



# INTERNAL QUALITY ASSURANCE CELL

## Sri Devaraj Urs Academy of Higher Education & Research

A DEEMED TO BE UNIVERSITY

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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 **22<sup>nd</sup> June 2019 at 11.00am** in the Council hall of the University under the Chairmanship of Prof. G. Pradeep Kumar, Hon'ble Vice Chancellor, SDUAHER.

### MEMBERS ATTENDED THE MEETING:

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|---------------------------|--|
| 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.Aravind Natarajan  | Prof. of Microbiology                  |
| 14. Dr.C.D.Dayanand       | Coordinator, AHS                       |
| 15. Dr.Sarulatha          | Prof. of Physiotherapy                 |
| 16. Dr.Ashwini.N.S        | Assoc. Prof. of Anatomy                |
| 17. Dr.Ramesh             | Prof. & HOD of Physiotherapy           |
| 18. Dr.Chaithra.M.C       | Asst. Prof. of ophthalmology           |
| 19. Dr.Divya.C            | Assoc.Prof. of Anatomy                 |
| 20. Parimala.S            | Assoc. Prof. of Microbiology           |
| 21. Dr.M.L.Harendra Kumar | Director of IQAC/ Coordinator          |
| 22. Dr.Asha.B             | Deputy Coordinator IQAC                |
| 23. Dr.Hemalatha.A        | Deputy Coordinator IQAC                |
| 24. Mr.Prakash            | Librarian                              |
| 25. Mr.Bhuvaneshwar Yadav | (Ph.D. Scholar)                        |
| 26. Mr.Rakshith.U         | (AH & BS Student 2 <sup>nd</sup> year) |

### 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.Mohan Kumar.K       | Prof. of Ophthalmology                     |
| 4. Dr.D.K.Ramesh          | Surgeon, SNR Hospital, Kolar, (Alumnus)    |
| 5. Dr.Sudhamani           | Gynecologist, Kolar                        |
| 6. Mr.Suresh              | Journalist, Kolar                          |
| 7. Dr.Bhavana Chowdhary.M | (PG Medical Student, 2 <sup>nd</sup> year) |
| 8. Miss. Bhavanam Sravani | (UG Medical Student 6 <sup>th</sup> Term)  |

## **Agendas:**

- 1. Progress made by the IQAC since 1month**
- 2. Preparation of Calendar of Events of IQAC - 2019-20**
- 3. E-learning software to be adopted in the Academy**
- 4. Mentorship program**
- 5. OSPE and OSCE implementation**
- 6. Feedback mechanism on Curricular Aspects**
- 7. CBME Implementation for UG & PG programs of SDUMC**

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Vice chancellor welcomed all the members to the quarterly IQAC meeting. He thanked everyone for the efforts taken towards the contribution to IQAC and for having taken up the tasks assigned by the Academy. He thanked Dr. M.L.Harendra Kumar, Coordinator IQAC for accepting and leading the team.

He requested Registrar of the Academy Dr.K.N.V.Prasad and Dr.M.L.Harendra Kumar to commence the meeting proceedings and debate on the agenda and make best documents. Registrar informed that this is the 1<sup>st</sup> quarterly meeting of the reconstituted IQAC team. He requested all the team members to go through the IQAC guidelines mentioned in the NAAC website and informed that the same has been revised in November 2018.

He suggested all the team members to concentrate on the IQAC documents with regard to the aim, function, benefit and composition of IQAC team. He informed that when NAAC team visits our Academy they may question any of the IQAC team members regarding the activities. He mentioned that each criterion has a task force created with members and conveners given mandate to deal with the key aspects in each criterion. He added that they were supposed to work on targets, interact with the individual departments were compilation of data.

Registrar added that the task force had to meet weekly with the IQAC coordinators to discuss about the goals, objectives and progress achieved. In IQAC quarterly meeting the objectives and activities could be discussed in a comprehensive manner and suggestion made by the members implemented to improve the quality and this would facilitate the preparation of AQAR report.

## Agenda - 1:

### Progress made by the IQAC since 1month:

Dr. Harendra Kumar, Coordinator IQAC presented the progress made by the IQAC team. He mentioned that the website of academy needed to be robust for updating the details of IQAC activities for smooth functioning. A new IQAC team with task force has been formed and the details of the same have been uploaded on the website. Calendar of events of the Academy 2019 has been uploaded. Analysis of NAAC peer team assessment report of 2015 was done and 80% Action to be Taken (ATR) were completed.

He presented the ATR to the committee and mentioned that it would be completed and then circulated among all the members for any suggestions and corrections. He mentioned that the data such as CME/Conferences conducted, attended, result analysis of UG, PG, AHS students, Library services, Memorandum of Understanding of Collaborations, Center of Excellence and Best practices for AQAR of the 2016-17, 2017-18 had been collected. Enrollment in various ranking like National Institutional Ranking Framework (NIRF) and Karnataka State University Ranking Framework (KSURF) should be taken on priority as these would be Bench Marks for the standards maintained by the Academy. He also informed that the perspective plan of the Academy for the period 2018-2028 was ready and it needed to be discussed threadbare to chalk out the action plan to achieve the prioritized goals.

**Resolution:** To complete SSR report and AQAR 2016-17, 2017-18 by next meeting.

Dr. Pradeep Kumar, Hon'ble Vice Chancellor suggested that a blue print for the future plans to be categorized as short term, mid-term and long term plans. Dr.M.L.Harendra Kumar suggested CME/Conferences on quality aspects such as leadership quality, communication skills need to be organized. He added that biannual internal audits of all university sections and colleges departments were to be done.

Dr.Harendra Kumar requested all the administrators and HoD's to send a copy of the activities conducted by departments/university to IQAC for documentation without fail.

Vice-chancellor suggested that IQAC coordinator should make it a point to attend the meetings of the College Council, Hospital development and any other quality related meetings. He also suggested that all policy matters should be intimated to IQAC cell. He suggested principal to prepare a structured format for all the meetings including department meetings. Vice Chancellor suggested for the formation of student council for Allied Health Science faculty in a similar pattern as practiced in the faculty of medicine.

The student representative from AHS informed that the books on AHS subjects were not sufficient numbers and hence books barrowing were denied. Librarian clarified that only stack books were issued to the students and reference books were not issued. Further the representative informed that the teaching learning activities were regular and gave the feedback that the syllabus for various subjects was covered adequately and timely. However he expressed that there were inadequacies with regard to infrastructure facilities for teaching learning activities. He also informed the requirement of appropriate feedback mechanisms on various aspects on academic activities and other facilities. Vice Chancellor instructed Dr. Dayanand, Coordinator AHS to design and take appropriate feedback from students and start mentorship programs for the AHS students.

Dr.Beena, Dean Allied Health Sciences and Dr.Dayanand, Co-ordinator AHS informed that they had initiated the process of mentoring. Further Vice chancellor suggested that all facilities for overall growth of the students in respect of curricular, co-curricular and extra-curricular activities should be provided without any discrimination for all the students of the Academy. He added that appropriate representation of students to deal with these should be included in the IQAC Team.

Ph.D. scholar Mr. Bhuvaneshwar Yadav informed that teaching learning activities was regular. He informed that PG hostel facilities such as food, accommodation and recreation (TV, Table Tennis) were good. He expressed that security services are satisfactory and their entry of unauthorized persons to the hostel. He requested the academy to consider and make provisions for funding to carryout Ph.D. research work.

### **Resolution:**

It was decided that the Academy to start mentorship program and to obtained feedback on various aspects from AHS students. Additionally, it was also decided that timely information to reach the IQAC on the various activities conducted in the Academy in order to maintain a record of activities. The IQAC Coordinator should have to attend College Council Meeting and Hospital Development Meeting as per the decision of the Cell.

### **Agenda - 2:**

#### **Calendar of events preparation:**

Registrar informed that according to calendar of events the next IQAC meetings should be held on 18<sup>th</sup> September 2019 and 21<sup>st</sup> December 2019 and task force meeting can be scheduled by the coordinators as per the need. It was informed that the meeting notice and agenda should be send to the members well in advance so that the academy could expect maximum participation.

**Resolution:**

It was decided to prepare the calendar of events separately for the IQAC activities and conduct regular quarterly IQAC meetings as per the calendar of events of SDUAHER.

**Agenda - 3:****Centre of Excellence:**

Registrar informed that center of excellence was not a part of routine departmental facility but instead it could be a component of teaching/academic/research excellence that should have received recognition from an authority.

Vice chancellor expressed that such of those extraordinary activities which were practiced and ultimately benefitted the stakeholders could be transformed and transcended to as center of excellence. He suggested that opportunities were to be explored in both the faculties of studies. He added that it would be enabled credit for the academy during NAAC accreditation.

Medical Superintendent said already some areas of interest like empowering government doctors in USG training, high risk pregnancies section in the department of OBG were being considered by the academy and those could be elevated to centers of excellence. Dr.T.N.Suresh expressed that there should be clear understanding on the concepts of center of excellence and best practices and advised that both should not be confused as one and the same.

Registrar said center of excellence requires capabilities for highest level of training and excellence and should be unique facility in the academy. UDOME could transformed to a center of excellence, medical education technology by utilizing the expertise of the committed and trained teachers in this area. This could attract staff from other institution for training and could serve as a center of excellence. Vice Chancellor suggested that forensic medicine to form cell that could improve and help women to counter the crime against them. Dr.Muninarayana, Controller of Examinations suggested that best practices could be listed out and one of the best practices could be further refine and enriched that might form the foundation for a center of excellence.

Vice Chancellor said that all HOD's should meet IQAC team with in a period of 10days to get clarification on the differences between center of excellence and best practices.

Dr.Aravind asked that NABL/NABH could be shown as center of excellence, it was discussed that many laboratories had NABL accreditation and could not be considered for center of excellence.

**Resolution:**

It was decided that the academy should identify its strength and aim to establish Centers of excellence and further to explore the possibility of enriching the Best practices that could be transformed to the establishment of center of excellence.

**Agenda - 4:****E-Learning:**

Vice Chancellor suggested that Dr.Vinutha Shankar, Director of UDOMÉ might be able to give inputs regarding e-Learning. He suggested that she could help staff prepare e-modules that could be accessed by all the students through intra-net facilities.

She said that something on similar lines was demonstrated by IT people from Amrita E-Learning Research Lab, Amrita University who had visited our college last year. Vice chancellor suggested that prizes could be instituted as incentive for development e-learning modules those were useful to the students. Such e-learning modules could be part of the repositories of the academy.

Registrar discussed that as per the criterion 2.3, 2.3.1 it is important to know the percentage of teachers using ICT – either in the form of e-Learning software/ E-modules/I-web. He emphasized that we should be able to put up modules on SWAYAM portal (MOOCS). He suggested that activities of UDOMÉ and Electives could be converted to e-modules and hosted on SWAYAM. He said even e-portfolio, PG-Patashala were also such platforms.

Dr.Muninarayana, Controller of Examination suggested the Learning Management System (LMS) could be made strong and teaching material could be hosted by staff on such platform to be used by students later. Dr.Harendra Kumar said that student teaching using various e-learning resources had been happening at individual teacher levels, but was not followed uniformly across all courses and departments as a mandated activity. He expressed that currently a strong LMS was necessary to host all our e-learning resources, so that it could be easily accessed by all students. He suggested instead of depending on a single vendor for all IT solutions of the academy; he suggested that it would be better to utilize the services of multiple providers.

COE expressed that exam section had been already digitalized and question papers were generated digitally 15 minutes before the examination. He said attendance could be entered into this software every month in order to calculate eligibility of the students. Vice Chancellor suggested that this could be one of the best practices of the examination section. COE expressed that the process of training others had already initiated and talks were going on in this regard.

Registrar said IQAC could fix goals for all departments wherein each department could be asked to prepare two e-modules. Once these modules were ready we could procure a domain and host these e-modules on it for the benefit of the students.

COE expressed that during last UGC review of functioning of the academy the team appreciated the automation done in pre-examination phase (generation of papers on QP code).

Vice Chancellor suggested that the question paper software could be made more robust by identifying the bugs in the software and removing the same. Dr.Vinutha said that software we had designed for question paper generation was basic one and needs to be upgrade.

**Resolution:**

It was decided that departments to be proactive to prepare e-learning modules on various topics relevant to the subject concerned and upload the same in the website of the academy or a domain especially designed for e-learning processes.

**Agenda - 5:**

**Mentorship Program:**

Dr.Harendra Kumar mentioned mentoring was happening regularly in the medical college. Vice Chancellor said mentoring should be done for AHS students as well. He instructed Dr.Dayanand to look into the same.

Dr.Harendra Kumar said Dr.Sridevi, Director, Student welfare had designed a structured format for mentoring program. Vice Chancellor went through the same and made few suggestions on personal details of the students and adding details of vaccination history.

Dr. Sridevi said that same form could be utilized by the students of all terms.

**Resolution made:**

It was resolved to prepare mentorship forms and validate the same before it could be put into practice.

**Agenda - 6:**

**OSPE/OSCE Implementation**

Dr.Vinutha Shankar explained that UDOME would be conducting OSCE/OSPE training program for all department staff from next week onwards. Vice Chancellor said OSPE/OSCE should be implemented across Pre/Para/Clinical Departments and AHS. He suggested that a definite time frame should be given for implementing the same.

Registrar said that in previous SSR we had already mentioned that departments were conducting OSPE/OSCE. He said that the practices which were mentioned in the SSR report should be sustained, enhanced and improved upon to confidently present those details during the NAAC reaccreditation process. COE mentioned that OSPE/OSCE was already practiced across many departments as part of formative assessment and needed to be implemented for summative assessment.

### **Resolution Taken**

It was decided to implement OSPE/OSCE modes of evaluation across all programs of the academy.

### **Agenda - 7:**

#### **Feed Back:**

Dr. Harendra Kumar suggested that feedback must be taken on all aspects of various training programs from both medical and AHS students with respect to curriculum, mode of delivery, Laboratory facilities and evaluation procedure. Dr.Sarala, Director Academics mentioned that feedback from all medical students had been collected from the students of last 3 batches. Dr. Harendra Kumar suggested that all feedback must be analyzed and appropriate action must be initiated on the feedback and suggestions.

Vice Chancellor suggested that all feedback forms needed be improved in order to elicit correct responses from the students. Dr.Harendra Kumar suggested that academic brochure must be prepared and displayed on the university website.

#### **Resolution taken:**

It was resolved to refine the feedback forms as well as to collect the feedback and analyze them timely to initiate/implement actions required.

Vice chancellor thanked all the members for attending IQAC meeting and their active participation during discussion on various agendas.



**IQAC Coordinator**

**Prepared by:**

**Dr.Hemalatha.A**

**Dr.Asha.B**

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