



Office of the IQAC

Ref No: IQAC-SBV/IQAC Meeting ATR/ dated 25.08. 2022

## ACTION TAKEN REPORT

### Based on the proceedings of the first IQAC meeting post NAAC accreditation

Meeting Date : 22.3.2022

Time : 2.15 pm

Venue : SBV Board Room

S. No	Agenda	Discussion points	Resolutions & responsibility	Action Taken
1.	Calling of meeting to order: Quorum confirmation	The Hon'ble Vice-Chancellor welcomed everybody and called the meeting to order. Adequate Quorum was present. Leave of absence of the Industrial Member Mr. Joseph Sahaya Raja and Principal, RG CET, Dr. Vijaya Krishna Rebecca was informed to the Vice-Chancellor.		-
2.	Induction of new Composition of IQAC 2022	Dr. Usha Carounanidy, Director-Accreditation greeted everyone and welcomed them for the first meeting of the New Composition for the calendar years 2022-23.  As per the directions of the Vice-Chancellor, she introduced the members by Name and Designation. Special welcome was accorded to Dr. Renu G' Boy Verghese, Director & Principal, PIMS, Puducherry and Dr. Ravikumar Chittoria, Registrar, Academics, JIPMER. She also welcomed the members from the Off-Campus who were present through Zoom.		-



<p>3.</p>	<p>Revised Standard Operating Protocol of IQAC</p>	<p><i>Director – accreditation projected the Version 3.0 the Standard Operating Protocol of IQAC and elaborated the details.</i></p> <p><i>Dr. Ravikumar Chittoria suggested to check the QCI website to see if any other points can be added.</i></p> <p><i>Dr. Renu G'Boy Varghese enquired about the feedback mechanism that is existing at SBV. Dr. Usha clarified that feedback is obtained from all Stakeholders across disciplines for Curriculum and Syllabus. She also added that it included feedback from the Employers.</i></p> <p><i>Dr. Renu G' Boy Verghese suggested that satisfaction survey shall be done for the teaching and non-teaching staff of SBV and the same may be included in the SOP.</i></p> <p><i>The Vice-Chancellor appreciated the suggestion and asked Dr. Usha to include the same.</i></p> <p><i>The Vice-Chancellor enquired about the revisions that were made in version 3.0. Dr. Usha replied that not many changes were made except for few language corrections. The Vice-Chancellor suggested that the SOP be circulated to all the members for vetting and suggestions. Dr. Jagan Mohan stated that the SOP can be shared in google doc for everyone to edit. But Dr. Usha</i></p>	<p>To add the satisfaction survey in the SOP. To circulate the SOP to all members. - Dr. Usha</p>	<p>Student satisfaction survey was added to the SOP and the same was shared as Google doc to all members for suggestions. Received response from the Dean Faculty</p>
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		<i>suggested that it shall be uploaded in the Forum section of open project Management software which was already sensitized to the members as part of e-Governance.</i>		
4.	<i>Outcome analysis of NAAC 2021</i>	<i>The member congratulated A++ grade for SBV in NAAC 2021.  Dr. Usha projected the scores obtained for the Quantitative and Qualitative metrics in NAAC 2020-21 and informed to the members that the score obtained where mostly 4 except for Criteria 3 where enhancement strategies are the need of the hour.</i>		
5.	<i>Strategic perspective plan 2020-23 of IQAC and 5 year plan for other National and International rankings</i>	<i>Dr. Usha projected the Strategic perspective plan of IQAC for the academic year 2022-23. She also projected the five year plan for other National and International Rankings.  Dr. Chittoria commented that as the data collected is the same for all kinds of ranking it would be advisable to apply for all international rankings at the same time, instead of having a plan to apply every year. The Vice-Chancellor further asked the reason for staggering the target dates for International ranking. Dr. Usha explained that as all international rankings focus on the Research outcome and as SBV currently is working on the enhancement strategies for Research outcomes it is expected to take one year to complete. But the Vice-Chancellor stated that</i>	<i>To participate in THE ranking and QS ranking. To apply for ARIIA ranking. Dr. Usha</i>	<i>Contents getting ready for the ARIIA ranking in collaboration with Dy. Director, IPR, Dr. Senthil M. 31<sup>st</sup> August is the last date.  THE ranking 2023 results will be published in October 2022.  QS ranking participation will open in November 2022</i>



		<p><i>the earlier we participate we will be able to identify our strength and weakness in the International arena.</i></p> <p><i>Dr. Usha assured that all rankings will be applied for in 2022 and 2023 itself. She also informed the members that the Times Higher Education Ranking has been applied already and March 30<sup>th</sup> is the last date. The QS Ranking the dead line is January of every year so it will be applied for in 2023.</i></p> <p><i>Dr. Chittoria asked if SBV applies for AISHE survey. Dr. Usha replied that SBV is participating since 2016.</i></p>		
6.	Data Base Management	<p><i>Dr. Usha informed the members the immediate need for the centralized data base that would be an effective and efficient manner to work on various rankings and accreditations. All the members concurred with the same. Dr. Usha requested Dr. Jagan to elaborate on his plans on a data base. Dr. Jagan said that it is possible and it is in the process. Dr. Sivaprakash opined that he is using Google drive to the fullest extent in his department and it seems to be very useful.</i></p> <p><i>Dr. Usha accepted the same and said that all Psychiatry department related data are easily retrievable from this drive. Dr. Jagan however suggested that</i></p>	Dr. Usha and Dr. Jagan in collaboration with Dr. Sivaprakash	<p>QER review form has been transferred to the EXCEL sheet with drop down menus for effective filling of the form. SBV Hub (Next Cloud) account has been opened up for all departments and institutes, where the documentary proofs are being uploaded. This is the first step towards digital repository and in due course will be fine-tuned to an app with the help of Medical Informatics.</p> <p>Concept note on Data Base Management will be presented by Dr. Jagan</p>



		<p><i>we shall use the next cloud instead of the Google drive. Vice-Chancellor expressed the significance of data sciences, the need to generate data and compile data in the methodical manner.</i></p> <p><i>He suggested on expert group on Data Sciences and also advised Dr. Jagan to submit the concept note on the Data base management.</i></p>		
7.	<p><i>IQAC orientation programs on Quality and programs to enhance the quality of Education</i></p>	<p><i>Dr. Usha informed the members that the strategic perspective plan includes orientation program and quality and programs on quality education.</i></p> <p><i>Specifically she mentioned that all the institutes with A++ grade can apply for three sponsored webinars in collaboration with NAAC; one monitorly sponsored and the other two Intellectually sponsored. She informed that preliminary mail has already been sent to NAAC.</i></p>	<p>To send a formal application to NAAC. IQAC</p>	<p>The application for sponsored NAAC seminar in the process and it is proposed to be conducted as a part of IHRC in January 2023.</p> <p>The theme chosen by the Vice-Chancellor is. Healthcare Research in India- A SWOC Analysis</p>
8.	<p><i>Quality enhancement strategies in the recruitment, monitoring and development of the teaching faculty</i></p>	<p><i>Dr. Usha requested the Vice-Chancellor to elaborate on this agenda. The Vice-Chancellor stated that in order to enhance the quality of the University, Quality faculty must be recruited. He requested Dr. Renu G' Boy Verghese to elaborate on the strategies that they had adopted in PIMS. She stated that at PIMS practicing of the Doctors is not permitted; so they devote more time to the Institute. The faculty are also encouraged towards</i></p>	<p>Formation of a subcommittee on enhancing quality of faculty IQAC</p>	<p>Sub-committee is yet to be formed</p>



		<p><i>sabbatical leave and other academic benefits. Numerous faculty clubs shall be started as relaxation strategy. She said with proliferation of New medical colleges faculty retention is indeed challenge. The Vice-Chancellor thanked her and suggested that a sub-committee be formed to address the issue of enhancing quality of the faculty. It was also suggested that a Faculty Portfolio shall be maintained. The Chakra Platform shall be refined to act as a data base of the Faculty Portfolio.</i></p>		
9.	<p><i>Student Council of SBV and Annual Alumni Meet</i></p>	<p><i>Dr. Usha requested the members to opine on starting SBV Student Council, though Students councils are present in all the Constituent teaching units. Dr. Renu suggested that it is a challenge to bring all students from different disciplines in one council but suggested that we can conduct common programmes and competitions, allow them to work together to break the ice and then decide about starting SBV council. Dr. Usha requested Prof. M. Ravishankar to give his opinion. He also felt that it might be a challenge to start a common body. Dr. Usha however emphasized that all the external members who had come for NAAC had commented that we have to think like a University and not as separate institutes.</i></p> <p><i>Dr.Usha raised an issue of having</i></p>	<p>Dr. Usha and Mrs. Asha (GM Admin) to organize the Alumni meet in May 2022.</p>	<p>SBV Alumni meet is being organized in the first week of September by the Directorate for Student and Alumni Affairs. Dedicated personnel has been employed to interact with alumni for the details.</p>



		<p><i>the Alumini meet at SBV level. The GM Admin and Vice-Chancellor agreed to that point and stated that it shall be conducted in the month of May. Dr. Jagan suggested if it can be conducted in the Founder's Day. Dr. Usha asked if it can be at SBV level or at Institution level for which Dr. Renu suggested that it can be a weeklong programme where all institutions have their own Alumini meet and also one day for SBV Alumini meet.</i></p>	
10.	<p><i>Any point from the Floor</i></p>	<p><i>Dr. Usha informed that the ISO Internal Audit has been planned from 23<sup>rd</sup> onwards and internal auditors are mostly the IQAC members.</i></p>	
11.	<p><i>Closure of the meeting.</i></p>	<p><i>Vice-Chancellor thanks to all the members especially the external members for the valuable inputs and advised IQAC to address the points discussed and enhance the quality of SBV.</i></p>	

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