

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 11 th February 2019 at 11.00am Board Room, JSS Medical College, Mysuru.	FORMAT REF No.
	FILE NO. REG/ACA/IQAC/95/2019-20
	DISPATCH DATE 27.02.2019

Members present

1. Dr. B Suresh, Pro-Chancellor, JSS Academy of Higher Education & Research, Mysuru.
2. Dr. H Basavanagowdappa, Vice Chancellor (In-charge) & Principal, JSS Medical College, Mysuru— **Chairman**.
3. Dr. B Manjunatha, Registrar, JSS Academy of Higher Education & Research, Mysuru.
4. Sri. C C Hiremath, Finance Officer, JSS Academy of Higher Education & Research, Mysuru.- invitee.
5. Dr. Sudheendra Bhat, Controller of Examinations, JSS Academy of Higher Education & Research, Mysuru.
6. Dr. P A Kushalappa, Director (Academics), JSS Academy of Higher Education & Research, Mysuru.
7. Dr. S Balasubramanian, Director (Research), JSS Academy of Higher Education & Research, Mysuru.
8. Dr. Vishalkumar Gupta, Dy. Director (Academics), JSS Academy of Higher Education & Research, Mysuru.
9. Dr. Prashant MV, Coordinator (IQAC), JSS Academy of Higher Education & Research, Mysuru.
10. Dr. S Prashanth Asst. Director (Academics), JSS Academy of Higher Education & Research, Mysuru.
11. Dr. M N Suma, Vice Principal, JSS Medical College, Mysuru.
12. Dr. Raveendra S, Principal, JSS Dental College & Hospital, Mysuru.
13. Dr. S P Dhanabal, Principal, JSS College of Pharmacy, Ooty.
14. Dr. T M Pramod Kumar, Principal, JSS College of Pharmacy, Mysuru.
15. Dr. K A Raveesha, Head, Dept. of Water & Health (FLS), JSS Academy of Higher Education & Research, Mysuru.
16. The Coordinator, Dept. of Health System Management Studies, JSS Academy of Higher Education & Research, Mysuru.
17. Dr. M N Suma, Vice Principal, JSS Medical College, Mysuru.
18. Dr. Deepa Bhat, Associate Professor, Dept. of Anatomy, JSS Medical college, Mysuru.
19. Dr. Sunil Kumar. D, Associate Professor, Dept. of Community Medicine, JSS Medical college, Mysuru.

20. Dr. Vijaya Vagheesh Y, Assistant Professor, Dept. of Physiology, JSS Medical College, Mysuru.
21. Dr. Kuldeep. G. B, Assistant Professor, Dept. of Hospital Administration, JSS Medical College, Mysuru.
22. Dr. B. R. Chandrashekhar, Professor & Head, Dept. of Public Health Dentistry, JSS Dental College & Hospital, Mysuru.
23. Dr. Bhagyalakshmi A, Reader, Dept. of Orthodontics, JSS Dental College & Hospital, Mysuru.
24. Dr. Premalatha B R, Reader, Dept. of Oral Pathology, JSS Dental College & Hospital, Mysuru.
25. Mrs. Shilpa Palaksha, Assistant Professor, Dept. of Pharmacy Practice, JSS College of Pharmacy, Mysuru.
26. Dr. K. P. Arun, Assistant Professor, Dept. of Pharmacy Practice, JSS College of Pharmacy, Ooty.
27. Dr. Ashish Wadhvani, Assistant Professor & Head, Dept. of Pharmaceutical Biotechnology, JSS College of Pharmacy, Ooty.
28. Dr. Jayaprakash M.R, Lecturer, Dept. of Pharmaceutical Analysis, JSS College of Pharmacy, Ooty.
29. Dr. Latha K.C, Assistant Professor, Division of Biotechnology, Dept. of Water & Health (FLS), JSS AHER, Mysuru.
30. Mr. Roshan K. Tiwari, Assistant Professor, Dept. of Health System Management Studies, JSS AHER, Mysuru.
31. Dr. Chandan. S, Assistant Professor, Division of Biotechnology, Dept. of Water & Health (FLS), JSS AHER, Mysuru.
32. Mr. Aarya Peethbaran, V Term MBBS, JSS Medical College, Mysuru.
33. Ms. Sauparna Dey, III Term MBBS, JSS Medical College, Mysuru.
34. Ms. Chandana H, PG Student Dept. of Community Medicine, JSS Medical College, Mysuru
35. Dr. Ravindra R, CIO, JSS AHER, Mysuru- Invitee.
36. Dr. Dakshaini M R, Dy. Director (Authorities), JSS AHER, Mysuru- Invitee.
37. Dr. Nilani P, Dy. Director (BQS), JSS AHER, Mysuru- Invitee.
38. Dr. P V Salimath, Associate Director, Research, JSS AHER, Mysuru.
39. Dr. Madhusudhan N Purohit, Dy. COE, JSS AHER, Mysuru- Invitee.
40. Dr. Mahima V G, Dy. COE, JSS AHER, Mysuru.- Invitee.
41. Dr. Madhu B, Assistant Director, Research, JSS AHER, Mysuru.- Invitee.
42. Dr. H V Gangadharappa, H V, Assistant Professor, JSS College of Pharmacy, Mysuru.- Invitee.
43. Dr. Anand Kumar Tengli, Assistant Professor, JSS College of Pharmacy, Mysuru.- Invitee.

Members who have sought leave of absence:

1. Mrs. A. M. Mahalakshmi, Lecturer, Dept. of Pharmacology, JSS College of Pharmacy, Mysuru.
2. Dr. Renuka, M, Dy. COE, JSS AHER, Mysuru
3. Dr. P. K. Kulkarni, Vice Principal, JSS College of Pharmacy, Mysuru.

Dr. Prashant M V, IQAC Coordinator welcomed the members for the IQAC meeting of JSS Academy of Higher Education & Research (JSS AHER). He requested honorable Pro-Chancellor Dr. B Suresh to give the opening remarks. The Pro-Chancellor also welcomed the members and requested to give their inputs to improve the quality in academic and research activities of JSS AHER, Mysuru. Pro-Chancellor instructed the IQAC to expand its quality initiatives into under explored areas of university.

AGENDA 1

Approval of Policy documents into a common format

IQAC Coordinator explained the importance of implementing a common policy document within various sections of the University. He further explained that policy document serves several crucial purposes within the university for reasons like establishing standards, risk management, implementing transparency, protecting rights and interests. Further, the common policy document developed by IQAC was shared with all the members for final approval. Vice-Chancellor & Pro-Chancellor appealed to all the heads of the institutions to implement the policy document. Further, it was decided that the policy document would have to undergo revision periodically in association with the IQAC. IQAC coordinator proposed that the following policy documents to be implemented within the university namely, admission policy, code of conduct policy, disclosure and release of student information, foreign visitor policy, information security compliance policy, infrastructure and campus maintenance policy, IT policy, prevention of sexual harassment/ sex discrimination policy, record retention policy, university website policy, waste management policy.

Agenda 2

Analysis of annual self-assessment of the performance-based appraisal system (PBAS) for the academic year 2017-18

IQAC coordinator in connection to the letter intimated to all the institutions in the month of September discussed the analysis of PBAS. He further elaborated that the assessment was based on the aspects related to teaching, research, extension activities and professional development. Further, major findings of the PBAS analysis were discussed in the meeting. He pointed out the staff who have performed well the constituent colleges and discussed how other staff can contribute for their performance appraisal. Pro-Chancellor suggested the IQAC to work with IT department to explore PBAS systems from other universities / central government offices and integrate them into an online system.

Agenda 3:

Analysis of Student survey satisfaction report & appeal to reconsidering the grade awarded by NAAC

IQAC coordinator informed all the members that the discussion about student satisfaction survey report was not discussed in the previous meetings. Hence, this was taken up as an agenda in this IQAC meeting. He further stated that, many students had given positive opinion about the colleges and facilities available. However, few students had given suggestions with respects to enhancement of extra-curricular activities, institution needs to work on enhancement of soft skills training, increase field visits, enhancement of e books in library and upliftment of lab equipment. The following points were brought to the notice of all the members. Vice Chancellor insisted that these suggestions from the students should be taken positively and the constituent colleges should work for enhancement of facilities and instructed the heads of the institute to explore opportunities to enhance the soft skill trainings, wherever possible increase field visits and instructed the heads to inform library to enhance e-book availability or subscribe latest editions of subject textbooks for enhancement of student learning. IQAC coordinator further informed to all the members that, a letter had been sent to NAAC for reconsidering the grade awarded, the response is yet to be received from NAAC, he informed that response would be shared after the meeting of Appeals committee.

Agenda 4:

Preparation of Vision 2030-Roadmap for JSSAHER, Mysuru

The IQAC Coordinator further appealed to all the members of the meeting that JSSAHER, Mysuru should prepare and update the Vision-2030 document by outlining its strategic directions. He stated that IQAC had come out with few strategic directions and teams needs to be formed and all the constituent colleges should contribute to set and achieve the goals. IQAC coordinator further, discussed the following strategic directions for the university:

- **Strengthen and expand education and lifelong learning:** University should work on enhancement of academic facilities, attract academic talent, enhance collaborations.
- **Promote and optimize industry institute collaboration:** University should work in establishing collaborations with industry, national institutes and enhancement of research reputation.
- **Global engagement transcending languages and nations:** University should work on establishment of global engagement office and enhancing its faculty, plan to invite distinguished scientists and leaders globally, enhance the adjunct faculty.
- **Realizing the philosophies of governance:** University should achieve highest level of ranking that may be available in the system and stake holder appreciation should be of the highest level of satisfaction. The delegation of powers and responsible use of the same should be reduced and help realize the growth as planned.
- **Advancing research and innovations initiatives:** University & constituent colleges should work on enhancing the research facilities, should encourage faculty to publish in high reputed journals, and should target for recruitment of research scholars.
- **Build and enhance finance and infrastructure fiscal fitness and physical facilities:** University should work on enhancing physical facilities like purchase of licensed software, developing learning management systems, maintenance of

website and populating with information, optimizing of IT infrastructure and support of online education, providing students with green and clean campus.

AGENDA 5

To critically evaluate and enhance the number of value-added courses for the fourth-coming academic year

The IQAC coordinator briefed that value-added courses are very critical educational offering that help the students for better employability, gaining additional experience and enrich their skills. It was proposed to the heads of various institutions of JSSAHER to review and enhance the number of value-added courses.

AGENDA 6

Appoval of Standard operating procedures within the University

As a part of quality management system within the University divisions, the IQAC Coordinator proposed that a set of SOPs in various sections of the University. In this regard, the SOPs were approved in the following divisions namely:

- Admission: Approvals , advertisement/notification of programs, participating in education fair and marketing activities, enquiries by phone calls and emails, information brochure and admission calendar, inviting applications for admission, forming of scrutiny committee for checking of eligibility, production and issuance of eligibility certificate for foreign nationals/NRIs, conduct of entrance test, announcement of rank list based on entrance result, conduct of counseling, reporting, admission process and fee payment.
- Academics: Designing of approval of new curriculum, revision of curriculum and approval, planning and implementing academic study tours, performance-based appraisal system, recognition of PG teachers, recognition of Ph D guide/co guide.
- Examination: Pre-examination activities, conduct of examination, post examinations, disciplinary action and regulation, convocation
- Research: Manpower recruitment for funded projects, internal research grants, fellowships, selection of Ph D scholars, travel grants for PG students/Ph D scholars, upgradation of JRF to SRF
- Establishment: Recruitment of teaching/non-teaching staff, deputation to conferences/seminars/workshops/ training programs for teaching and non-teaching staff, promotion of teaching and non-teaching staff.
- Development: Evaluation and sanction of infrastructure requirement and development, approval and sanction of financial assistance to conduct academic programs, scrutiny and sanction of bills, outsourcing of labor deployment on contract basis for gardening, housekeeping, security services, sparing of premises, hiring of buildings on rental basis
- Information technology: ICT-hardware procurement, software/ software licenses, service management
- Quality division: Patents and IPR process
- Stores: Supplier evaluation, selection and inclusion to university approved supplier list, purchase process for consumables, purchase process for non-

consumables, re-evaluation of supplies

- Faculty of Life Sciences: Curriculum development for new program, curriculum development, upgradation/revision of existing programs, teaching program, performance evaluation-Internal assessment, performance evaluation-External assessment, student feedback and action.
- Library (FLS): Selection of information sources, acquisition and maintenance, procedure for enrolment of library membership, circulation of the books
- HSMS: Curriculum development for new program, curriculum development upgradation, revision of existing program, teaching program, performance evaluation-Internal assessment, performance evaluation-External assessment, student feedback and action.
- Management representative: Appointment of management representative, audit program,

Dr B Manjunatha, Registrar, JSS Academy of Higher Education & Research, Mysuru proposed the vote of thanks.



VICE CHANCELLOR

VICE CHANCELLOR

JSS Academy of Higher Education & Research
Mysuru