Re: IQAC proposals- July 2021

Vice-Chancellor, SSSIHL <vc@sssihl.edu.in>   7 July 2021 at 14:10
To: "Coordinator, IQAC SSSIHL" <coordinatoriqac@sssihl.edu.in>
Cc: "Registrar, SSSIHL" <registrar@sssihl.edu.in>, "Dr. S Balasubramanian, Associate Professor, Mathematics & Computer Science, SSSIHL" <sbalasubramanian@sssihl.edu.in>

Dear Dr. Rani and Dr. Bala,

I sincerely thank you both for leading the IQAC group and all the time and effort you had put in to compile the list of items that we need to address.

We'll take up all the items and see how we can adopt them and the best ways for doing it. I'll also get in touch with you and Bala personally for any clarifications I may need.

best regards

Sanjeevi

Prof. Dr. Carani Sanjeevi,

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On Wed, Jul 7, 2021 at 7:15 AM Coordinator, IQAC SSSIHL <coordinatoriqac@sssihl.edu.in> wrote:

> Dear Sir,

Sairam. Thank you for the time the admin - yourself, the Registrar, & the CoE took out to interact with us.
Please find attached the consolidation of
the proposals discussed at the meeting. We sincerely hope that with concerted efforts, we can accomplish some modest goals periodically.
Thanking you for the opportunity,
With warm regards,

Dr. Rani P. L., Co-ordinator, IQAC
&

Dr. Balasubramanian, Dy. Co-ordinator, IQAC
Sri Sathya Sai Institute of Higher Learning
(Deemed to be University)
Anantapur, AP-515134

SSSIHL - IQAC
PROPOSALS FROM MEETINGS
HELD ON
30 JUNE 2021 - WITH INTERNAL TEACHING FACULTY MEMBERS
& 5TH JULY 2021 WITH THE ADMIN

S. NO.	Points for deliberation & implementation	Specific inputs/ modus operandi	Feasibility & approx. Timeframe for implementation
1	Have a centralised information repository: Centralised capturing of data (to avoid multiple submission of the same info for CAS/ NAAC/ AICTE/ UGC/ Self-evaluation etc.)	• List of required Data Fields have been submitted by departments in 2020 • Consider extended use of Moodle for this/ OR a section of the website / OR G-Drive itself?	
2	Communications: make it online direct route	• Can be with Cc to all concerned who can add comments if/ when needed • What type of communication can take the shorter route & what might need the existing long route could be listed out. • (Eg: Leave, attending Conferences, etc., for RS & Faculty could be done at HoD/ Director level)	
3	Fix a timeline for STRC, BoS, AC (By Dec. 31st- submit revised syllabus docs with STRC form By Jan 30th complete STRC By Feb 27th- complete BoS By March 31st- complete Academic Council)	• Define Role of STRC. No content change to be effected/suggested by STRC. • Dean & Sr. Profs of related disciplines can assist STRC Convenor to help speedup the process of scrutiny of syllabus documents. • Proof reading of syllabus docs should be the responsibility of the department concerned.	
4	Return to 3 Deans Pattern - Facultywise	• One Dean of Edn. will be unaware of discipline-specific requirements. • Academic decisions (like fixing STRC, approving BoS etc.) can happen at that level - Helps reduce pressure on Registrar's office	

5	Provide basic job descriptions for all positions, especially admin positions like: Dean/ RCC/ HoD/AHoD, all committees etc.	• Will bring clarity regarding what roles can / should have what responsibilities & decision-making powers	
6	Have an HR dept	• Can be constituted from existing staff (combo of teaching & non-teaching staff) • A few matters they can take up: • Brief orientation of new faculty • Housing allocation/ Quarters -related matters • Networking: to avoid contacting same resource persons by multiple people/ departments & to maintain external contacts of the Institute	
7	In online mode, continue TQF?	Is required for decisions on CAS & Best Teacher Awards. Can use a simple Google form to capture info department wise. Dr. Sayee Manohar's request at the meeting: Take TQF mid term (to know feedback on a specific course): Response from a few members: This can be done within the dept. Since the Institute's feedback should be comprehensive & ideally at the end of the term.	
8	Develop 360 degree structured feedback at ALL levels: students for teachers, Teachers for HoDs & Directors, HoDs, Dir & Deans for Admin etc. Feedback of parents/ alumni- have a structured format	• Will be good for a reality check • Will enhance assessment (NAAC/ AICTE) procedures • Will be very useful for further improvement of our functioning/ growth • Can be designed with the help of Management department in a professional manner	

9	Improve Finance handling & clerical help for PIs. (The processes have recently improved.	- Campus level accountant(s) to handle project finances - Freedom to PI for purchase of consumables without need for permission, if amount crosses some fixed limit, campus level permission - Only for major equipment - CPC and admin approval. - Effective use of software for generating account statements, UC/SE, etc. - Arrange a Meeting for all PIs with the person in charge of handling Project Finance?	
10	Implement Honor code for Faculty? To ensure punctuality/ regularity to class/ timely correction, completion of syllabi, to maintain dress code of SSSIHL, etc.	Explained by Dr. Sayee Manohar at the meeting To improve interpersonal interaction among Faculty members, to ensure integrity in staff Response: Should orient the Faculty towards Bhagawan's philosophy, then no compulsion will be necessary.	
11	Policy changes & major structural changes to be routed thru/ by a committee. Changes in existing/ age-old practices to be made with much thought, and communicated to all.	- Committees to be constituted with the main criteria of **expertise & experience**- a combo of young & old faculty - Avoid decisions based on any individual's point of view (even that of Director/ Dean, HoD, etc. since it could be unconsciously a one-sided / subjective viewpoint. Collective wisdom can help in fairer decisions.	

12	Career & CAS-related	- Implement CAS on time to keep the Faculty enthused. (Avoid as far as possible delays by months or years, as in some cases) - Criteria to be communicated clearly to all faculty. - Weightage between Research Vs. Involvement in the integral system changes with each admin's outlook. This confuses Faculty members. A balanced weightage to be given to both aspects of the system. - Self-evaluation of CAS should/ would become redundant with centralised data capture methods. All required info about an individual should be available at one click to the admin. - Can web personal page maintenance be useful for this? - The Constitution of CSP- (Committe of Senior Profs) who make the 2nd level reports for CAS should be listed. In some cases HoD has had no role in the CAS reports of colleagues of other campuses. - TAs- consolidated pay enhancement possibility? - A Letter of appreciation at retirement to Senior Members who complete a full term at the Institute should be a practice. If the retiring member has held any admin position, the felicitation can be at the Institute level?	
13	Improvement of amenities on Campuses	- Fix potable water taps in all buildings in the college- PSN Campus - Coffee kiosk - F&H could be roped in to run a kiosk so that the maintenance/ profit/ loss are not a concern to SSSIHL (Reiterated by Dr. Bala at the meeting. Details to be worked out by Dr. Raghavendra Raju & Dr. Bala for PSN Campus, as per the VC's indication) - Lift facilities for Departments on higher floors - Medical Facilities in MDH Campus (as suggested by Dr. Sayee Manohar in the meeting)	

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14	Give structure to our select Self-reliance programmes- have a basic syllabus & certification,	- Eligible faculty to certify could be an issue: can consider retired/ service -oriented devotees looking for seva/ Related/ Interested faculty can do a short online certification in some areas - Can be made equal to the skills-based courses referred to in NEP 2020	
15	Arrange online counselling facilities during the pandemic	- Already available Counsellors for every CAmpus could be requested to be available for online consultation by FAculty, students & family etc. - Directors could facilitate this in every CAmpus, and inform everyone asap.	
16	Have a section of website for log-in based viewing	- Classified info- eg: rules & regulations that govern the Inst. / leave rules/ CAS rules/ Circulars etc. could be made available for Staff thru this. - Make all Faculty & students aware of all existing committees like SGRC, Harassment, Gender Sensitisation Cell… etc. + policy doc - Eventually, when the website is robust, regular communication also can happen thru website?	
17	Research/ PhD related matters: Meeting Requested & Awaited	- Thesis submission 1st round submission in soft copy? To avoid reprinting & rebinding. - RCC's efficiency? - RCC vs. Research Advisory Committee roles? - Periodic reviews of Research progress by RCC/ RAC/ Dean & HoD? - Publications related issues (Raised by Dr. Pradeep & Dr. Bala in the meeting) : Signing up with Elsevier etc., to waive off APC? - Patents? - Phd Regulations to be amended in consultation with Supervisors	
18	Institutionalise the practice of Dept wise alumni mentorship.	Fix a season/ day for this activity? For UG classes - 2-3 alumni per class per year? (Reiterated by Dr. Deepa at the meeting)	

19	Follow reward & punishment approach to encourage good practices & discourage non-exemplary practices:	● Adopt the measures mentioned in the Incentives doc for NAAC ● (reiterated by Dr. Raju at the meeting)	
20	Have 5 year goals for the Institute/ Campuses/ Depts.	● IQAc to follow up achievement of these goals + help remove roadblocks, if any.	
21	Early bird catches the worm: Conduct Admission tests as early as Nov/ Jan/ Mar- may be 3 rounds. But 1 interview round in the end..	● Other thoughts on this: ● Normally held in April, which is good. ● Having more than 1 round means spending more human resources on the activity. ● Numbers & quality of students are dependent on the courses we offer (which are largely very traditional & outdated, and needs to change) + the compulsory residential system (which we cannot change)	
22	Campuses reopening strategy	● Good planning necessary: it is the right time to weed out unhealthy practices, if any + adopt new & useful practices. ● It will be a total reboot, So Orientation to all + teacher involvement in all activities of the Campus will be important.	
23	Clerical assistance to HoDs. ..	● Is very essential ● Consider devotees willing to give honorary service (reiterated by Dr. Bala at the meeting) ● Accommodation & food alone can be provided by the Institute	
24	Make provision for students to participate in National level competitions (sports, cultural, fine arts), in NSS schemes, NCC etc.	Strengthen our approach to Sports competitions Allow inter collegiate competition participation Explore options of Independence/ republic Day parade participation for our students	
25	Functional English for MDH students + 2nd English Faculty?	● Functional English classes for second and final year U.G students, if possible from this semester. ● Second English Faculty member needs to be in priority list ● (Points reiterated by Dr. Sayee Manohar)	

26	Faculty mentoring towards SSSIHL system	● Form a team of Senior faculty mentors	
27	Build Brand SSSIHL	● 100th B'day Target (Dr. Bala's point) ● Have YT channel for integral education?	
28	Start entrepreneur-based courses for PGs of all Disciplines	● Dr. Pradeep's point	
29	Consider getting SSSIHL the status of NPTEL examination centres	● Will encourage Online courses/ will help in blended learning/ will help with credit bank	
30	Start Self development & Leadership Course-	● Imp especially for Science students whose subjects do not cater to this aspect ● For PGs, can be in lieu of Awareness Course in any one semester	
31	Every Dept to hold minimum 1 FDP every year - to keep up with current trends of teaching & domain knowledge	● This is not to be confused with the Conferences/ Webinars conducted by the dept. ● This is exclusively getting the Faculty familiar with Discipline specific pedagogy, good practices in paper setting, objective assessments of projects etc.	

PART 2: IMMEDIATE ACTIONABLES

No	ITEM	Suggestions	Approx. timeframe
1	Summer Course 1st week of reopening?)	● 1- 2 days/ common for all campuses/ cover crucial aspects & interesting sessions	Aug 2021
2	Teacher FDP/ Introspection/ orientation	● Better just before reopening or soon after? ● Can target to release Vision Document pamphlet for Teachers? ● Can concentrate on the spiritual side of our education?	July/ Aug 2021
3	Workshop to enhance online teaching/ evaluation skills/ GMEEt + Moodle	● Any 2 Coordinators can organise this on a need-based survey among the staff	Sept. 2021

Document submitted on 7 July 2021

4	Presentation of salient points in our SSR	● IQAC shall do just before Peer Team Visit for the benefit of all	open-ended
5	Workshop on How to set up LinkedIn page/ Research Gate/ Academia etc. (Personal pages on the SSSIHL website shows blank otherwise.)	● Anyone 2 faculty members adept at this can coordinate this in a 1-hour session for all faculty	Sept. 2021
6	Workshop for Administrative staff to improve technical skills + communicative skills	● 1 day workshop with half -a-day for technical skills & process flow discussions; another half of the day for basic communication skills ● Bringing together Office staff of all 4 campuses & Ad Block will also help to discuss various procedural diversities, and help to adopt best practices from one another.	Sept. 2021
2 very important exercises for the Institute as a whole			
7	**CBCS/ LOCF : possibilities & Challenges/ Blended learning**	● **Imp- to get clues- for Syllabus revision/ Interdisciplinary courses** ● **Needs educated discussion & decision making, an understanding of NEP expectations** ●	Oct. 2021
8	**Exam reforms**	● **As a follow-up of the previous point, many changes will have to be effected** ● **Current practices like Foxpro/ dot matrix methods of marks feeding, 3-hour written exam, dependence on external resources for QP setting etc. will need deliberation**	Oct. 2021