


Minutes of the 5th IQAC Meeting held on 03.06.2016 in

Board Room, JSS Medical College, Mysuru

Members Present:

1. Dr. B. Suresh, Vice-Chancellor, JSS University, Mysuru
2. Dr. B. Manjunatha, Registrar, JSS University, Mysuru
3. Dr. S. Balasubramanian, Director (Research, JSS University, Mysuru
4. Dr.S.A.Dhanraj, Dean(Global Engagement), JSS University, Mysuru
5. Dr. Nilani. P, Nodal Officer, Quality Division, JSS University, Mysuru
6. Dr. Basavana Gowdappa. H, Principal & Dean, JSS Medical College, Mysuru
7. Dr. Balaraj.B, Vice Principal, JSS Medical College, Mysuru
8. Dr. Prashant Vishwanath, Professor, Dept. of Biochemistry, JSS Medical College & IQAC coordinator, Mysuru.
9. Dr. Sunil Kumar. D, Asst. Professor, Dept.Com. Medicine & IQAC coordinator, JSS Medical College, Mysuru.
10. Dr. V. G. Manjunath, Asst. Professor, Dept. of Pediatrics & IQAC Coordinator, JSS Medical College, JSS University, Mysuru
11. Dr. Mahesh M, Professor, Dept. of General Medicine, JSS Medical College, Mysuru
12. Dr. Madhu. B, Asso. Professor, JSS Medical College, JSS University, Mysuru
13. Dr. Suma K.B, Professor, JSS Medical College, JSS University, Mysuru.
14. Dr. Deepa Bhat, Asst. Professor, JSS Medical College, JSS University, Mysuru
15. Dr. Anil Kumar Gujjari, Principal, JSS Dental College & Hospital, Mysuru
16. Dr. Dhakshaini M.R, Vice Principal & IQAC Coordinator, JSS Dental College & Hospital, Mysuru
17. Dr. Sunila B.S., Asso. Professor, JSS Dental College & Hospital, Mysuru
18. Dr. Brinda S Godhi, Asso. Professor, JSS Dental College & Hospital, Mysuru
19. Dr. Maurya M, Lecturer, JSS Dental College & Hospital, Mysuru
20. Dr. G. Parthasarathi, Principal, JSS College of Pharmacy, Mysuru
21. Dr. M.N. Purohit, Professor, IQAC Coordinator, JSS College of Pharmacy, Mysuru
22. Dr. Vishal Kumar Gupta, Asst. Professor, Dept. of Pharmaceutics, JSS College of Pharmacy, Mysuru
23. Dr. L. Jisha, Lecturer, Dept. of Pharmacy Practice, JSS College of Pharmacy, Mysuru
24. Ms. A. M. Mahalakshmi, Asst. Professor, JSS College of Pharmacy, Mysuru
25. Dr. J.C. Thejaswini, Lecturer, JSS College of Pharmacy, Mysuru



26. Dr. Arun K.P, Asst. Professor, IQAC Coordinator, JSS College of Pharmacy, Ooty
27. Dr. Ganesh G. N. K., Asst. Professor, IQAC Coordinator, JSS College of Pharmacy, Ooty
28. Dr. Jubie S, Asst. Professor, JSS College of Pharmacy, Ooty
29. Dr. Rajesh Kumar R, Asst. Professor, JSS College of Pharmacy, Ooty
30. Mrs. Deepalakshmi M, Lecturer, JSS College of Pharmacy, Ooty
31. Mrs. Roopa B.S, Lecturer, Dept. of Pharmacy Practice, JSS College of Pharmacy, Ooty
32. Dr. Kanthesh B.M, Lecturer, Dept. of Life Sciences, JSS University, Mysuru
33. Dr. Chandan S, Lecturer, Dept. of Life Sciences, JSS University, Mysuru
34. Dr. Latha K.C, Lecturer, Dept. of Life Sciences, JSS University, Mysuru
35. Dr. Mamatha H.K, Coordinator, Dept. of Health System Management Studies, JSS University, Mysuru
36. Dr. Roshan K. Tiwari, Lecturer, Dept. of Health System Management Studies, JSS University, Mysuru
37. Dr. Divya Rao B.J, Lecturer, Dept. of Health System Management Studies, JSS University, Mysuru
38. Ms. Anushree S.M, Project Coordinator, JSS University, Mysuru

Leave of Absence:

1. Dr.R.Vijaysimha, Controller of Examinations, JSS University, Mysuru
2. Dr.P.A. Kushalappa, Director(Academics), JSS University, Mysuru
3. Dr. Mahesh M.G, Professor, JSS Medical College, JSS University, Mysuru
4. Dr. C.P. Madhu, Professor, JSS Medical College, JSS University, Mysuru
5. Dr. Veeranna. S, Professor, JSS Medical College, JSS University, Mysuru
6. Dr. Sandeep S, Asst. Professor, JSS Medical College, JSS University, Mysuru
7. Dr. Chandrashekar B.R, Professor, JSS Dental College & Hospitals, Mysuru
8. Dr. S. P. Dhanabal, Principal, JSS College of Pharmacy, Ooty
9. Dr. Duraiswamy B, Professor, JSS College of Pharmacy, Ooty
10. Dr. Vadivelan R, Asst. Professor, JSS College of Pharmacy, Ooty
11. Dr. Jeyaprakash M R, Lecturer, JSS College of Pharmacy, Ooty
12. Dr. Dattatri. K. Nagesha, Head, Faculty of Life Sciences, JSS University, Mysuru
13. Dr. Kiran Hegde, Asso. Professor, Dept. of Hospital Administration, JSS Medical College, Mysuru

Dr.Manjunatha.B, Registrar,JSS University, Mysuru, welcomed the gathering and requested the Principals and the Heads of the departments to draw attention on areas related to official circulars, emails ,data for news letter and for various ranking agencies , accreditation bodies etc, as there is an undue delay in response and submission of information and sometimes there is no response from some colleges and departments even with continuous reminder through email and phone calls. He stated “if this continues it might be difficult for the University to face more stringent accreditation process of NAAC in 2018”. He suggested that at least three people from each institution should be involved in data/information collection and submission process and at present more responsibility is given to one/two persons and it is turning out to be a difficult task. He requested the Principals to involve more people in such activities in order to reduce error , delay and negligence.

Dr.B.Suresh ,Vice Chancellor, JSS University, Mysuru , in opening remark mentioned that it was the right time to call this meeting since the institutions are gearing up for the new academic year and it is essential to work systematically from the beginning of the academic year on all requirement of information and data by aligning with data required by ranking / accreditation/ affiliation bodies. He suggested all the constituent colleges and University departments to work together on data alignment considering the terminology, nomenclatures used by various Govt. and Private agencies. He also insisted on University aiming for A++ category and above for the NAAC reaccreditation in 2018 with greater effort from day one to reach the goal. He asked the IQAC Coordinator to discuss on issues related to ranking and IQAC by giving equal importance for all topics in agenda for discussion.

The IQAC Coordinator , Dr.Prashant Vishwanath, briefed on the agenda and mentioned that the Notes and reading materials were already provided to all the members much in advance to come prepared for discussion on various criteria of NAAC. He requested the Nodal Officer, Quality Division, JSS University to give her remarks on ranking analysis for 2014-15. She briefed on ranking results analysis of NIRF and by various private agencies published in magazines, newspapers and electronic media. She suggested , JSS College of Pharmacy, Mysuru and Ooty are aiming to move higher from the present 9th and 10th rank and JSS University is also aiming to move forward from the present 35th rank and Pharmacy Colleges and the University along with other constituent

colleges had indentified the area for improvement in future. She also requested the constituent colleges and departments to work on improving the criteria “Perception”, which requires the support of alumni , stakeholders, funding agencies, industries etc. She also said that University had taken steps to maintain uniformity in branding, relating to name ,logo etc in official communications and stationeries and inclusion of registered name of the University “ Jagadguru Shree Shivarathreeswara University” and “JSS University” as logo in all official communication and the University will also be issuing a policy on the use of University name ,logo, signage, and other proprietary indicia.

She also mentioned that JSS University had been ranked with in top 5 among the medical based universities and constituent colleges have also been ranked with in top 5 institutions in India by the private ranking agencies . Though JSS University participated in International ranking namely QS ranking and The Times Higher Education Ranking, more effort is required by the institutions to bring international student and staff exchange programs with foreign Universities (with whom JSS University had signed MOU) with credit transfer for at least one semester, for which there should be curriculum similarity between both the Universities, since international ranking agencies gives more importance to student , staff and research exchange programs, international research grants and alumni contribution towards research and development.

Vice Chancellor asked the colleges and departments to take issues seriously pertaining to data/information submission to University and asked the members to respond to all official communications /email sent by University Officials. He insisted the colleges to have a close network with alumni and a data base to update their information. He also asked the Institution to introduce “Best Alumni Award”.

The members, after brief discussion conveyed that more attention will be given on perception, IPR, student exchange programs and all other criteria to improve the status in ranking in future.

Principal, JSS Medical College, assured that with new active IQAC members from clinical and paraclinical , the response and commitment will be better than before from Medical college and

insisted for a single data entry and collection system/ data alignment for the University and Institutions.

Vice Chancellor mentioned the shortcomings and lack of seriousness in uploading information by some faculty in JSSONLINE, leading to delay in further technical process by the Chief Information Officer and the IT team of JSS University. He emphasized on implementing stringent rules as last option, to complete this task and requested the members not to give an opportunity to impose stringent rules and to cooperate with the present system.

Dr. Prashant, IQAC Coordinator, explained the role and responsibility of the new IQAC team of JSS University and process steps for reaccreditation in another one and half years :

- 1). Self Study Report (SSR) to be prepared before 31st of December , 2017 .
- 2). Letter of intent to be submitted to NAAC Office before 6th of January, 2018.
- 3). A mock peer team visit is expected by mid of January 2018.
- 4). NAAC peer team visit is expected by April, 2018 .
- 5). Reaccreditation result of the University may be announced by 7th July, 2018.

He stated, AQR was already submitted for year 2014 and 2015 and acknowledged by NAAC Office and AQR for 2016 will be submitted before 30th of July, 2016.

Vice Chancellor reminded on the comment made by Deputy Advisor, NAAC Office during her visit to University in April, 2016, that the AQR was more of a fact sheet than a report and he asked the Coordinator to interact with NAAC Officers to know their expectation and submit an impressive AQR in future.

Vice Chancellor insisted on giving importance to the services provided by various departments in the hospital than concentrating only on the infrastructure during reaccreditation process.

Principal, JSS Medical college explained on the innovation and newer technology incorporated in the services provided by JSS Hospitals after NAAC Accreditation and also on NABH accreditation

initiation by JSS Hospital, which could turn out to be a bench mark on the quality aspect of the Hospital.

Dr.Prashant elaborated on “action to be taken” on various criteria based on NAAC peer team comments and also based on compliances given by constituent colleges:

CRITERIA-1:

1. Program Evaluation:

Need assessment of targeted learners, goal and objective of each program, educational strategy and implementation of each program and finally feedback and evaluation of the program. A complete documentation/ record for all these aspects as evidence, especially for the programs started after NAAC Accreditation.

Vice Chancellor suggested a program evaluation format for circulation among all the colleges and departments to receive the information within a specific time period. He asked the Dean, Faculty of Pharmacy to help the IQAC Coordinator with a template since similar assignment was made during ACPE process.

2. Monitoring Mechanisms and Structured Assessment Committee:

Vice Chancellor mentioned that the BOS (Board Of Studies) is a structured assessment/monitoring committee and should be responsible of monitoring process/mechanism of the programs. He insisted on sensitizing BOS on this issue and asked the IQAC Coordinator to circulate appropriate monitoring /assessment format (template) and it is the responsibility of the BOS to submit the information in the format on prescribed time period. He also asked Director(Academics) to discuss about this in Academic Council Meeting/ Board Of Studies for immediate implementation. Principal, JSS Medical College, insisted BOS members to review the question papers set for the last 3 academic year and to be a continuous process of assessment.

3. Curriculam reforms:

Curriculum reforms have not reflected in syllabus on day today teaching process.

Modes of delivery: innovative teaching, problem based learning, etc.

Vice Chancellor suggested to include problem based learning, small group learning etc through specific tutorial hours.

Dr.Prashant said that MCI defines only the topics (outcome of teaching/assessment) and not the syllabus and the University has the freedom of designing the syllabus following MCI guidelines. Vice Chancellor asked the departments of the constituent colleges to work with IQAC team and to discuss in BOS meetings to finalize the curriculum reforms. Vice Principal, JSS Dental College expressed that the UG/PG modified curriculum had been discussed in BOS (Faculty of Dentistry) and waiting for approval from BOM.

4. Innovative courses and value addition to existing courses:

Innovative course have been introduced by Department of Life Sciences (eg: Cognitive Neuro Science) and other departments and colleges should also work toward introducing innovative courses. Some modules can be added to existing courses as value addition especially to MBBS course.

Vice Chancellor asked every department of all the constituent colleges and University departments to introduce a value added module so that any student can enroll as inter or intra or trans departmental subject and the department can conduct classes, exams and issue the certificate, which could also be an online program. He mentioned that putting all the departments of the constituent colleges ,there can be minimum of 48 modules and to make it mandatory for every student to enroll and complete at least 2 modules before completion of the course.

He asked Director (Academics) to discuss with BOS and finalize on introducing modules by the departments at the earliest.

The Coordinator , Dept. of HSMS expressed the plan in introducing value addition modules on executive program/ leadership program to be delivered to staff and students.

CRITERIA-2:

1. Course with lesser demand:

Some courses offered by University needs more awareness and publicity since the admission to course with less demand needs more attention. This could be done by bringing some reform and value addition to increase the demand and public recognition of the course. Since lot of hard work had been done for starting a course, it is important to work towards sustenance of the course too.

Vice Chancellor mentioned that courses lose demand when there is no ownership and care and he insisted on flexibility on class timing especially when conducting PG programs.

Two things to be addressed in this regard :

- a). Which department/ who will run the program/course (to be given to a person who has passion towards the course)
- b).What will be the appropriate time to conduct classes especially, when it is a PG program.

2. Student Attrition:

Attrition of the students to be taken seriously and steps/measures taken to reduce the attrition of the students should be discussed by the colleges and departments especially from the department of Life Sciences.

3. Action taken on students feedback:

Based on the feedback of the students ,faculty development / training programs to be conducted by the colleges and departments.

The Dean(Global Engagement) insisted on handling students feedback by a neutral person /nonteaching/ administrative/ more likely from IQAC members, who are not involved in teaching in that college or department. Dr.Prashant explained the online feedback system which had been initiated by few constituent colleges and this issue could be solved by online feedback mechanism.

The Vice Principal, JSS Dental College requested the IQAC Coordinator to set standards/ grades on student feedback analysis and to specify the grade below which a faculty

development program is required. The members suggested 80% for individual criteria for staff assessment. Vice Chancellor said , even a single remark to be brought to the notice of the faculty considering the betterment of the student, staff and the Institution and if required to advise the student too. He asked to analyze the feedback more on subjective manner than being objective.

5. CCLPE Activities:

Center for continuous learning for professional excellence (CCLPE) was initiated when University started in 2008 and Medical Education comes under CCLPE and role of CCLPE is to conduct faculty development program, orienting teachers with teaching and learning methodology, assessment and curriculum development. Medical college had been actively engaged in CCLPE activities and the other colleges and departments should also participate actively. There had been many change in leadership of CCLPE , still it had not brought any positive change.

Vice Chancellor asked Dr.Prashant to take the lead and to form an active team with 2 nominated members from each constituent colleges and University department (including Biomedical Sciences) and to conduct a meeting with the new CCLPE team. He asked Dr.Prashanth to submit the name list of the members to issue an order as reconstituted CCLPE members by Registrar at the earliest.

6. Incorporation of newer technology in teaching and learning:

Dr.Arun.K.P, IQAC Coordinator, JSS College of Pharmacy,Ooty, mentioned that JSS College of Pharmacy had submitted a proposal regarding internet connectivity and networking and since last one year the issues pertaining to network is not being address and at present the internet facility is available only in Library block and uplinked from Mysuru.

The Dean, Faculty of Pharmacy, explained the requirement for a complete rewiring to support networking/ internet connectivity , since older network had been taped in many places to make connection, leading to leakage and the proposal was already submitted to University a year back and waiting for approval.

Vice Chancellor stated that all proposal related to IT had been cleared by the University and the execution part may be pending from the end of Chief Information Officer. He asked Dr.K.P Arun to call a meeting with CIO to sort out this issue and if required the University will authorize the college to complete the task from their end.

7. Feedback Mechanism:

Dr.Prashant mentioned that feedback from students on curriculum, parents and employers are missing in the reports submitted by the colleges and departments and he mentioned that "Survey Monkey " is now being installed and named as JSS University and to be shared with all coordinators where they can work on it. He also thanked the Vice Chancellor and University Authorities for providing a bank account for IQAC ,which had helped in subscribing for survey monkey.

Vice chancellor suggested to have common and generic format for all constituent colleges and department and asked the coordinators to decide on the scale/ measure for remarks like Good "5", Satisfactory "3" etc., for the purpose of analysis.

8. Parents Teachers Meetings:

Vice Chancellor suggested to have minimum of two Parents Teachers Meeting per academic year and the report/minutes to be submitted to IQAC. The meeting during induction to be considered as first meeting and the next meeting to be conducted 3 months prior to final University examinations.

9. Faculty Exchange Program and International faculty:

Dr.Prashant said proper data on faculty exchange program to be furnished by the colleges and departments and to be updated in website. He also mentioned that International faculty must complete at least one chapter/ a part of the syllabus and International ranking bodies value such parameters.

Vice Chancellor explained the commitment of the University is paying a reasonable TA/DA to international faculty and it is left up to the colleges to design academic schedule for International Faculty during their visit.

10. Best Teacher Award

Dr.Prashanth requested all the Principals and IQAC Coordinators to initiate best teacher award in their respective institutions through feedback analysis and to award on the 5th of September every year.

CRITERIA 3:

1. Research Projects/grants:

Dr.Prashant mentioned , in 2014 the number of ongoing projects were 39 which came down to 33 , number of sanctioned project was 22 , which came down to 9 and number of project submitted was 159 which came down to 77 in 2015. He cautioned that decreasing number is alarming and not healthy for the present system and growth of the institutions and University

Vice Chancellor asked the institution for more proactive approach while applying project grants and to submit projects which will fetch reward and he asked the Research Director in Medical College and the Director (Research) in University to look in to this issue and asked for more coordination and effort from all to improve the present status and to sustain the progress of University.

2. Publications:

Dr.Prashant mentioned there had been an increase in number of JSS University publication in Google scholar but shows a decline in pubmed and scopus from 2013. The decline in the number shows the decline in the quality of publications. The publication policy of JSS University clearly demarcates the predatory journals and those published in such journals will not be considered. The University will also announce a best publication award every year with the help of the publication analysis.

3. Patents:

Dr.Prashant emphasized on the need of IPR requested the institutions to improve IPR activities through Patent review committee and Patent cell of the University, he also mentioned about the Patent policy of the University.

CRITERIA 4:

1. Physical facilities:

Dr.Prashant mentioned that more attention to be given on hostel facilities and Vice Chancellor asked to get the feedback from students and to work toward improvement as per their requirements. Addressing the issues is the main reason for receiving feedback.

2. Development of e-learning resources:

Dr.Prashant said that once CCLP becomes active and leaders can be chosen to initiate and to introduce e-learning resources.

Dr.Arun.K.P explained on the e-learning portal of JSS College of Pharmacy, which is owned and managed by a faculty member and he also mentioned the facility can be extended to University through an official agreement so that University can take over the website . Vice Chancellor asked Dr.Arun to submit a brief proposal in this regard.

3. Campus maintenance committee:

Dr.Prashant emphasized on the need of Campus Maintenance Committee as per the remarks made by the NAAC peer team.

Vice Chancellor suggested to constitute a committee including Physical Education Director as convener, Registrar as Chairman, Vice Principals and Administrative Officer of the colleges as members.

CRITERIA 5:

1. Mentorship Program:

Dr.Prashant mentioned that initially a structured mentorship program was introduced , which was successful and effective. He emphasized that more attention to be given in this area and introducing JSSONLINE would support the program.

2. Keeping in track of alumni:

Dr.Prashant suggested to sent the soft copy of the quarterly published JSSUNI Newsletter to all the alumni through their email id, this will help the University and alumni to keep in touch once in 4 months.

Vice chancellor asked all the members to connect with alumni through all the structured page of the University and the institutions in social web link like, facebook, linkedin, twitter etc,. Dean, Faculty of Pharmacy explained on the Alumni portal that the institution had been working to keep track and update the information of all the alumni.

3. Representation of students members in all the committees:

Dr.Prashant mentioned that NAAC insists on the representation of students members in every committee of the University and Institution including IQAC.

Vice Chancellor suggested to identify the students members/representatives for every committee and to submit the list to University for consideration.

4. Complain cell and grievance redressal committee:

The members expressed that the cell and committee are active and meetings are conducted frequently but no complains or grievance had been received for recoding or for submitting report. The members also mentioned that the complaints received through the complaint box are also addressed and recorded.

5. International students cell and Officer:

Dr.Prashant mentioned that only JSS Dental College has an international student cell for addressing the issues of international students and requested the other constituent colleges and University department to have a cell and officer in this regard.

Vice Chancellor suggested to conduct international student meeting on the second Saturday(afternoon) of every month by the colleges and departments and asked the Vice Principal to coordinate the whole activity.

CRITERIA 6:

1. Strategic Planning:

Dr.Prashant mentioned that strategic plan of every institution should percolate to grass root level and the staff and students should be aware of every aspect mentioned in the strategic plan of the institution. There should also be documents to reveal that the plans implemented are accepted and adopted by the staff and students.

Vice Chancellor suggested that the main point of the strategic plan could be displayed in the institution for the people to be familiar with the plan. He also said that all the strategic plan to be placed/ presented before Planning and Monitoring Board and Board of Management for approval, latter that turns out to be an official document.

Dr.Prashant requested Department of Life Sciences to submit the Strategic Plan as it was pending for a long time.

CRITERIA 7:

1. Waste Management:

Vice Chancellor suggested on bringing waste management under Campus Maintenance Committee. He asked Dr.Prashant to be a special member of Campus Maintenance Committee to monitor the activities.

Registrar, JSS University, Mysuru, thanked the members for the active participating and for valuable suggestion provided during the discussion.


REGISTRAR

To

1. Dr. B. Manjunatha, Registrar, JSS University, Mysuru
2. Dr.R.Vijaysimha, Controller of Examinations, JSS University, Mysuru
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50. Ms. Anushree S.M, Project Coordinator, JSS University, Mysuru

CC:

1. Dr. B. Suresh, Vice-Chancellor, JSS University, Mysuru- For information
2. Dr.C.C .Hiremath, Finance Officer, JSS University, Mysuru
3. Smt. M.S. Kokila, Deputy Registrar, JSS University, Mysuru
4. Dr.Ravindra. R, Chief Information Officer, JSS University, Mysuru