



# INTERNAL QUALITY ASSURANCE CELL

Sri Devaraj Urs Academy of Higher Education & Research

A DEEMED TO BE UNIVERSITY

TAMAKA, KOLAR-563 103, KARNATAKA, INDIA

Ph: 08152-210604, 243009, Fax: 08152-243008, E-mail: iqac@sduu.ac.in website: www.sduu.ac.in



No: SDUAHER/KLR/IQAC/120/2019-20

Dated: 03.03.2020

## MEETING NOTICE

The 1<sup>st</sup> Quarterly Meeting of the *Internal Quality Assurance Cell (IQAC)* of Sri Devaraj Urs Academy of Higher Education and Research, Kolar will be conducted on *18<sup>th</sup> March 2020 at 11.00am* in the Council hall of the Academy under the Chairmanship of **Prof. Pradeep Kumar. G, Hon'ble Vice Chancellor, SDUAHER.**

You are requested to attend the meeting.

**Agenda with notes for the Meeting enclosed.**

To,  
IQAC Core Committee Members  
SDUAHER, Kolar

**Dr. M. L. Harendra Kumar**

**IQAC-Coordinator**

**SDUAHER**

**Co-ordinator**  
Internal Quality Assurance Cell (IQAC)

Sri Devaraj Urs Academy of  
Higher Education and Research

Tamaka, Kolar - 563 103.



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## AGENDA

Agenda for 1<sup>st</sup> Quarterly Meeting of the *Internal Quality Assurance Cell (IQAC)* of Sri Devaraj Urs Academy of Higher Education and Research, Kolar are given as under.

Number	Agenda
SDUAHER/IQAC-I/01/2020-21	Approval of the Proceedings of 3 <sup>rd</sup> meeting of the IQAC held on 21 <sup>st</sup> December 2019.
SDUAHER/IQAC-I/02/2020-21	Action Taken Report on the decision taken in the 3 <sup>rd</sup> meeting of the IQAC held on 21 <sup>st</sup> December 2019.
SDUAHER/IQAC-I/03/2020-21	Proposal for online feedback on curriculum
SDUAHER/IQAC-I/04/2020-21	To start new programs for 2020-21 under non-regulated course
SDUAHER/IQAC-I/05/2020-21	Introduction and sustenance of value added courses
SDUAHER/IQAC-I/06/2020-21	Activities to be conducted for promotion of universal values and Ethics
SDUAHER/IQAC-I/07/2020-21	To conduct National Research Seminar/conference
SDUAHER/IQAC-I/08/2020-21	To organize Faculty Development/ Professional development/ Administrative training program for teaching and non-teaching
SDUAHER/IQAC-I/09/2020-21	To update the by-laws, policies and guidelines for the Academy
SDUAHER/IQAC-I/10/2020-21	To relook in to the policies or appointment of Junior Research Fellow
SDUAHER/IQAC-I/11/2020-21	To organize a workshop/seminar on innovation ecosystem and to establish incubation centre
SDUAHER/IQAC-I/12/2020-21	Progress review on implementation of Learning Management System (LMS)
SDUAHER/IQAC-I/13/2020-21	Progress review on Mentorship program and Feedback
SDUAHER/IQAC-I/14/2020-21	Strategies for the Student Satisfaction Survey (SSS)
SDUAHER/IQAC-I/15/2020-21	Any other matter with permission of the chair



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## AGENDA WITH NOTES

### **Agenda-1**

SDUAHER/IQAC-I/01/2020-21

**Subject: Approval of the Proceedings of 3<sup>rd</sup> meeting of the IQAC held on 21<sup>st</sup> December 2019.**

**Note:** The proceeding of 3<sup>rd</sup> meeting of the IQAC held on 21<sup>st</sup> December 2019 was circulated to the members as there were no modifications it was deemed to be approved.

### **Agenda-II**

SDUAHER/IQAC-I/02/2020-21

**Subject: Action Taken Report on the decision taken in the 3<sup>rd</sup> meeting of the IQAC held on 21<sup>st</sup> December 2019.**

### **Agenda III**

SDUAHER/IQAC-I/03/2020-21

**Subject: Proposal for online feedback on curriculum**

**Note:** The Academy has been obtaining feedback on curriculum from the stakeholders (Students, teachers, Employers, alumni and parent manually. The analysis of the feedback collected has been a task an account of manual records and hence it is proposed for online collection of feedback. IQAC has interacted with the vendors providing facilities for online collection feedback which had to be finalized and implemented.

### **Agenda IV**

SDUAHER/IQAC-I/04/2020-21

**Subject: To start new programs for 2020-21 under non-regulated course**

**Note:** In order to enhance the spectrum of programs offered by the university particularly in the faculty of Allied Health and Basic Sciences it is felt appropriate that the departments under this faculty work towards the possibility of starting new programs for the Academic year 2020-21. This would not only enhance the student enrolment but also the diversity of the programs.



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## Agenda V

SDUAHER/IQAC-I/05/2020-21

### **Subject: Introduction and sustenance of value added courses**

**Note:** The University grants commission has been encouraging the Higher education Institutions to provide students opportunities for enhancing skills and competences by conducting value added courses. The Academy has been already offering/conducting seven value added courses. However, there is scope for providing more number of courses so that the students get opportunities to enhance their skills in multiple areas. Considering this one of the important activity of the Academy in making the student distinct and with attributes IQAC proposes the conduct of value added course robust and that the minimum of three value added courses are completed by each student graduating from the Academy.

## Agenda VI

SDUAHER/IQAC-I/06/2020-21

### **Subject: Activities to be conducted for promotion of universal values and Ethics**

**Note:** Under criterion-1, Key Indicator curriculum enrichment, the Institution has to integrate cross cutting issues relevant to gender environment and sustainability, human values, health determinants, right to health issues emerging demographic changes and professional ethics in the curriculum. In view of this requirement it is proposed that, a concerted effort by the curriculum development committee and the department of Bio Ethics under the guidance of Director Academics device strategies to enrich the curriculum to comply with the above requirement.

## Agenda VII

SDUAHER/IQAC-I/07/2020-21

### **Subject: To conduct National Research Seminar/conference**

**Note:** The Academy has been generously supporting the conduct of continuing medical education programs, workshops, guest lectures etc., and most of the departments have been conducting appreciable number of these activities every year. However, no effort has been made to hold national level conferences (by professional organizations or on topics of contemporary relevance) in the Academy. This has been a glaring lacunae in the criterion-III it would be appropriate that the Academy prioritize the conduct of national level conferences, seminars etc.



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## Agenda VIII

SDUAHER/IQAC-I/08/2020-21

**Subject: To organize Faculty Development/ Professional development/ Administrative training program for teaching and non-teaching**

**Note:** Though the Academy has established department of medical education and providing periodic training for the faculty to catch-up with the latest teaching methodology, it was not equipped with the capabilities for providing training in administration to the teaching faculty and additional competencies in administration for the core administrators. Further, it was also noted that capacity building initiatives are scarcely done for the nonteaching staff. In view of these deficiencies it is proposed to organized Faculty Development/ Professional development/ Administrative training program for teaching and non-teaching. There is also a felt need to establish a department for professional competence and enhancement for all cadres of employees.

## Agenda IX

SDUAHER/IQAC-I/09/2020-21

**Subject: To update the byelaws, policies and guidelines for the Academy**

**Note:** The Academy has been preparing need based byelaws and policies to facilitate the governance. However, the documentations of these are not organized well. Therefore it is felt appropriate to collate all the relevant documents pertaining to various byelaws policies and guidelines as a compendium which would be a ready reckoner for reference.

## Agenda X

SDUAHER/IQAC-I/10/2020-21

**Subject: To relook in to the policies or appointment of Junior Research Fellow**

**Note:** The Academy had introduced Junior Research Fellowship (JRF's) program in the year 2016-17. Subsequent to this three batches of JRF's were appointed to work in various departments. However, a review of the performance of the fellows it was observed that there were certain inadequacies in terms of assigning of the fellows to specified projects either funded by the academy or by external agencies. Further, the policies on appointment of JRF's, term of fellowship and other relevant guidelines are to be relooked and updated.



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## Agenda XI

SDUAHER/IQAC-I/11/2020-21

**Subject: To organize a workshop/seminar on innovation ecosystem and to establish incubation centre**

**Note:** Higher education institutions particularly the universities are to engage in research and innovations as their cardinal activities. In view of this, each institution should create ecosystem for research of high quality and engage in innovative practices including creation of incubation centre and other initiatives for generation and transfer of knowledge. In order to achieve these, the institution should inculcate interest and provide right environment for the faculty members and the students to actively engage in research innovative practices. Therefore it is felt appropriate to organize a workshop/seminar on innovation ecosystem and to establish incubation centre. The Academy has already conducted a workshop on Intellectual Property Rights (IPR) and as initiated steps for establishing incubation centre.

## Agenda XII

SDUAHER/IQAC-I/12/2020-21

**Subject: Progress review on implementation of Learning Management System (LMS)**

**Note:** As per the proceedings of the last meeting of the IQAC, the Academy has initiated for the implementation of learning management system. The faculty members have been trained and e-modules are to be created and uploaded in the management system. As per the updates received from Dr. Sarala, Director Academics it is learned that the faculty has been instructed to prepare modules and upload one at least once in 3 months. To facilitate these processes media centre creation has been initiated. The initial assessment indicated lot more to be achieved for successful utilization of the LMS. Therefore the review is proposed.

## Agenda XIII

SDUAHER/IQAC-I/13/2020-21

**Subject: Progress review on Mentorship program and Feedback**

**Note:** As per the assessment of the coordinator IQAC a sensitization program is conducted for the faculty regarding mentorship and the forms are handed over to them for scrutiny. The mentors are 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. The mentorship program has been in place at the departmental levels and is effective however; vertical mentoring has been a serious concern. In order to improvise and monitored the mentorship program the



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committee has been constituted and notified by the office of the registrar with necessary guidelines for effective mentoring system.

## **Agenda XIV**

SDUAHER/IQAC-I/14/2020-21

### **Subject: Strategies for the Student Satisfaction Survey (SSS)**

**Note:** as per the NAAC manual for health science institutions it is necessary that the institution should engage in obtaining / conducting student satisfaction survey at various levels of their association with the institution. Since this has been a new initiative by the NAAC the students have to be sensitized and appropriate strategies have to be evolved for successfully conducting the survey. The academy has initiated necessary steps in this direction which will be discussed in the ensuing meeting.

## **Agenda XIV**

SDUAHER/IQAC-I/15/2020-21

**Any other Matter with permission of the chair**