



INTERNAL QUALITY ASSURANCE CELL

Sri Devaraj Urs Academy of Higher Education & Research

A DEEMED TO BE UNIVERSITY

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Dated: 15.06.2020

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 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.**

MEMBERS ATTENDED THE MEETING:

1. Dr.A.V.M. Kutty	Pro Chancellor, Academics
2. Dr.C.K.Ranjan	Pro chancellor HCD
3. Dr.K.N.V.Prasad	Registrar
4. Dr.P.N.Sreeramulu	Principal/ Dean, SDUMC/SDUAHER
5. Dr.Sarala.N	Director Academics
6. Dr.V.Lakshmaiah	Medical Superintendent
7. Dr.Prakash Dave	Deputy Medical Superintendent
8. Dr.K.N.Shashidhar	Director Research and Innovation
9. Dr.Vinutha Shankar	Prof. & HoD, Dept. of Physiology
10. Dr.Sridevi.N.S	Prof. & HoD, Dept. of Anatomy
11. Dr.Madhavi Reddy	Prof. & Hod, Dept. of CND
12. Dr.Suresh T N	Prof. of Pathology
13. Dr.Ramesh.K.J	Prof. & HOD of Physiotherapy
14. Dr.Sarulatha H	Prof. of Physiotherapy
15. Dr.Aravind Natarajan	Prof. of Microbiology
16. Dr.D.K.Ramesh	Surgeon, SNR Hospital, Kolar, (Alumnus)
17. Mr.Suresh	Journalist, Kolar
18. Dr.Sharath.B	Assoc. Prof of CBMG
19. Dr.Harish.R	Assoc. Prof of Biochemistry
20. Dr.Ashwini.N.S	Assoc. Prof. of Anatomy
21. Dr.Munilakshmi.U	Asst. Professor of Biochemistry
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.Praveen G.S	ICT Department

Leave of Absence

1. Dr.Sujay Prasad	Neuburg Anand Diagnostic Laboratory
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Could not Attended the Meeting

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| 1. Mr.J.Rajendra | Director (A & F), SDUAHER, Kolar |
| 2. Mr.Balaji | Finance Officer |
| 3. Dr.Jayaram.M | Dean, Faculty of AHS |
| 4. Dr.Muninarayana.C | Controller of Examinations |
| 5. Dr.C.D.Dayanand | Coordinator, AHS |
| 6. Dr.Raveesha.A | Prof. & HoD, Dept. of General Medicine |
| 7. Dr.Mohan Kumar.K | Prof. of Ophthalmology |
| 8. Dr.Sudhamani | Gynecologist, Kolar |
| 9. Dr.Bhavana Chowdhary.M | (PG Medical Student, 2 nd year) |
| 10. Mr.Bhuvaneshwar Yadav | (Ph.D. Scholar) |
| 11. Miss. Bhavanam Sravani | (UG Medical Student 6 th Term) |
| 12. Mr.Rakshith.U | (AH & BS Student 2 nd year) |

Dr.Harendra Kumar.M.L, Coordinator IQAC, SDUAHER welcomed all the members. He requested Hon'ble Vice Chancellor Dr.Pradeep Kumar.G to chair and start the proceedings of the meeting.

SDUAHER/IQAC-I/01/2020-21

Approval of the Proceedings of meeting of the IQAC held on 21st December 2019

Dr. Harendra Kumar M. L. informed that the proceeding of meeting of the IQAC held on 21st December 2019 was sent to 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-I/02/2020-21

Action Taken Report on the decision taken in the 3rd meeting of the IQAC held on 21st December 2019

SDUAHER/IQAC-III/03/2019-20

Progress review on implementation of Learning Management System (LMS)

The LMS implementation monitoring committee had conducted workshop on LMS sensitization for the teaching staff members of both the Faculties of Medicine, AH & BS. The committee also recommended that each faculty should prepare and upload it on LMS platform.

Dr. Sarala, Director Academics informed that additional training was conducted to all teaching faculty since the teaching material uploaded was not in order.

She added that 7 modules were received from each department of Faculty of Medicine and Faculty of Allied Health Sciences. Dr. Swaroop Raj, in charge of LMS management, mentioned that 2nd year MBBS students were oriented towards the use of LMS. Orientation for 1st and 3rd year MBBS and AHS students would be done shortly. Dr. Madhavi Reddy, Professor & HOD, Department of Clinical Nutrition and Dietetics informed that students of CND department had enrolled for LMS.

SDUAHER/IQAC-III/04/2019-20

Progress review on Mentorship program and Feedback

It was informed that, the Mentorship Monitoring Committee to be constituted and responsibility to be assigned to the committee members.

Hon'ble Vice Chancellor suggested that Principal should conduct a meeting with all the mentors and update on the mentorship program as well as prepare a report on the same. Dr. K N V Prasad requested Dr. Sridevi, Coordinator criterion V to give her inputs on the Mentorship program. Dr. Sridevi informed that she had initiated the mentorship program but according to recent NAAC SSR guidelines mentorship program falls under the purview of Criterion II. She had updated about the progress made by the coordinator Criterion II. Dr. AVM Kutty said that on 29th February, a circular was sent from Registrar's office regarding the formation of Mentorship Monitoring Committee with a request to establish broad guidelines for an effective mentorship and mentoring time table. He suggested Dr. Sridevi to come out with a blueprint about the mentorship program, feedback mechanism on the same by consulting Deans of both the Faculties of Medicine and AH&BS.

Dr. Pradeep Kumar also requested Dr. Sridevi to organize a guest lecture on peer mentoring by Dr. Rupa Murthy.

SDUAHER/IQAC-III/05/2019-20

Progress review on the preparation of AQAR for the years 2016-17, 2017-18 and 2018-19

The AQAR for the years 2016-17, 2017-18 and 2018-19 were completed and uploaded. In response NAAC had raised certain queries; it was informed that all queries had been addressed. Dr. Harendra Kumar informed that the AQAR reports of 2016-17, 2017-18 and 2018-19 were accepted by the NAAC.

SDUAHER/IQAC-III/06/2019-20

Outcome of the presentations by the taskforce committees of various criteria with regard to SSR preparation

IQAC had asked criterion conveners' to conduct meeting with team members regularly and to send report regarding challenges they were facing, and also to identify measures to be taken to bridge the gaps identified during the analysis.

Dr.Harendra Kumar said that a series of meetings were held with the convenors in which gaps were identified and rectified. He added that SSR preparation was underway and discussion with criteria I, II, III and V was in progress.

SDUAHER/IQAC-III/07/2019-20

Strategies of the Student Satisfaction Survey (SSS)

A SSS monitoring committee was to be constituted and responsibility of sensitizing the students and strategies on the conduct of the survey were to be devised by the committee. Coordinator IQAC said that the institutional SSS could be obtained from the outgoing students. Dr. Sarala informed that, feedback forms had been sent to the Vice Principal Dr. Shashidhar and he said that he had obtained feedback from 78 interns. He said that data needed to be analysed.

Dr. K N V Prasad said that online feedback would be appropriate and manual feedback system should be avoided. Vice Chancellor advised that feedback from interns could be obtained at the time of convocation. Dr. Harendra Kumar said that manual feedback system would continue till the online system was ready.

SDUAHER/IQAC-III/08/2019-20

Any other matter

Dr. K N V Prasad, informed that the committees for evolving strategies for students satisfaction survey and mentorship monitoring committee would be constituted at the earliest.

Proceedings of the Meeting:

SDUAHER/IQAC-I/03/2020-21

Proposal for online feedback on curriculum

Dr. Sarala informed that till 2019 all the feedback had been obtained manually and the feasibility of obtaining online feedback could be started following the installation of software. She also mentioned that feedback from parents who were doctors was considered as other parents would not be able to contribute the curricular feedback. Further, she said that feedback had been obtained from external members of the BOS and Academic Council.

Dr. K N V Prasad informed that, we should look into the feasibility of getting feedback from students and teachers through LMS. Dr. Swaroop Raj said that he would discuss the requirement with the vendor Mr. Suhas. He informed that feedback could be obtained by utilizing google forms. Registrar said that feedback details must have web-link as per NAAC.

SDUAHER/IQAC-I/04/2020-21

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

Registrar informed that two new programs under the Faculty of AH&BS (B.Sc. Emergency Medicine, B.Sc. Speech Pathology) would be started from the academic year 2020-21. Dr. Sarala suggested that the curriculum should be sent to the concerned departments; initially it must be approved in BOS, later in Academic Council. Vice Chancellor agreed for the same. He also suggested circulating the syllabus to departments of Faculty of Medicine engaging the classes in these subjects.

SDUAHER/IQAC-I/05/2020-21

Introduction and sustenance of value added courses

Dr. Harendra Kumar suggested having at least three value added courses for the students of the academy for next academic year. Dr. K N V Prasad suggested that each course should have well defined modules of minimum of 16 hours. He also expressed that honorarium would be paid to the faculty involved in the conducting of value added courses.

SDUAHER/IQAC-I/06/2020-21

Activities to be conducted for promotion of universal values and Ethics

Dr. Harendra Kumar suggested having programs on Human Values, Ethics and Professionalism as per the NAAC. Dr. Sarala informed that she would look into NAAC guidelines for the same and conduct the program.

Dr. Pradeep Kumar G suggested adding courses that could be of relevance to local community health issues, and those based on behaviour and attitude. Dr. K N V Prasad expressed that curriculum could be modified to add values and ethics across both the faculties of studies. Dr. Pradeep Kumar also suggested that 10 marks to be allotted to AHS for ethics. Dr. Sarala suggested incorporating AETCOM module in AHS curriculum.

SDUAHER/IQAC-I/07/2020-21

To conduct National Research Seminar/conference

Dr. Shashidhar informed that Dr. Kalyani R, Professor & HOD of Pathology and editor of JCBS had been made incharge of the International Conference that was to be conducted in association with Canadian university. Dr. Harendra Kumar said that he had a discussion with Dr. Kalyani and she mentioned that there were no updates regarding the same. Dr. K N V Prasad said that he had been kept up-to-date on the same by the team involved and MOU must be signed with the international team for conducting the conference. Dr. AVM Kutty expressed that conferences could be on the lines of National Research Seminars conducted earlier by the academy. Dr. K N V Prasad said that conducting the conference was possible but publishing the proceedings of the conference in an International Journal with a good impact factor also should be achieved.

Dr. Prabhakar, Professor of Medicine and Coordinator Criterion IV, informed that he had attended a NAAC conference organised on HEI's in Vijayawada. He said that reputed speakers who were either NAAC office bearers, Vice Chancellors, Chief Advisors shared their experiences. Among them he interacted with Dr. Rama and Dr. Vijayshankar and both of them expressed their interest in training the staff of the Academy regarding NAAC accreditation. Dr. Pradeep Kumar said that a half a day program could be held for orienting teaching and non-teaching staff to NAAC accreditation process.

SDUAHER/IQAC-I/08/2020-21

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

Dr. Pradeep Kumar expressed that training in computer application for nonteaching staff to be organized in order to enhance their skills. He requested IT department staff to conduct the same.

Dr. K N V Prasad said that about fifty staff members of the academy were involved in administrative work of various capacities. He mentioned that one day program could be arranged for training all the administrators to improve their administrative skills. He also suggested that Staff involved in NABH training could be trained. Dr. Sarala said that Dr. Vinutha Shankar had already conducted two workshops out of the three sessions planned under “Tri series workshop” on Leadership qualities.

SDUAHER/IQAC-I/09/2020-21

To update the by-laws, policies and guidelines for the Academy

Dr. K N V Prasad mentioned that all the policies were updated and the academy could be preparing a reference book. The revised version would be available on the website of the Academy.

SDUAHER/IQAC-I/10/2020-21

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

Dr. Shashidhar informed that JRF's could be appointed for internally funded projects however as suggested by Dr. AVM Kutty the academy should consider the appointment of senior research fellows, research associates and post-doctoral fellows. In this regard Dr.Kutty further clarified that the appointments of dedicated staff for research would improve the research output and the post-doctoral fellows should be able to work towards identifying areas of research based on the strength of the Academy. He added that, they would be able to apply for grants for research from the external agencies.

SDUAHER/IQAC-I/11/2020-21

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

Dr. K N V Prasad suggested inviting Mr. Salil Chowdhary for conducting a Workshop / Seminar on innovation ecosystem and incubation centre.

Dr Sharath, Associate Professor & HOD, Department of Molecular Biology and Genetics was requested to interact with him to organise for the program and also for establishing incubation centre.

SDUAHER/IQAC-I/12/2020-21

Progress review on implementation of Learning Management System (LMS)

Already Discussed during ATR

SDUAHER/IQAC-I/13/2020-21

Progress review on Mentorship program and Feedback

Already Discussed during ATR

SDUAHER/IQAC-I/14/2020-21

Strategies for the Student Satisfaction Survey (SSS)

Already Discussed during ATR

SDUAHER/IQAC-I/15/2020-21

Any other matter with permission of the chair

Dr. Pradeep Kumar advised that media centre had to be established and requested Dr. Ananth Bhattacharya to take necessary steps in this regard. Dr. K N V Prasad informed that media centre could be established in University Bioethics Centre.

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



IQAC Coordinator

Prepared by:

**Dr. Asha. B
Dr. Hemalatha. A**

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