/2019-20: Strategies of the Student Satisfaction Survey (SSS)**

Dr. Harendra Kumar suggested sensitizing students of the Academy to the Student Satisfaction Survey (SSS) and the student data could be uploaded and web-link could be provided for the same. He enquired regarding student satisfaction index to the Director Academics, for which Dr. Sarala informed that the data was collected from interns, analyzed and the same had been sent to IQAC. Dr. Harendra Kumar expressed that the suggestions should be compiled and analyzed.

Dr.A.V.M.Kutty suggested including undergraduates, postgraduates, Ph. D. scholars of the Academy for SSS. He also appraised that, the need for a committee in place to facilitate the process. Dr. Vinutha Shankar opined that the Google form could be used to float the questionnaire.

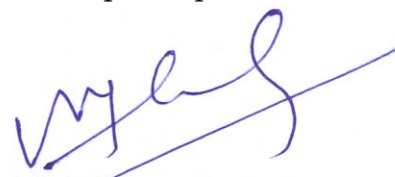
**Resolution:** The SSS monitoring committee to be constituted and responsibility to be given to monitor its function. The institutional SSS can be taken by students.

**SDUAHER/IQAC-III/08/2019-20: Any other matter**

Dr.K.N.V. Prasad suggested for a professional agency to conduct green audit for the campus. He further added that Dr. Kiranmayee is in-charge for herbal garden and measures had been in place for maintaining the same. The measures to be taken to make the campus plastic free was still under active consideration. Dr. Rajan suggested replacing the plastic bottles with glass or steel tumblers. Dr.Sujay Prasad expressed that the meetings held at Health Ministry has totally banned plastic and have replaced with glass jar. Vice Chancellor suggested making campus plastic free and aerated drink to be banned in the campus. All the members agreed for the same. It was suggested that a common source of water to be made available in various meeting halls to avoid the use of plastic water bottles.

Dr.K.N.V. Prasad presented a data flow chart to collect the data from each section of the Academy. Dr. Sujay Prasad expressed that, the IQAC meetings should have noncompliance issues discussed and the analysis of the non compliance give way to the root cause analysis and which would help to identified areas of concern for rectification. He suggested having periodic audit by an external quality manager so that unbiased report could be obtained.

Dr. Harendra Kumar thanked everyone for their active participation and suggestions.



**IQAC Coordinator**

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**Prepared by:**

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**Dr. Hemalatha. A**