



# 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](http://www.sduu.ac.in)



No: SDUAHER/KLR/IQAC/144/2020-21

Dated: 01-07-2020

Proceedings of the 2<sup>nd</sup> Quarterly Meeting of the *Internal Quality Assurance Cell (IQAC)* of Sri Devaraj Urs Academy of Higher Education and Research, Kolar held on **24<sup>th</sup> June 2020 at 11.00am** in the Academy Auditorium under the Chairmanship of **Prof. Pradeep Kumar. G, Hon'ble Vice Chancellor, SDUAHER.**

## **MEMBERS ATTENDED THE MEETING:**

Dr.A.V.M. Kutty	Pro Chancellor, Academics
Dr.C.K.Ranjan	Pro chancellor HCD
Dr.K.N.V.Prasad	Registrar
Dr.Sarala.N	Director Academics
Dr.K.N.Shashidhar	Director Research and Innovation
Dr.Vinutha Shankar	Prof. & HoD, Dept. of Physiology
Dr.Prabhakar	Convenor, Criteria IV, Prof. Dept. of Gen. Medicine
Dr.Sridevi.N.S	Prof. & HoD, Dept. of Anatomy
Dr.Madhavi Reddy	Prof. & HOD, Dept. of CND
Dr.C.D.Dayanand	Coordinator, AHS
Dr.Suresh T N	Prof. of Pathology
Dr.Sarulatha H	Prof. of Physiotherapy
Mr.Suresh.B	Journalist, Kolar
Dr.Usha.B	Associate Professor
Dr.M.L.Harendra Kumar	Director of IQAC/ Coordinator
Dr.Asha.B	Deputy Coordinator IQAC
Dr.Hemalatha.A	Deputy Coordinator IQAC
Dr.Prakash	Librarian

## **Leave of Absence**

Dr.Sujay Prasad	Neuburg Anand Diagnostic Laborator
-----------------	------------------------------------

## **Could not Attended the Meeting**

Mr.J.Rajendra	Director (A & F), SDUAHER, Kolar
Dr.P.N.Sreeramulu	Principal/ Dean, SDUMC/SDUAHER
Mr.Balaji	Finance Officer
Dr.Azeem Mohiyuddin	Medical Superintendent
Dr.Jayaram.M	Dean, Faculty of AHS
Dr.Muninarayana.C	Controller of Examinations
Dr.Mohan Kumar.K	Professor of Ophthalmology

Dr.Sudhamani	Gynecologist, Kolar
Dr.Ramesh.K.J	Prof. & HOD of Physiotherapy
Dr.Aravind Natarajan	Prof. of Microbiology
Dr.D.K.Ramesh	Surgeon, SNR Hospital, Kolar, (Alumnus)
Dr.Bhavana Chowdhary.M	(PG Medical Student, 2 <sup>nd</sup> year)
Mr.Bhuvaneshwar Yadav	(Ph.D. Scholar)
Miss.Bhavanam Sravani	(UG Medical Student 6 <sup>th</sup> Term)
Mr.Rakshith.U	(AH & BS Student 2 <sup>nd</sup> year)

Dr.Harendra Kumar.M.L, Coordinator IQAC, SDUAHER welcomed all the members and with the permission of the Hon'ble Vice Chancellor Dr.Pradeep Kumar.G, the agenda for the meeting taken up.

### **Agenda-1**

**SDUAHER/IQAC-II/01/2020-21**

**Subject: Approval of the Proceedings of 1<sup>st</sup> Meeting of the IQAC held on 18<sup>th</sup> March 2020.**

Dr. Harendra Kumar M. L. informed that the proceeding of meeting of the IQAC held on 18<sup>th</sup> March 2020 was sent to all the members, as there were no suggestions or modifications intimated to IQAC, it was deemed to have been approved. However, the proceedings were brought forward for formal approval and it was unanimously approved.

### **Agenda-II**

**SDUAHER/IQAC-II/02/2020-21**

**Subject: Action Taken Report on the decision taken in the 1<sup>st</sup> Meeting of the IQAC held on 18<sup>th</sup> March 2020.**

The discussions on the action taken report were as follows:

**SDUAHER/IQAC-II/03/2020-21**

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

Hon'ble Vice Chancellor suggested that the new website should be activated at least by 1<sup>st</sup> July 2020 after taking inputs from Dr. Prasanna Kamath, Website incharge,

Professor and HOD of Department of Community Medicine. He also suggested that, if the main page and existing essential web contents were ready we could launch it and add the updates as and when required. Registrar of the academy Dr K N V Prasad informed that he was in continuous discussion with the web designer for the Academy website. He added that, necessary inputs had been provided already and the Academy could take decision on launching the new website. He also informed that interviews were going on to appoint web designer and data operator for effective management of the website.

He informed that departments of faculty of medicine had updated details on the website and all the seven departments under faculty of Allied Health and Basic Sciences were yet to send the data to the website in charge. Dr Madhavi Reddy, Associate Dean of AHS said that Dean, Faculty of AHS had presented template of website design of Speech Pathology and Audiology, which was agreed upon by all the heads of AHS departments. All the seven departments had prepared the draft contents which were approved by the Dean. Dr. Madhavi Reddy said that, the draft would be sent to the office of Registrar at the earliest. Dr. K N V Prasad informed that, some of the committees of the academy were yet to be updated. He also said that IQAC also should prepare a web link as per the NAAC requirements.

Hon'ble Vice Chancellor advised that website monitoring committee to look in the process of upgrading and communicate the non-complaisance if any to the departments for immediate rectification.

#### **SDUAHER/IQAC-II/05/2020-21**

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

Dr. Sarala N, Director Academics informed that twenty value added courses had been planned for academic year 2020-2021. She said that the list of finalized courses had been sent to the office of the Registrar. Vice Chancellor enquired about the status of value added courses for the year 2019 -2020.

Registrar responding to the query informed that along with the existing courses inputs and assistance had been taken from quality advisors to meet the requirements and all the courses planned would be completed by the end of June 30<sup>th</sup> 2020.

He also informed that sustainability of the courses would be a problem if a thorough planning and preparation of good modules were not done beforehand. He suggested ratification of the programs in the academic council to be done before introducing these courses. Dr. Harendra Kumar also opined that sustainability of the value added courses could be an important indicator of successful conduct value added course.

#### **SDUAHER/IQAC-II/06/2020-21**

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

Dr.Harendra Kumar informed that communication had been sent to Director UDOM in this regard and it had been redirected UBEC to conduct a workshop on the same. Vice Chancellor briefed that there had been a brain storming session with the UBEC committee and Department of Forensic Medicine. Two or Three programs had been planned and office of the registrar will be updated regarding the same.

#### **SDUAHER/IQAC-II/07/2020-21**

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

Dr. Harendra Kumar M L mentioned that webinars involving national and international faculty had been planned on 25<sup>th</sup> and 26<sup>th</sup> of June and details of the same had been communicated.

#### **SDUAHER/IQAC-II/08/2020-21**

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

Dr. K N V Prasad informed that a comprehensive six week module had been created by the academy involving Deputy Registrar and student Counselor of the academy to train the administrative staff of the academy and help them to improve their competencies.

A pre-test and post-test will be conducted for all the clerical staff and based on the performance ranking would be carried-out and for those needing training would be given opportunities to improve their performance. He said Deputy Registrar Dr. Ananth Bhattacharya would be the point of contact for the entire training program.

#### **SDUAHER/IQAC-II/11/2020-21**

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

Dr. K N V Prasad informed that policies regarding the same had been finalized established. Interviews had been conducted for two incubatees and processing for the start of incubation of these incubatees at RLJ Incubation centre was on progressive. Strategies on organizing a workshop/seminar on innovation ecosystem had been planned and Dr.Sharath incharge head of the Department CBMG would be taking up the necessary steps.

#### **SDUAHER/IQAC-II/12/2020-21**

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

Dr. Sarala N informed that the storage capacity of LMS was getting overshoot despite increasing the storage capacity from 75 GB to 150 GB and no more teaching material could be uploaded and since 18<sup>th</sup> June 2020 all the teaching departments of the academy had been instructed not to upload any videos. Dr. Sarala said that most of the available digital space in LMS was occupied by zoom videos, and she suggested removing videos of revision classes a feasibility to obtain free space. Vice Chancellor suggested Dr. Shashidhar K N, Vice Principal of Sri Devaraj Urs Medical College to send a circular in this regard.

Vice Chancellor suggested converting all the PowerPoint presentations (PPT) to Portable document format (PDF) and then uploads to LMS. Vice Chancellors sought opinions of other staff members and officers. In this regard Dr. Shashidhar K N, suggested that conversion of PPT to PDF and uploading the edited zoom videos can increase the availability of space on LMS. He suggested that all the videos and zoom classes in LMS should be made accessible for at least for a period of one term.

Dr. Dayanada C D, Coordinator, AHS also suggested classes must be accessible to students at least for one term / phase. Librarian Dr Prakash opined that some of the videos could be uploaded in Institutional repository available on Easylib. Dr.Vinutha Shankar, Professor and HOD of Physiology endorsed the suggestion of converting PPT to PDF and transfer of Videos to repositories. Dr. K N V Prasad suggested preparing LMS policies, with focus on short-term, mid-term and long-term utilization of LMS by faculties and students. He also informed that all the videos and teaching material must be left for a minimum duration of one term. He said that negotiations are going on to extend the storage capacity to 1 TB and a fresh contract would be drawn once the present contract was over.

### **SDUAHER/IQAC-II/13/2020-21**

#### **Agenda: Progress review on Mentorship program and Feedback**

Dr. Sridevi informed that the mentorship program is going on smoothly and mentor: mentee ratio is 1:5. Dr. K N V Prasad said that a time slot should be allotted in the timetable for vertical mentoring. Dr.Harendra Kumar agreed on the same and suggested that a time slot could be allotted in the timetable for mentoring

Dr. Shashidhar K N, informed that the classes on Saturdays are on general topics and one of the Saturday class in a month could be devoted to mentoring program. He said he would finalize the same in next college council meeting after discussion.

Dr. Sarulatha, Professor of Physiotherapy mentioned that they had already incorporated the same in the schedule of AHS timetable.

Dr. K N V Prasad also suggested that mentoring workshop must be done for all staff members and a policy had to be made in this regard so that program could be conducted regularly. He also mentioned that an induction program for freshly recruited staff and refresher course for existing staff could be considered during the course of next few months.

### **SDUAHER/IQAC-II/14/2020-21**

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

Dr. Shashidhar K N mentioned that questionnaire was framed and the survey had been conducted.

The report of the survey was submitted to the chairman of the committee.

#### **SDUAHER/IQAC-II/15/2020-21**

##### **Agenda: Any other matter with permission of the chair**

Dr. KNV Prasad informed that our Academy had been ranked 191 in the 151-200 band of NIRF ranking among the institutions participated. Vice Chancellor congratulated the entire team of the academy and NIRF committee for their efforts in participating, wished better ranking the next time.

#### **SDUAHER/IQAC-II/03/2020-21**

##### **Subject: Progress review on implementation of Mentorship program and Learning Management System (LMS) as well as online feedback on curriculum.**

Dr. Sarulatha, Convener of Mentorship Monitoring Committee informed that the Pre and Para clinical departments had submitted the mentorship report for the month of May 2020. The mentors had been contacting mentees and counseling them regarding the academic and nonacademic issues. The coordinators for all the phases are instructed to contact the respective phase mentors and obtain report on regular basis. A scale for identifying the issue in slow learners was provided to the mentors so that necessary remedial measures could be planned. Dr. Shashidhar KN, Incharge Dean and Vice Principal informed that a parent teacher meeting was conducted using Zoom with parents and students along with the Heads of the departments of pre and para clinical subjects. Coordinator IQAC suggested the accessibility of online feedback on curriculum to be incorporated in the LMS platform.

#### **SDUAHER/IQAC-II/04/2020-21**

##### **Subject: Outcome of the presentations by the taskforce committees of various criteria with regard to SSR preparation.**

Dr. Harendra Kumar informed that the taskforce conveners of various committees along with their support team had presented the criteria wise progress of SSR preparation. The team under the chairmanship of Vice chancellor reviewed the progress made and a report was prepared.

Both qualitative and quantitative metrics under each criterion were analyzed and based on the accuracy and strength Grade Points Average (GPA) was calculated. As per the report there were areas to be further strengthened to improve the score. Dr. Sarala N, Director Academics informed that twenty value added courses had been planned for academic year 2020-2021. She said the list of finalized courses had been sent to the office of the Registrar and the details had been already discussed under ATR.

Dr. KNV Prasad informed that the Inpods software was functional and all the taskforce conveners were trained to upload the documents in the same software.

He further added that the excel template should be downloaded from the Inpods and filled and the same should be upload. The performance matrix could be generated after all the upload processes was complete.

Dr. Suresh enquired regarding geotagged photographs as the current format was not acceptable in Inpods and if these photos were converted to another format, the geotagged status disappears. Registrar informed them to upload in the acceptable format as of now and keep the one copy in the original format for future utilization.

**SDUAHER/IQAC-II/05/2020-21:**

**Subject: Report on Feedback analysis of Student Satisfaction Survey (SSS) from interns**

Dr. Shashidhar K N informed that the sample Student Satisfaction Survey (SSS) had been conducted and was being forwarded to the IQAC. He added that following the scrutiny of the sample SSS report and after incorporating suggestion if any, survey would be extended to larger group of students.

**SDUAHER/IQAC-II/06/2020-21:**

**Subject: Preparedness for conducting National Research Seminar / Conference, Faculty Development/ Professional development/ Administrative training program for staff by the Academy**

Already Discussed under ATR



**SDUAHER/IQAC-II/07/2020-21**

**Subject: Preparation of policy document for IQAC**

Dr. Harendra Kumar informed that under the guidance of Dr. AVM Kutty, Pro-chancellor (Academics) the policy document for IQAC had been prepared. With the consent of the chairman the draft policy was presented before the committee and following the presentation Vice Chancellor suggested sending the draft policy document to all the members of the IQAC committee members. He appreciated the effort made by the IQAC team.

**SDUAHER/IQAC-II/08/2020-21**

**Subject: Need for establishment of Quality Cell in the constituent college and quality cell for the departments under the faculty of Allied Health Science**

Dr.M.L.Harendra Kumar informed that as per the draft policy of IQAC it was suggested that Quality cells had to be established in the constituent college and for the departments under the faculty of Allied Health Science. In this regard registrar suggested that, necessary instructions would be given to the officers after the formal approval of the IQAC policy document.

**SDUAHER/IQAC-II/09/2020-21**

**Subject: Preparedness for conducting workshop on value added courses /Outcome based Education (OBE), Human Values and Ethics for Medical Students and Allied Health Science Students**

Coordinator IQAC informed that during the criteria wise review process it was noted that, there were shortcomings on value added courses /Outcome based Education (OBE), Human Values and Ethics for Medical Students and Allied Health Science Students. He said that for having identified the shortcomings IQAC has initiated necessary steps to conduct additional value added courses as well as programs (guest lectures/seminars on Human values and ethics). He informed the members that necessary intimations had been sent to the respective officers for needful.

**SDUAHER/IQAC-II/10/2020-21**

**Subject: Any other matter with permission of the chair**

Dr. Harendra Kumar informed that the AQAR 2015-16 in spite of timely submission as hard copy and receiving the acknowledgment the IQAC felt that there might be a necessity of resubmission of AQAR 2015-16 in accordance with the new format. Vice chancellor expressed that the AQAR 2015-16 should be prepared in format and uploaded to complete the process for which Pro-chancellor, Academics opined that the process would be a fresh task. He suggested making an enquiry with the NAAC office on the need for redoing the AQAR. Dr.Harendra Kumar informed that IQAC had initiated steps to collect data for the preparation of AQAR for the period July 2019 to June 2020.

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

**Prepared by:**

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



**IQAC Coordinator**

**SDUAHER**  
**Co-ordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Sri Devaraj Urs Academy of**  
**Higher Education and Research**  
**Tamaka, Kolar - 563 103.**