Father Muller College

(A unit of Father Muller Charitable Institutions)
Father Muller Road
Mangalore – 575002
www.fathermuller.com

Institutional Accreditation

Self – Study Report
for Affiliated Colleges

submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(An Autonomous Institution of the University Grants Commission)
P.O. Box. No. 1075, Nagarbhavi, Bangalore – 560072, India

by

FATHER MULLER COLLEGE

Father Muller Road,
Kankanady, Mangalore -575002

October 2012

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A. INTRODUCTION

The Department of Speech and Hearing was established in the year 1984 as a unit of Father Muller Charitable Institutions and ever since its establishment, the department has been involved in the assessment, diagnosis and rehabilitation of speech and hearing disabled. The Father Muller College of Speech and Hearing was established in the year 2007 with the undergraduate program (Bachelors in Audiology & Speech Language Pathology) which now includes 3 years of course work followed by a 10 month Internship program. The College is affiliated to Mangalore University and is recognized by Rehabilitation Council of India (RCI).

The field of Audiology & Speech Language Pathology is dedicated to the understanding of normal communication and hearing processes and the application of that knowledge to the identification, treatment and prevention of communication disorders in children and adults. The department has mainly 3 units: Audiology, Speech diagnostics and Speech Therapy. Audiology mainly focuses on hearing evaluation and rehabilitation, whereas speech diagnostics and speech therapy focuses on the assessment of speech, language problems and rehabilitation respectively.

Father Muller College of Speech and Hearing aims for quality and innovative services in terms of clinical as well as academic aspects. A preset action plan is scheduled which helps to develop and deploy effective implementation of the curriculum. Our qualified teachers upgrade and update their professional acumen for effectively translating the curriculum by attending workshops, training programs and seminars.

The College enrolls the best candidates with immense interest and motivation as their guiding principles to ensure quality professionals. Students are involved in skill development classes, interactive teaching and hands on experience. The teaching aids like audio-visual methods, IEC materials, RCI sponsored satellite link, periodical evaluation etc. add to the success of a student's academic progress. Our student Ms. Anuradha Shastry of 2008-2009 batch was awarded the University Rank by Hon. ex-Chief Minister of Karnataka, Mr. D.V Sadananda Gowda.

The College aims in moulding the students into best clinicians and researchers. This is achieved by a team of research committee members who meet regularly and come out with major decisions pertaining to research activities. The College faculty is involved in active

research thus coming out with projects and publications. 7 papers were presented at the National Conference of ISHA in January, 2012. At present, there are 12 ongoing projects by the faculty and UG students. Various outreach programs and camps are also organized to promote community network.

Best possible infrastructure with modern amenities and state of art equipments like GSI Tympstar for middle ear analysis, IHS version 2.40 for Auditory Brainstem Responses, Dr. Speech for voice analysis etc., are provided to foster effective learning experience. Apart from the well-equipped labs and classrooms, the other facilities in the campus include library, internet and wi-fi facilities, separate hostels for boys and girls, auditorium, gymnasium and facilities for indoor and outdoor games. Each prospective student is encouraged for various co-curricular and extra-curricular to ensure overall progress through a holistic approach.

Further, the student support is extended by making available the mentorship program, counseling services and various committees to resolve issues related to ragging, sexual harassment and grievances if any.

The College is governed by a Managing Committee which consists of a team of efficient leaders who strive hard to achieve the vision, mission and objectives. The management committee is representative in nature and considers views of all sections in planning activities. They work on implementing adequate finance and infrastructure to reinforce success of the institute.

Various initiatives are taken up by the Institution to make the College campus eco-friendly through energy conservation, water harvesting, use of renewable energy, hazardous waste management etc.

PART – I

B. PROFILE OF THE AFFILIATED COLLEGE:

1. Name and Address of the College:

Name: Father Muller College

Address: Father Muller Road, Kankanady

City: Mangalore   Pin: 575 002   State: Karnataka

Website: www.fathermuller.com

2. for Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	Mr. Akhilesh P.M.	O: 0824 2238295 R: 08251 287226	9448260826	2437402	akhilpm@rediffmail.com
Vice Principal	-	O: R:	-		
Steering Committee Co-ordinator	Mrs. Shwetha	O: 0824 2238295 R: 0499 8215041	9844811646	2437402	shwetha192@gmail.com

3. Status of the of Institution:

Affiliated College	√
Constituent College	-
Any other (specify)	-

4. Type of Institution:

a.   By Gender   i.   For Men
                      ii. For Women
                      iii. Co-education   √

b.   By Shift   i.   Regular   √
                      ii. Day
                      iii. Evening

5. Is it a recognized minority Institution?

Yes   √
No   -

If yes, specify the minority status (Religious/Linguistic/Any other) and provide documentary evidence - **Christian Religious Minority**

> Minority Certificate enclosed: **Please see Annexure 1**

6. Source of funding

Government	-
Grant-in-aid	-
Self-financed	√
Any other	-

7. a. Date of Establishment of the College: 06.07.2007

b. University to which the College is affiliated/or which governs the College (If it is a Constituent College)
- Mangalore University, Mangalagangothri, Mangalore- 574 199

> Mangalore University Affiliation Letter - **Please see Annexure 2**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	(Letter reference: F. No. 8-20/2011 (CPP-I/C) on January 2011)	Sanctioned
ii. 12 (B)	---	---

- UGC recognition enclosed: **Please see Annexure 3**

d. Details of recognition/approval by statutory/ regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ Clause	Recognition/Approval Details Institution/Department/ Programme	Day, Month And Year (dd-mm-yyyy)	Validity	Remarks
i.	Rehabilitation Council of India-BASLP Programme	24.09.2007	2007-08 to 2008-09, 2009-10, 2010 - 11, 2011-12 & 2012-13	

(Enclose the recognition/approval letter – **RCI Recognition Letter Please See Annexure 4**)

8. Does the affiliating university Act provide for conferment of autonomy (as Recognized by the UGC), to its affiliated Colleges?
Yes √   No ☐
If yes, has the College applied for availing the autonomous status?
Yes√   No ☐

9. Is the College recognized
   a. by UGC as a College with Potential for Excellence (CPE)?
   Yes ☐   No √

   If yes, date of recognition………………………… (dd/mm/yyyy)

   b. for its performance by any other governmental agency?
   Yes ☐   No √
   If yes, Name of the agency…………. and Date of recognition………….. (dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location *	Urban
Campus area in sq. mts.	10,11,450
Built up area in sq. mts.	12,000

   (* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

o **Auditorium/seminar complex with infrastructural facilities -**√

o **Sports facilities**
   * Play Ground - √
   * Swimming Pool – No
   * Gymnasium – √

o **Hostel**
   * **Boys Hostel**
      i. Number of Hostels- 01
      ii. Number of inmates - 12
      iii. Facilities (Mention Available facilities) – Mess hall, Reading room,
         Recreation room with audio visual facilities

   * **Girl's Hostel**
      i. Number of Hostels - 01
      ii. Number of inmates - 59
      iii. Facilities (Mention Available facilities) - Mess hall, Reading room,
         Recreation room with audio visual facilities.

   * **Working women's Hostel**- NA
      i. Number of inmates
      ii. Facilities (Mention Available facilities)

o **Residential facilities for teaching and non-teaching staff (give numbers available and cadre wise)**
   • For teaching staff: 04
   • For non-teaching staff: 04

- o **Cafeteria** - √

- o **Health Centre** – √
  - ▪ First aid- √
  - ▪ Inpatient- √
  - ▪ Outpatient-√
  - ▪ Emergency care facility-√
  - ▪ Ambulance - √
  - ▪ Health center staff – √
  - ▪ Qualified doctor: Full time √   Part-time ☐
  - ▪ Qualified Nurse: Full time √   Part-time ☐

- o **Facilities like banking, post office, book shops** -√

- o **Transport facilities to cater to the needs of students and staff** - √

- o **Animal House** - √

- o **Biological waste disposal** - √

- o **Generator or other facility for managing constant supply and voltage of electricity and voltage-** √

- o **Solid waste management facility-** √

- o **Waste water management -** √

- o **Water harvesting -** √

12. Details of programmes offered by the College (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned / Approved Student Places	No. of Students Admitted
1.	Under-Graduate	BASLP	3+1year Internship	10+2	English	25	25
2.	Post-Graduate	NA	NA	NA	NA	NA	NA
3.	Integrated Programmes PG Ph.D	NA	NA	NA	NA	NA	NA
4.	M.Phil	NA	NA	NA	NA	NA	NA
5.	Ph.D	NA	NA	NA	NA	NA	NA
6.	Certificate Courses	NA	NA	NA	NA	NA	NA
7.	UG Diploma	NA	NA	NA	NA	NA	NA
8.	PG Diploma	NA	NA	NA	NA	NA	NA
9.	Any other (Specify and provide details)	NA	NA	NA	NA	NA	NA

13. Does the College offer self-financed Programmes?

Yes   √   No   ☐

If yes, how many? | 01 |

14. New programmes introduced in the College during the last five years if any?

Yes	-	No	√	Number	

15. List of the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly also do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	ASLP	-	-
Arts	NA	NA	NA
Commerce	NA	NA	NA
Any Other not covered above	NA	NA	NA

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com…)

a. annual system | - |

b. semester system | 01 |

c. trimester system | - |

17. Number of Programmes with

a. Choice based credit system | - |

b. Inter/multidisciplinary approach | - |

c. Any other (specify and provide details) | Credit based system |

18. Does the College offer UG and/ or PG programmes in Teacher Education?

Yes   ☐   No   √

If yes,

a. Year of Introduction of Programmme (s) ……………………. (dd/mm/yyyy)
  and number of batches that completed the programme | NA |

b. NCTE recognition details (if applicable)
  Notification No: ………………………………
  Date: ………………………….. (dd/mm/yyyy)
  Validity:………………………..

c. Is the institution opting for assessment and accreditation of Teacher Education
   Programme separately?
   Yes ☐   No √

19. Does the College offer UG or PG programme in Physical Education?
   Yes ☐   No √
   If yes,
   a. Year of Introduction of Programmme (s)
      and number of batches that completed the programme ☐

   b. NCTE recognition details(if applicable)
      Notification No: ………………………………
      Date: ………………………….. (dd/mm/yyyy)
      Validity:………………………..

   **c. Is the institution opting for assessment and accreditation of Physical Education
   Separately?**
      Yes ☐   No √

20. Number of teaching and non-teaching positions in the Institution
   As per RCI Norms:

Positions	Teaching Faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	* M	* F	* M	* F	* M	* F	* M	* F	* M	* F
Sanctioned by the UGC/University/State Government (RCI Requirements) *Recruited* *Yet to recruit*			01		06		03		04	
Sanctioned by the Management/Society or other authorized bodies *Recruited* *Yet to recruit*			01	00	02	07	01	02	01	03

   * M-Male   *F-Female

21. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M. Phil.							
PG			01	00	02	07	10
Temporary teachers							
Ph.D.							
M. Phil.							
PG							
Part-time teachers							
Ph.D.							
M. Phil.						2	2
PG			01			5	6

22. Number of Visiting Faculty Guest Faculty engaged with the College: 01

23. Furnish the number of the students admitted to the Institute during the last four Academic years.

Categories	Year 1(2008-09)		Year 2(2009-10)		Year 3(2010-11)		Year 4(2011-12)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-
OBC								
General	-	-	-	-	-	-	-	-
Others	01	05	01	13	03	17	03	12

24. Details on students enrollment in the College during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the College is located	Nil	-	-	-	-
Students from other states of India	25	-	-	-	-
NRI Students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	**25**	-	-	-	-

25. Dropout rate in UG and PG (average for the last two batches)
Enrolled in first year, minus those appeared for final exams in the final year from among them = Dropout.
(e.g. enrolled in 2007, 100. Minus those who appeared for final exams in 2010, 85 = dropout 15)

UG   01

PG   -

26. Unit Cost of Education
(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component   Rs. 51,060

(a) Excluding the salary component   Rs. 15,890

27. Does the College offer Distance Education Programme (DEP)?
Yes ☐   No √

If yes,

a) Is it a registered center for offering distance education programmes of another University
Yes ☐   No √

b) Name of the University which has granted such registration.   -

c) Number of programmes offered   -

d) Programmes carry the recognition of the Distance Education Council.
Yes ☐   No √

28. Provide Teacher-student ratio for each of the programme/course offered – 1:7

29. Is the College applying for
Accreditation: Cycle 1   Yes

Cycle 2   -

Cycle 3   -

Cycle 4   -

Re-Assessment: -

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of Accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re- assessment only)
Cycle 1:………………….(dd/mm/yyyy) Accreditation Outcome/Result…….
Cycle 2:………………….(dd/mm/yyyy) Accreditation Outcome/Result…….
Cycle 3:………………….(dd/mm/yyyy) Accreditation Outcome/Result…….
* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year   280

32. Number of teaching days during the last academic year   260

(Teaching days means on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)
- IQAC…1-4-2012……….. (dd/mm/yyyy)

34. Details on submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR (i)…18 /06/2012… ….. (dd/mm/yyyy)
AQAR (ii)…………………….. (dd/mm/yyyy)
AQAR (iii)…………………….. (dd/mm/yyyy)
AQAR (iv)…………………….. (dd/mm/yyyy)

35. Any other relevant data (not covered above) the College would like to include. (Do not include explanatory/descriptive information)

> NO

C. CRITERIA-WISE INPUTS

CRITERION I: CURRICULAR ASPECTS

1.1 Curricular Planning and Implementation:

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

VISION

To be the trusted destination of quality services for speech and hearing impaired and to be recognized as a global leader in education and research for Audiology and Speech Language Pathology

MISSION STATEMENT
o   To provide state of the art facilities in speech & hearing care services to all.
o   To create center of excellence in speech & hearing education
o   To foster excellence in research.

GOALS & OBJECTIVES:

o   **Goal 1: Empowering communication through quality clinical services.**
    Objective:
    - To ensure comprehensive patient care.
    - To meet the needs of speech, language and hearing impaired with compassion, competency and professional dignity.
    - To create an environment where innovation and teaching are integral to patient care.

o   **Goal 2: Affirm teaching and learning process.**
    Objective:
    - To select and retain the best teaching faculty by promoting and sponsoring the faculty development.
    - To select and train potential students on competitive basis from all sections of society.
    - To encourage students in creative thinking, experimental learning and case study analyses.
    - To upgrade knowledge by conducting and participating in workshops, seminars and conferences.
    - To establish post graduate program.

o   **Goal 3: Developing infrastructure.**
    Objective:
    - To acquire state of the art equipment required for imparting training to students and carry out research.
    - To develop the departmental library with latest books, journals, charts and models.
    - To procure ample space for establishing quality sound trated rooms, speech science labs and classrooms.

- o **Goal 4: Enhancing research activities.**
  Objective:
    - To encourage faculty to present papers in national and international conferences and publish papers in reputed journals.
    - To motivate and guide students to carry out research.
    - To obtain funded research projects from government and other agencies.

- o **Goal 5: Undertake awareness programs.**
  Objective:
    - To create awareness about Speech and Hearing profession through various forms of media.
    - To create awareness in the society about Speech and Hearing disorders.
    - To conduct focused and well publicized camps and school screening programs.
    - To promote universal newborn hearing screening for early identification of Speech and Hearing disorders.

It is communicated to the students, teachers, staff and other stakeholders in the following manner:

- By prominently displaying Vision and Mission Statement on the Website, in the Prospectus, in the Calendar, in the College Annual magazine, in the College newsletter and throughout the campus.
- By verbal communication to students on Orientation Day and Farewell Day.
- By verbal communication to teachers at departmental meetings.
- By verbal communication to team members of a wide variety of outreach and rural health care activities.
- Through motivational talks during various programmes conducted by the institution.
- By verbal communication during parent teacher meetings.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details on the process and substantiate giving specific example(s).
- In the beginning of the academic year action plan is prepared and each subject is assigned to designated staff.
- The teachers prepare a lesson plan for each chapter.
- A time table is set at the beginning of the academic year which fulfills the prescribed number of hours for each subject.
- The staff is responsible for completing the portion within the stipulated time.
- The teaching includes didactic lectures, tutorials and seminars.
- IEC materials are used for effective teaching.

E.g.: Semester I
Topic: Introduction to Hearing & Hearing Sciences

Total number of hours allotted	- 64 hrs.
Number of Units	- 05
Average Number of hours/unit	- 12 hrs. per unit
Number of staff covering their subjects	- 02
Number of hours of classes/week	- 04 hrs.
Number of unit tests conducted	- 05
Number of internal assessment tests conducted	- 03
Number of model exams conducted	- 01

This pattern is followed for each subject to achieve effective implementation of the curriculum.

1.1.3 What type of support (procedural and practical support) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Institutes of repute (through RCI sponsorship) and the Institution organize workshops, trainings, seminars for the benefit of the teachers. The teachers use the techniques learnt here for effective teaching.

1.1.4 Specify the initiatives taken up or contributions made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- The annual teaching programs are planned in advance.
- Periodic monitoring of the activities such as commencement of classes and time management for effective implementation of the curriculum is done.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

- The staff is in constant touch with the university for effective operationalization of the curriculum.
- Professional service providers of Speech & Hearing visit to interact with students on recent practices.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- Representation from the staff in the board of studies and other University academic bodies.
- No. of staff involved- 02.
- Mr. Akhilesh P.M is a Chairman/Member of the Academic Council, Mangalore University.
- Mrs. Shwetha is a member of the Board of Studies, Mangalore University.

Opinions on improvement of curricular aspects from student feedback are considered for the subsequent batch of students. Based on feedback, the institution procures additional/new equipment.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

- No.

1.1.8 How does the institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- Regular monitoring of the staff working pattern.
- Periodic evaluation of student performance.
- Opinions expressed by external examiners towards improvement are considered.
- Institution procures latest equipment after analyzing the need.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

- NA

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

 - No

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

The syllabus includes theory as well as practicals with reference to clinical observation in the department which is attached to our hospital.

- **Range of Core /Elective options offered by the University and those opted by the College** – Nil
- **Choice based credit system and range of subject options** – Affiliating University does not provide for.
- **Courses offered in modular form** - Nil
- **Credit transfer and accumulation facility** - Nil
- **Lateral and vertical mobility within and across programmes and courses** - Nil
- **Enrichment courses** – Nil

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

- Yes,
  - There is no change in curriculum or any other criteria for teacher selection.
  - The fees is fixed by the College taking into the annual expenditure to run the course.

1.2.5 Does the College provide additional skill oriented programmes, relevant to Regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

 - No

1.2.6 Does the university provide the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the course/ combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

 - No

1.3 Curriculum Enrichment

1.3.1 Describe the efforts by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The Institution provides necessary funds for upgrading the instruments and purchase of library books which supplements the curriculum to meet the goals and objectives. These are reviewed at the Departmental meetings.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment markets?

The students are made employable by giving:
- More emphasis on interactive teaching,
- Rotational small group teaching
- Remedial teaching
- Skill development classes
- Outreach programs to detect, analyze and remedy Speech & Hearing deficiencies in the community.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The curriculum includes subjects on environment education, human rights for which external faculties are invited to deliver lecturers on these topics.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- **Moral and ethical values-** Yes; lectures on Bioethics & Annual Retreats
- **employable and life skills -** Yes
- **Better career options –** Career guidance is given periodically.
- **Community orientation –** Health camps, community awareness programmes, outreach programmes

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- Feedback obtained from the students is analyzed in the department and is implemented in the teaching- learning sessions.
- Representatives of the employment market give feedback to enrich curriculum

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- Periodic Evaluation of Theory, Practical and Clinical Skills.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum by the University?

- The Institution deputes the staff for representation in the annual meetings conducted by the University with reference to curriculum transactions.

OR

- Faculty of the Institution is invited by the University while designing/ re-shaping curriculum.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/ new programmes?

- Yes.

Suggestions expressed at teacher-student interactions are evaluated and taken up for the change in curriculum and referred to the university bodies to do the needful.

1.4.3 How many new programmes/Courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?

- Nil

CRITERION II:
TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the College ensure publicity and transparency in the admission process?

- Prospectus –√
- Institutional Website - √
- Advertisement in Regional / National Newspapers - √
- Inclusion in the selection process for government seats in the website of Affiliating University.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit, (ii) Common admission test conducted by state agencies and national agencies (iii) Combination of merit and entrance test or merit, entrance test and interview (iv) Any other) to the various programmes of the Institution.

Admission is directly done based on merit and interview. Candidates are called for interview in the order of their merit and their suitability is assessed at the interviews.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the College and provide a comparison with other Colleges under the affiliating university within the city/district.

The minimum percentage of marks for admission is 48% and maximum percentage is 91% in aggregate (PCMB, PCMS, PCME and PCMC).

2.1.4 Is there a mechanism to review its admission process and student profiles annually? If 'yes', what is the outcome of such an effort and how has it contributed to the improvement of the process?

- No

2.1.5 Reflecting on the strategies adopted to increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

Ours is a Christian Minority Institution. The admissions are done as per the norms set by the government.

2.1.6 Provide the following details for the various programmes offered by the institution during the last four years and comment on the trends. i.e., reasons for increase / decrease and actions initiated for improvement.

Programmes	Number of Applications	Number of students admitted	Demand ratio
UG - BASLP 2009-2010 2010-2011 2011-2012 2012-2013	14 20 15 32	14 20 15 25	1:1 1:1 1:1 1.28:1
PG	NA	N	NA
M.Phil	NA	NA	NA
Ph.D	NA	NA	NA
Integrated PG Ph.D	NA	NA	NA
Value added 1 2 3	NA	NA	NA
Certificate 1 2 3	NA	NA	NA
Diploma 1 2	NA	NA	NA
PG Diploma 1 2 3	NA	NA	NA
Any other 1 2 3	NA	NA	NA

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

As per the norms set by the government, providing ramps, use of lifts, Vehicle Park etc

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

No. The course content does not depend on any prior knowledge in the students, hence this provision is not required.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/ Remedial/Add-on/Enrichment Courses, etc.).

- Nil.
   There is no need to bridge any knowledge gap as BASLP course starts everything from fresh.

2.2.4 How does the College sensitize its staff and students on issues of gender, inclusion, environment etc.?

The students are given didactic lectures on the above topics.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Needs identified during tests and evaluation of student work. Academic needs are met by concerned teachers who guide students academically exposure to advanced topics, internet usage, assignments.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

Concerned teacher reports to HOD about students at risk of drop out, if any. Such cases are rare. Adequate counseling is given.

2.3 Teaching-Learning Process

2.3.1 How does the institute plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

At the commencement of each academic year; the entire academic calendar is designed which includes all activities through the year. The staff will be assigned subjects and they prepare lesson plan in the form of PowerPoint Presentation.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

IQAC evaluates the teaching-learning process and provides suggestions for improvements. These suggestions will be discussed and implemented and also non compliances will be attended.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

- As the number of students in the class is only 25, personal attention is greatly facilitated.
- Lecturers are interactive, which involve students in the learning process. Teachers participate in faculty development programmes and learn skills for interactive learning, collaborative learning and independent learning.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students for transforming them into life-long learners and innovators?

This is done by guiding and encouraging the students for scientific research papers and projects to be presented or published at the scientific meetings/ Conferences/Journals.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- Audio- Visual aids, including e-learning via *wi-fi* enabled ICT.
- RCI Sponsored satellite link educational program.

2.3.6 How are the students and faculty exposed to advanced knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- National seminars and workshops
- Visits to labs.

2.3.7 Detail (process and the number of students \benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

- Services of Institutional counselor available
- Teacher acts as mentor.
- Teacher acts as academic advisor
- Students exposed to guest-lecturers.
- Psycho-social support extended via cultural activities.

2.3.8.Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- Each faculty prepares a lesson plan based on syllabus and patient exposure
- Speech deficiencies detected in patients are documented. These become the basis for case studies at appropriate level.
- Deficiencies in hearing are analyzed against available range of hearing aids. Decision making skills are imparted.
- The students acquire skills to determine deficiencies and select appropriate remedies.

2.3.9 How are library resources used to augment the teaching-learning process?

- For additional reference to augment classroom instruction
- For extensive reference work which is assigned at the conclusion of a topic during classroom teaching or clinical exposure.
- To collect necessary information while preparing assignments and charts

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

- No

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- Regular feedbacks are obtained from the students
- Internal quality assurance cell monitors and provides feedback
- Result analysis is done at the conclusion of tests/examinations.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resources (qualified and competent teachers) to meet the changing requirements of the Curriculum.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt							
Ph.D.							
M.Phil.							
PG			01		02	07	10
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.						02	02
PG			01			05	06

When curriculum change requires additional faculty with specific qualifications, the management advertises the posts and conducts interviews to select the best candidate.

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging area) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Not Applicable, as adequate faculty has been appointed and no scarcity exists.

2.4.3 Providing details on staff development programmes during the last four years elaborate the strategies adopted by the institution in enhancing the teacher quality.

a) **Nomination to staff development programmes:**

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses Continuing rehabilitation education	7
HRD National Workshop on Noise Measurement and Hearing Conservation	1
Orient Workshop of Hearing Aid	10
Staff training Workshop on Alternative and Augmentation Communication	10
International Seminar on Neuromotor Speech Disorder	2
International Seminar- Larycare- II	2

b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching- learning**
   - Teaching learning methods/approaches
   - Content/knowledge management
   - Selection, development and use of enrichment materials
   - Assessment
   - Cross cutting issues
   - Audio Visual Aids/multimedia
   - Teaching learning material development, selection and use

Staff will be periodically deputed to attend CMEs, CREs, Teaching Learning Workshops and Research Methodology Workshops conducted by the institution.

c) **Percentage of faculty**
   - Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies
   - participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies
   - Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

- Please see Annexure 5

2.4.4 What policies/systems are in place to re-charge teachers? (Eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

   - Research grants
   - Study leaves
   - Support for research and academic publications
   - Deputation to Conference/Workshop
   - Sabbatical leave
   - Annual incentive

2.4.5 Give the number of faculty who received awards / recognitions at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance and achievement of the faculty.

- Nil

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- Yes

Students feedback is obtained in a prescribed form at the end of the term, appraised and discussed with faculty members, the Principal and the CMS. Suggestions for improvement are evaluated and implemented.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- All stakeholders are informed of the evaluation process at the beginning of the course.
- Faculty is involved in the preparation of the progress report after the examination.
- Progress reports are sent to the parents for their signature and then returned to the faculty concerned.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- Reforms are initiated by the University at the meetings of the Board of Studies and Board of Examination.
- The pattern of questions in the university is modified as per the suggestions of academicians.
- There is provision for students for re-totaling and re-valuation at the University level.
- After the evaluation of the answer papers in the College internal examinations, the students are shown the papers to ensure proper evaluation.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- The evaluation process is brought to the notice of all faculty with detailed instructions to follow the procedure
- The Principal monitors the process and appoints faculty for proper implementation.

2.5.4 Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system?

At the end of each theory chapter internal assessment is done so also at the end of each posting. Theory and practical are assessed periodically; Students are give feed back of the marks obtained in the formative evaluation. The end of the semester the consolidated Intern assessment marks are forwarded to the University and final summative exam carry 20 % of

total marks form the internal assessment. The summative exam is conducted by the university at the end of each semester, and grad ea are offered to them in the final examination.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- The Institution informs the parents about the progress of their wards.
- The parents are asked to meet the HOD periodically.
- Cumulative record is maintained in the department to monitor progress.
- Periodic information to the parents is given through mail notice board.
- Monitoring includes student counseling wherever necessary.

Year	Passes (with Percentage)
2008	100%
2009	100%
2010	90%
2011	93.33%
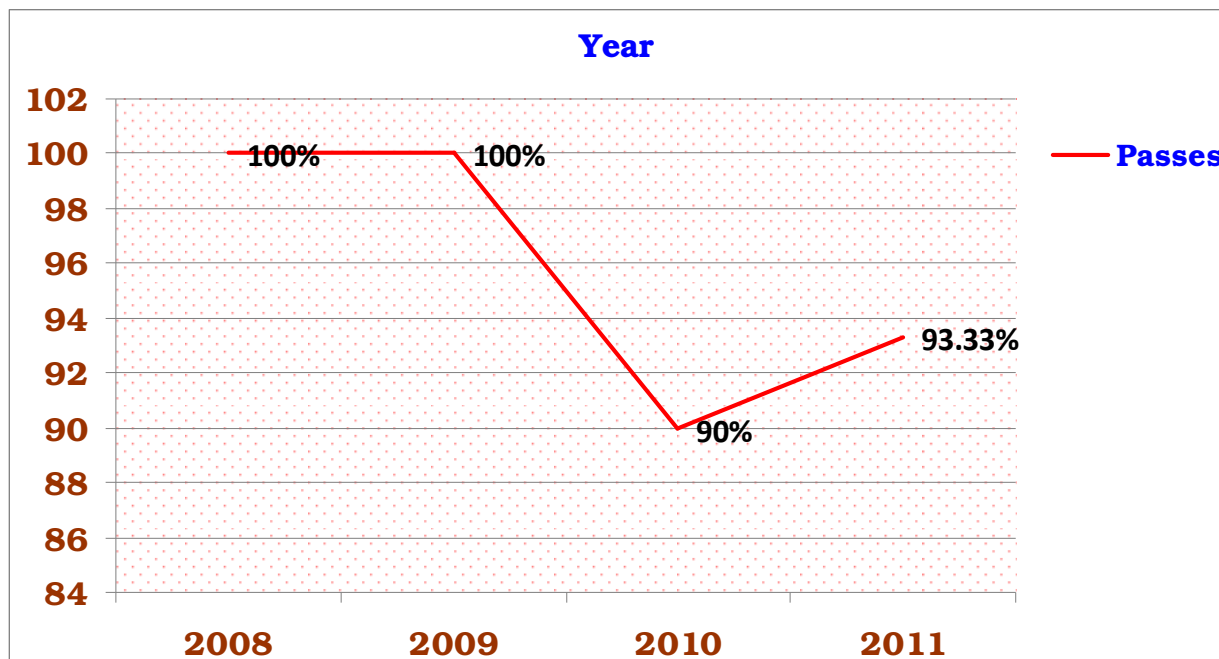
2.5.6 Detail on the significant process improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weigtages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

- Monthly internal assessment test is conducted on each chapter and assessed.
- 25% of the Internal Assessment Marks are allotted for independent learning and communication skills.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes', provide details on the process and cite a few examples.

- Yes.

Assessment/evaluation is one of the indicators used by the staff, which gives insights to improve student performance. For example, any student who scores below the cut off of 50% in practicals and 40% in the theory are identified as a candidate for remedial teaching.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

At the College level:
- Students are free to meet the concerned teacher.
- The College has appointed a grievance committee for evaluation for further action.

At the University level:
- Students may ask for re-totaling
- Students may ask for re-valuation

2.6 Student performance and Learning Outcomes

2.6.1 Does the College have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

- Yes.

The students and staff are made aware of the learning outcomes through orientation programmes and the also stating these in the RCI syllabus copy.

2.6.2 How are the teaching, learning and assessment strategies of the institution Structured to facilitate the achievement of the intended learning outcomes?

Periodic formative evaluation is done and under achievers are identified and remedial teaching is done. Students with low Internal Assessment are given re-tests.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- The institution organizes periodic exhibitions, seminars and conferences to create awareness among the people about Speech and Hearing deficiencies.
- Students are encouraged to gain self-employment.
- Institution promotes quality professionals by training students to achieve excellence.

2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

During Alumni meeting and also feed back from the former students**.**

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

- Periodical written tests
- Pre-clinical briefings are given to set out the task at the clinical and after the clinical, reviews are conducted.
- There are skill practice sessions with patients where students are assigned tasks in assessing pathology and determine remedy.

2.6.6 What are the graduate attributes specified by the College/affiliating university? How does the College ensure the attainment of these by the students?

- Facilitate the transition of training from supervised to independent responsibility.
- Provide additional inputs to attain and maintain competence in clinical management of persons with communicative impairments.
- Initiate group and individual action focusing on prevention or early identification and intervention in individuals with speech, hearing and language impairments at the level of the individual, family and community.
- Facilitate the understanding of professional responsibilities and ethical practices including:
- Rights and dignity of patients.
- Consultation and referral to other professionals.
- Conduct and professional obligations to peers/patients/families and the community at large.

CRITERION III:
RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research:
3.1.1 Does the institute have recognized research center/s of the affiliating University or any other agency/organization?

- Yes.

  It is affiliated to DSIR, New Delhi.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

- Yes.

The objectives are:
- To encourage research initiatives among the Staff and the students
- To establish research fund
- To workout MOU with research Institutions
- To enhance the quality of research publications by faculty and students.
- To promote consultancy services in different specialties.
- To conduct research methodology/ project writing workshops.
- Incentives to encourage research and publication has been proposed by this committee and has been implemented

Major decisions taken
1. Regular orientation pragrammes on research methodology and statistics for Postgraduate students and staff.
2. To upgrade animal house and research lab.
3. To provide incentive to staff for research and publications
4. To establish research centre recognized by Government of India.

The following are the members:
Research and Medical Ethics Committee
1. Dr. Arun Rao – MD, DGO	-	Chairperson
2. Mr. Eric Sequeira – BA, BL	-	Vice Chair Person
3. Dr. B Sanjeev Rai – MD, DCH, MBA	-	Secretary
4. Dr. Shiva Shankar – M.Sc, Ph.D	-	Joint Secretary
5. Rev Dr. Leo D'souza – M.Sc, Ph.D	-	Member
6. Dr. John Mathai - MD	-	Member
7. Dr. Ashok Shenoy - MD	-	Member
8. Dr. Prasanna Kumar– MD	-	Member
9. Prof. Irene T.R. Alvares-MSc.	-	Member
10. Mrs. Rameela Shekar – MSW, M.Phil (PSW), PGDHRM, Ph.D	-	Member
11. Mr. Narasiman S – MPT	-	Member
12. Mrs. Veena Manoj – MA, B.Ed	-	Member
13. Dr. Jayaram Shetty – BVSc, MVSc	-	Member
14. Ms. Bindiya Shetty – MSW	-	Member
15. Mr. Nikesh Shetty – BA, BL	-	Member

3.1.3 What are the measures taken by the institution to facilitate smooth progress and Implementation of research schemes/projects?

- **Autonomy to the principal investigator -** Available
- **Timely availability or release of resources -** Available
- **Adequate infrastructure and human resources -** Available
- **Time -off, reduced teaching load, special leave etc. to teachers -** Available
- **support in terms of technology and information needs -** Available
- **Facilitate timely auditing and submission of utilization certificate to the funding authorities -** Available
- **any other -** Nil

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among the students?

- The Institute identifies topics where the student can take up either field studies or patient response on a number of pathologies
- They are encouraged to develop these into research topics.
- They are enthused into under-taking data collection necessary for preparing scientific papers
- They are deputed to attend National seminar conferences.

3.1.5 Give details of the faculty involvement in active research? (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

o **Guiding student research:**
- Students are invited to engage in the research activities of the College under the guidance of the College Research Cell.

o **Leading Research Projects:**
- Students are helped to select appropriate topics for their projects.

o **Individual/collaborative research activity:**

o **RESEARCH ACTIVITIES – 2012:**

Mrs. Shwetha and Mrs. Jensy Gangan Kuniyil.	1. Development and Standardization of Tinnitus Handicap Inventory IN Kannada 2. Effects On Speech & Language Skills Due To A Persisting Metallic Bullet Following Traumatic Brain Injury –A Case Report 3. Speech Characteristics And Swallowing Function Post Segmental Mandibulectomy: A CASE Study 4. Polycystic ovarian disorder (PCOD): Voice characteristics over long term and short term: A comparative study 5. Voice characteristics in cancer patients after chemotherapy and radiotherapy: - A Comparative study 6. Personality- A leading cause for vocal abuse 7. Effects of chemotherapy on outer hair cells function

Ms. Geethu Mohan.	1. Effects of Short and Long Standing Thyroid Problems on Voice Characteristics 2. Glottic cancer – A Case study 3. Comparison of voice characteristics in GERD and LPR
Mrs. Jensy Gangan Kuniyil and Ms. Jane Shefali Maben.	Post-surgical speech and language skills in craniopharyngioma – A case study
Ms. Ramandeep Kaur.	1. Phonological-onset and rhyme priming effects in young indian adults 2. Phonological processess in 3-4 year old Hindi speaking rural and urban children 3. Phonological processes in monolingual and bilingual children a comparison of time, space and whole word patterns 4. Phonological facilitation effects across linguistically similar and linguistically distinct Indian bilinguals 5. Maze production in children with mental retardation 6. Lexical semantic organization in indian bilingual children 7. Documenting Voice Characteristics of (City) Bus Conductors: A Preliminary Study 8. Masked Priming Effects In Visual Word Recognition Among Hindi-English Bilinguals 9. Comparison of cross language negative priming effect in indian bilinguals using linguistically similar and linguistically distinct languages
Ms. Ramandeep Kaur.	Lexical access through semantic memory task in "at risk" learning disabled children

PROJECTS:

Mr. Minton Mathew	Auditory profile in chronic renal failure patients undergoing haemodialysis
Ms. Ramandeep Kaur	Lexico-semantic production and cognitive processing in Indian bilingual children

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

- Workshop on Alternative Augmentation Communication held on September 8th, 2011.
- Continuing Rehabilitation Education on Comprehensive Hearing Assessment and Rehabilitation, Child Language Assessment, Larynectomy and Voice Rehabilitation held on March 31st, April 1st and 2nd, 2011.
- Workshop on Recent Advances in Hearing Aid Technology and Fitting, conducted on 20th September 2012.

3.1.7 Provide details of prioritized research areas and the expertise available with the Institution.

Prioritized research areas	Experts
Pediatric Audiology	Mr. Anoop Oomen Mr. Akhilesh P.M.
Professional Voice	Ms. Ramandeep Kaur Ms. Geethu Mohan
Neuromotor Language Disorders	Mrs. Jensy Gangan Kuniyil
Diagnostic Audiology	Ms. Vibha Kanogakar Mr. Minton Mathew
Articulation Disorder Management	Mrs. Shwetha
Childhood Language Disorders	Ms. Jane Shefali Maben

3.1.8 Enumerate the efforts of the institute in attracting researchers of eminence to visit the campus and interact with teachers and students?

The institute organizes seminars and workshops and invites eminent researches as resource persons. The following resource persons have visited the institute:
- Dr. B. Rajashekar, Dean, College of Allied Health Sciences, Manipal University
- Dr. Preeja Balan, Consultant Speech Language Pathologist, Bangalore.
- Dr. Jayashree Bhat, Head of the Department, KMC, Mangalore.
- Dr. Subba Rao, Principal, Dr. M.V Shetty College of Speech and Hearing, Mangalore.
- Dr. Gautham Kulamarva, Consultant ENT Surgeon, Kasargod.

3.1.9 What percentage of faculty have utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

- Nil

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to the students and community (lab to land).

The awareness is created by delivering talks at the meeting in the schools and camps organized by the service organizations.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Funds for research activities are available without difficulty.

3.2.2 Is there a provision in the institution to provide seed money to faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

- Yes.
   However, the money granted depends upon the project.

3.2.3 What are the financial provisions made available for support student research projects by students?

- Subsidized investigations
- Subsidized procedures.

3.2.4 How do the various departments/units/staff of the institute interact in Undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

There are several specialties in the curriculum of BASLP course. As the department functions in a 1250 bedded hospital having many experts in medicine and surgery their services and expertise is available inter disciplinary approach to remedy Speech and hearing pathologies. Outcomes of such cases is documented and forms basis for further research. Thus,

- A project titled "Effectiveness of follow up for hearing screening in neonatal hearing screening program", was undertaken, where the patient was referred from Pediatrics department to Audiology department.
- A team approach is considered for counseling for follow up by pediatrician as well as audiologist.

3.2.5 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and modern areas of research?

- Procuring state of art equipment.
- Upgrading existing infrastructure facilities.
- E- Journals and E-References in Knowledge Center.
- A separate wing has been designated for research activities.
  - Qualified staff appointed to guide and help in research activities.
  - Programmes are conducted to guide staff to obtain research grants.
  - Purchase of equipments for research purpose.

3.2.6 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- **Equipment:**
  - State of art instruments used for diagnosis of disorder through a battery of tests
  - Optimize availability and use various equipments is considered while selecting and allotting research topics

- **Research facilities: students write and preserve**
  - The students write and preserve clinical records and the observations form a data base for research
  - The equipment is made available to staff and students for undertaking research projects
  - Staff is given incentives for research and publication of papers.

3.2.7 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes', give details.

- Nil

3.2.8 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years?

Nil

Nature of the Project	Duration Year From To	Title of the Project	Name of the Funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor projects						
Major projects						
Interdisciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

3.3 Infrastructure for Research:

3.3.1 What are the research facilities available to the students and research scholars within the campus?

- Adequately equipped Research Centre is established
- Necessary equipment's for basic research is made available
- Provision to provide seed money to research scholars.

3.3.2 What are the institutional strategies for planning, upgrading and creating Infrastructural facilities to meet the needs of researchers especially in the new & emerging area of research?

- To set aside a separate wing for research activities
- Utilize the expertise of qualified and expert staff to guide and further in research activities
- Initiate and conduct programmes to guide staff to obtain research grants
- Purchase of equipment needed for research.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the Instruments/facilities created during the last four years?

- Nil

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

- **Nil**

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- Library – space set aside in both central and departmental libraries with facilities
  - New library block
  - Bio-metric system
  - Barcode Printer & Scanner added to Circulation System.
  - 15 Computers are added to e-Library Loan Service & Document
  - Membership availed to give Inter Library Loan Service & Document Delivery Service from the following Institutions:-
    - American Library
    - British Council Library
    - DELNET
    - Mangalore University Library
  - Internet connectivity enhanced from 10 Mbps to 100 Mbps
  - Library Softwares EPAC links to the Departments of FMMC to the Central Library.
  - Library search facility
  - Free internet facility
  - Publication support
  - INFLIBNET

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the College. For ex. Laboratories, library, instruments, computers, new technology etc.

- Paediatric and Medical departments in the Hospital where BASLP is located share their resources for collaborative diagnosis, referral and research.
- Use of such departmental equipment under their care is permitted.

3.4 Research Publications and Awards:

3.4.1 Highlight the major research achievements of the staff and students in terms of
- * Patents obtained and filed (process and product) - **Nil**
- * Original research contributing to product improvement - **Nil**
- * Research studies or surveys benefiting the community or improving the services – **Nil**
- * Research inputs contributing to new initiatives and social development - **Nil**

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Muller Journal of Medical Sciences and Research is a campus published journal. BASLP staff are on the editorial board. The journal publishes original papers contributed by father Muller Medical College and BASLP College.

3.4.3 Give details of publications by the faculty and students:

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national / international)

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

- Please see Annexure 5

3.4.4 Provide details (if any) of:

- Research awards received by the faculty
- Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally and
- Incentives given to faculty for receiving state, national and international recognitions for research contributions.

- Please see Annexure 5

3.5 Consultancy

3.5.1 Give details on the systems and strategies for establishing institute industry interface?

There exists a systematic approach to identify speech pathology and audiology problems in the community through regular outreach programmes and camps, specially in schools with the collaboration and support of the father Muller Medical College. BASLP staff discusses the causes and remedies of these pathologies and identifies areas where collaboration with industry is possible and in such cases, links are established with industry.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The institution favors consultancy by experts in the staff of the College. It is publicized through public awareness talks and programmes.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The College runs a clinic for out-patients within Father Muller Medical College Hospital. Patients consult the experts and are tested on modern machines to determine the extent of pathology. Patients are guided to acquire the right type of hearing aids specific to their needs. Speech therapy sessions are planned for required number of days to overcome problems.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

    None

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

    NA

3.6 Institutional Social Responsibility (ISR) and Extension Activities

3.6.1 How does the institution promote institute-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- By conducting Outreach Programs and Free Speech and Hearing Camps
- By making available quality professional service at affordable prices
- Organising awareness programs
- By participating in *Sarva Shikshana Abhiyan* (SSA)

3.6.2 What is the Institutional mechanism to track the students' involvement in various social movements / activities which promote citizenship roles?

Extra -curricular activities and value education provide avenues to students to become aware of the social environment, the social evils, citizen responsibility and individual contribution to make the society a better place to live. Periodic and regular meetings are conducted for highlighting the values.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- Feedback is taken from the students at the end of each phase/ year.
- Feedback from the parents.
- Feedback from patients visiting the clinic
- Feedback from the social/service organizations like Rotary Clubs, Lions Clubs etc…

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, List the major extension and outreach programmes and their impact on the overall development of students?

- Camps in association with service organizations like Rotary Clubs and Lions Clubs
- Outreach school screening program in association with SSA.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- NA

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- Nil

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- students were sensitized towards care for the community problems
- community care is considered as an integral part of education
- Students identify common problems and become aware of the community oriented disease patterns.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

By involving collaborating with the members of service organizations like the Rotary Club, Puttur who are active members of local community possessing the power to influence the community and make them responsive and acceptive to available treatment. Before the actual date of the outreach programme, pamphlets on prevalence, cause, impact and treatment of speech and hearing pathologies are distributed.

3.6.9 Give details on the constructive relationships forged (if any) with other Institutions of the locality for working on various outreach and extension activities.

We have an informal arrangement with service organizations to promote camps and outreach programmes in the areas represented by them.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- Nil

3.7   Collaborations:

3.7.1   How does the institution collaborate and interact with research laboratories, Institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment,research scholarships etc.

- Nil

3.7.2   Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

- Nil

3.7.3   Give details (if any) on the industry-institute-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/new technology /placement services etc.

- Nil

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the College during the last four years.

The following resource persons have visited the institute and conducted state level conference/seminar:
- Dr. B. Rajashekar, Dean, College of Allied Health Sciences, Manipal University
- Dr. Preeja Balan, Consultant Speech Language Pathologist, Bangalore.
- Dr. Jayashree Bhat, Head of the Department, KMC, Mangalore.
- Dr. Subba Rao, Principal, Dr. M.V Shetty College of Speech and Hearing, Mangalore.
- Dr. Gautham Kulamarva, Consultant ENT surgeon, Kasargod, Kerala.

<u>National and international conferences organized</u>

- Workshop on Alternative Augmentation Communication held on September 8th, 2011.
- Continuing Rehabilitation Education on Comprehensive Hearing Assessment and Rehabilitation, Child Language Assessment, Larynectomy and Voice Rehabilitation held on March 31st, April 1st and 2nd.
- Workshop on Recent Advances in Hearing Aid Technology and Fitting, conducted on 20th September 2012.

3.7.5 How many of the linkages/collaborations resulted in formal MoUs and agreements?List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -
   a) Extension- SSA and Rotary Club, Puttur**.**
   b) Internship/ On-the-job training- MoU between other institutes through internship

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

- NA

Any other relevant information regarding Research, Consultancy and extension which the College would like to include.

CRITERION IV:
INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities:
4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The institute provides good infrastructure with modern amenities and state of art equipments to facilitate effective teaching and learning and for comprehensive patient care.

4.1.2 Detail the facilities available for
a) Curricular and co-curricular activities classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

- Class rooms well equipped with audio-visual teaching
- Fully equipped Seminar Hall with seating capacity of 100.
- Laboratories equipped with state of art diagnostic and rehabilitation equipment.
- A sound treated audio testing centre
- Clinical rooms with necessary equipment

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- Available.
  - The Institution has a stadium, outdoor and indoor games facilities, gymnasium and auditorium.
  - The students are given facilities for cultural activities, competitions in the campus and outside.
  - Medical facilities are provided to all students.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).

- Infrastructure is designed and maintained as per the specification of Rehabilitation Council of India.
- A 200 sq.ft sound treated room was constructed costing approximately of Rs. 4 lakhs
- Electro-physiologic testing equipments costing approximately Rs. 8 lakhs were purchased.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Although there are no such students, the campus is barrier free with ramps and lift facilities. Personal attender is permitted.

4.1.5 Give details on the residential facility and the various provisions available within them:

- **Hostel Facility -** Available
- **Recreational facilities, gymnasium, yoga center, etc. -** Available
- **Computer facility including access to internet in hostel. -** Available
- **Facilities for medical emergencies -** Available
- **Library facility in the hostels –** Available
- **Internet and Wi-Fi facility –** 100Mbps available
- **Recreational facility-common room with audio-visual equipments** - Available
- **Available residential facility for the staff and occupancy –** Available
- **Constant supply of safe drinking water -** Available
- **Security -** Available

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

All students receive free treatment in Father Muller Medical College Hospital, a sister institute which is also associated the College and collaborates in some of its activities like clinical referrals.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's cell, counseling and Career Guidance, Placement unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- **IQAC** has been created
- **Grievance Redressal unit** has been constituted
- **Women's Cell –** Available
- **Counseling and Career Guidance-** Available
- **Health Centre –** Father Muller Medical College Hospital.
- **Canteen –** Available
- **Recreational spaces for staff and students –** Available
- **Safe drinking water facility-** Available
- **Auditorium-** Available

<u>**Grievance Redressal Cell for staff**</u>

Dr F.E.A. Rodrigues, Professor of Ophthalmology	-	Convener
Dr. Erel Diaz, Professor of Surgery	-	Member
Dr. Sujaya V. Rao, Professor & HOD of OBG	-	Member
Dr. Prithi Jain, Associate Professor of Anaesthesiology	-	Member
Dr. Avinash S.S., Assistant Professor of Biochemistry	-	Member
Ms. Ramandeep Kaur, Lecturer, Dept. of Sp& Hg	-	Member
Dr. Jayaprakash C.S., Additional Professor of Pathology	-	Member
Mr. Narasimman S., Professor & Course Coordinator of Physiotherapy	-	Member

Father Muller College, SSR

Women guidance & Counseling Committee

Dr. Hilda Fernandes, Additional Professor of Pathology	-	Convener
Dr. Nelly E. P. Nazareth, Associate Professor of Ophthalmology	-	Member
Ms. Geethu Mohan, Lecture, Dept. of Sp& Hg	-	Member
Dr. G. Nagarathna, Professor of OBG	-	Member
Ms. Anna Lavita D'Souza, Tutor of Physiotherapy	-	Member
Sr. N. Shikha SRA, Carmel Hostel	-	Member
Ms. Elena Bevin John, MBBS Student, Batch 2010	-	Member
Mrs. PrecillaMenda, Non-Teaching Staff	-	Member

Student counseling committee

Dr.Princy Louis Palatty, Professor of Pharmacology	-	Convener
Dr. Ashwin Alva K. Senior Resident of Surgery	-	Member
Mrs. Sainu Susan Oomen, Assistant of Anatomy	-	Member
Dr. Thomas S. Kuruvilla, Assistant Professor of Microbiology	-	Member
Ms. Vibha Kanagokar, Lecturer, Dept. of Sp& Hg	-	Member
Dr. ArchanaBhat, Assistant Professor of Medicine	-	Member
Mr. Sydney RoshanRebello, Lecture of Physiotherapy	-	Member
Dr. Tanya M. Thomas, Student Representative	-	Member
Mr. Ashish Kumar, Student Representative	-	Member

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes. The following is the Library Committee:

1. Dr Erol Dias, Professor, General Surgery - Chairperson
2. Mrs. Janet Dotty Lobo, Librarian - Secretary
3. Dr Narasimha Hegde, Professor & HOD, Medicine
4. Dr P. Sathyamoorthy Aithala, Professor & HOD, Surgery
5. Dr Pavan Hegde, Professor & HOD, Paediatrics
6. Ms. Geethu Mohan, Lecturer, Dept. of Speech & Hearing
7. Dr Sujaya V. Rao, Professor & HOD, OBG
8. Dr Jacob Chacko, Professor & HOD, Orthopaedics
9. Dr C. Norman B. Mendonca, Professor & HOD, Ophthalmology
10. Dr George J. Oliver Pinto, Professor & HOD, ENT
11. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
12. Dr Shrad B. Kole, Professor & HOD, Physiology
13. Dr Padmaja Udayakumar, Professor & HOD, Pharmacology
14. Dr Malathi M, Professor & HOD, Biochemistry
15. Dr P. John Mathai, Professor & HOD, Psychiatry
16. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT
17. Mr Narasimman S, Course Co-ordinator, Physiotherapy

EX-OFFICIO MEMBER:

18. Administrator – FMMC
19. CMS - FMCI
20. Dean - FMMC
21. Vice-Dean - FMMC
22. Principal – FMCON

The responsibilities are:
- To lay the broad outline of rules and procedures.
- To frame and suggest amendments to the existing rules when necessary.
- To help the Library in getting adequate grants.
- To help in providing adequate staff for proper and efficient functioning.
- To allocate funds for various subjects.
- To suggest improvements in Library Services.
- To consider all matters, the Chief Librarian brings to its notice regarding Library functions and service and suggests ways to improve.
- To select books, journals and other reading materials needed for the departments.
- To maintain students discipline in the Library.
- To have smooth functioning of the Library activities regarding reference & issues.
- To promote students – staff interaction to resolve any difficulties.
- To promote quantitative and qualitative use of facilities.

4.2.2   Provide details of the following:

Total area of the Library (in Sq. Mts.)	3195 Sq. Mts
Total seating Capacity	500
Working Hours On Working days On Holidays On Examination days During Vacation	 8:00a.m to 10:00p.m 9:00a.m to 05:00p.m 8:00a.m to 12:00 midnight usual working hours
Layout of the Library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources	1871 Sq.Mts.

4.2.3   How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Purchase:
Purchase of current titles, journals and books are decided subject to budget. Indents list is placed before the Library Committee for approval. New titles and editions related to concerned subjects are purchased as and when it is published. In general, we books purchase throughout the year and journals once in a year.

Ensuring Use:
Wide publicity is given by sending the list of new books and journals to the concerned departments and also placing on the notice board. The new books are displayed in the new arrivals section. Teachers make of mention of new arrivals. Teachers also ask students to refer to certain books for assignments.

Amount spent on new books and journals during the last four years:

Library Holdings	2008-2009 No. Year – 1	Cost	2009-2010 No. Year - 2	Cost	2010-2011 No. Year -3	Cost	2011-2012 No. Year - 4	Cost
Text books Reference books	47	79,169	17	38,326	29	87,048	16	59,819
Any other(gift)	2		-		2		1	
Journals/Periodicals	4	17,349	6	40,152	7	74,798	9	1,19,974
E- resources							2319	5,000
Any other (specify)	19	-	25	-	23		15	

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC** – enables the user to find out from any terminal the physical location of a document in the collection. Users can search publications and periodicals, e-journals by Author-wise, Title-wise, subject-wise etc. from any terminal in the library. They can access non-book materials thesis/dissertation, bound volumes CD ROM's etc.
- **Electronic Resource Management package for e-journals** - Work in progress
- **Library Website** – Library details are available in the Institutes website
- **In-house/remote access to e-publications** -   Users can access these facilities through EPAC HELINET Consortium and Up-to-date databases
- **Library automation** – Application Software used is Easy-lib. Library Softwares EPAC (Electronic Public Access Catalogue) is linked to all the departments.
- **Total Number of Computers for public access** – 43
- **Total numbers of Printers for public access**- 05
- **Internet band width/speed**   100Mbps
- **Institutional Repository** D-Space software installed to upload question papers, CD ROM's, subscribed e-journals etc
- **Content management system for e-learning** – Through text, graphics, videos, documents and power point presentations
- **Participation in Resource sharing networks/consortia (like INFLIBNET)** - Participated training programmes held for HELINET Consortium & UGC – INFONETS N-List programme

4.2.5. Provide details on the following items:

- **Average number of walk-ins**   –   8 per day
- **Average number of books issued/returned**   –   2
- **Ratio of Library books to students enrolled**   –   1:8
- **Average number of books added during the last 3 years**

Years	No. of books
2009-2010	17
2010-2011	29
2011-2012	16

- **Average number of login to OPAC:** OPAC available, user login is not provided
- **Average number of login to e – resources –** 6 per day
- **Average number of e-resources downloaded /printed** –8 per day
- **Number of information literacy trainings organized** – Organized once
- **Details of "weeding out" of books and other materials -** Nil

4.2.6 Give details of the specialized services provided by the library

Manuscripts	Thesis/Dissertations are kept in the reference section
Reference	Assistance in location of publications, use of the catalogue, use of computers to access information & the use of basic reference sources. Assistance in identifying Library materials user needed. Answering users quarries
Reprography	Sepearate B&W and colour machines without time restriction to take the photocopies
ILL – (Inter Library Loan Service)	From American Library, British Council, Mangalore University Library & DELNET
Information deployed and notification	Information regarding CME, Conference, Workshop, Important Notices, Staff Publications, Daily News etc., are displayed on the notice board.
Download	For articles, videos for educational purpose etc., to the system and to student pen drives and CD ROM's
Printing	Color printer and network printers are used to provide this service
Reading List/Bibliography Compilation	on demand
In-House/remote access to e-resources	This service is provided through EPAC, HELINET & Up-to-date database, DELNET, N-List & British Council.
User orientation and awareness	Arranged to freshers
Assistance in searching database	The library staff assists the users while searching databases in the e-Library section
INFLIBNET/IUC facilitates	The following services are provided to the users of the Library.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College.

- Issuing, referring books, periodicals, journals
- Helping the staff/students while searching databases, downloading articles, scanning required articles, providing printouts of the articles etc.
- Audio-Visual Aids are provided
- Book bank scheme for the benefit of SC/ST students
- News-papers and general magazines are provided
- Providing required information at the right time

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- Lift facility
- Personal attender permitted

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Yes, a suggestion box has been placed at the entrance of the Library. The users drop their feedback in it. The suggestions are placed before the Library Committee for implementation.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers:	5
Staff	Computer Centre has a system administrator, system analyst, operator, and maintenance staff
LAN facility:	Win 2008 server
Configuration	CORE 2 DUO, P4 with 2GBRAM and above
Licensed software	Windows 2003/2008, Server with 150 user license Windows XP/Windows 7
Office management software	open office.
Computer-student ratio	NA
Stand- alone facility	NA
LAN facility	Yes
Licensed software	Windows XP and windows 7, Office 2003 and 2007. Licensed software: Windows 2003/2008, Server with 150 user license Windows XP/Windows 7
Number of nodes/ computers with Internet facility	5 and 3 laptops
Any other	Wireless internet Connection in Most of the area inside College

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off campus?

- Within the campus for students and staff, internet and e-books at library are provided.
- Lap tops are provided with internet connectivity for the department.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- Video Conferencing,
- Blade Servers
- Mail Server
- Comprehensive package for HIS / EMR

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)?

YEAR -	Maintenance: TOTAL
2009 - 2010	Rs. 55,000
2010 – 2011	Rs. 55,000
2011 – 2012	Rs. 1,000
2012 - 2013	Rs. 30,000

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- Audio Visual Materials
- Power point presentations for classes
- Internet facility
- Wi- fi facility

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching-learning process and the render the role of a facilitator for the teacher.

- Class rooms are setup with laptops and LCD Projectors
- Use is made of live telecatses
- Assignments are given to develop independent learning
- Classrooms are ICT enabled
- Small groups of 3-4 students are given individual learning experiences during clinicals
- The teacher acts as a facilitator during camps and outreach activities when students handle patients.

4.3.7 Does the Institute avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

- Yes.
  - Helinet / INFLIBNET (Information Library Network).
  - RCI sponsored satellite link.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (Substantiate your statements by providing details of budget allocated during last four years)?

a.	Building	Nil
b.	Furniture	
c.	Equipment	Rs. 60,000
d.	Computers	
e.	Vehicles	Nil
f.	Any other	Nil

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

- There is a Maintenance Department for all mechanical, electrical and civil works. Specialised equipment under warranty is referred to AMC
- Other repairs are handled by contract
- Maintenance contracts for bio-medical equipments, computers etc.

4.3.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

- The diagnostic equipments are calibrated periodically (once in a year) for precise measurement.
- Calibration faults detected in between are repaired immediately.

4.3.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- Voltage stabilizer and UPS.
- 24 hours generator back up
- Uninterrupted water supply ensured by Municipality, Bore-well, Rain water harvesting, Open wells.

5.1 Student Mentoring and Support:

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. The prospectus, published every year gives detailed information about the course eligibility and curriculum. The institution ensures its commitment by constituting all academic, clinical and outreach programmes as per the annual time table, setting aside time-slots for evaluation and internal assessment. It makes its accountability clear on the day the fresh batch is inaugurated.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

There are no scholarships and freeships as the course is entirely self financed.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

None

5.1.4   What are specific support services/facilities available for:

Students from SC/ST, OBC and economically weaker sections	Not on the rolls
Students with physical disabilities	Not on the rolls
Overseas students	Not on the rolls
Students to participate in various competitions/National and International	Encouraged. Teacher-mentors offer useful hints and guidelines
Medical assistance to students: health center, health insurance etc.	Concessional treatment facilities available
Organizing coaching classes for competitive exams	NA
Skill development (spoken English, computer literacy, etc.,)	Acquired during outreach postings, internship and cultural activities
Support for "slow learners"	Teacher concerned organizes remedial learning
Exposures of students to other institution of higher learning/ corporate/business house etc.	Students will be posted in other institute for internship programs.
Publication of student magazines	Students are represented on the College Annual Magazine Editorial Board

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

During clinical and outreach programmes/camps, students come into contact with entrepreneurs in the field of audiology and speech therapy. The teachers expose to the students the opportunities available outside. However, BASLP is a professional course joined by students who come after careful evaluation of job opportunities and self - employment.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debates and discussions, cultural activities etc.

- o Physical directors appointed to give adequate attention in sports and games
- o Facilities created in a large stadium for all major games like:
    - ▪ 800 meter track stadium
    - ▪ gymnasium having bench press stand, arm curl stand, 8 station multigym – cross bars, dumbbells, dips stand, cross bars –medium size, dumbbell stand, muscle power equipment, weight plates, skipping ropes, medicine balls – leather and rubber
- o Facilities created for indoor games
- o Encouragement given to students to participate in competitions.
- o Inter- College Competition
- o Attendance of those who go for workshops.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc. .

- NA for BASLP course

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)?

Academic Counseling, Personal Counseling by qualified counsellors.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Although no campus interviews take place the College receives requests for qualified hands from sister institutions/ hospitals and recommendations are made.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

- Yes.
    No significant grievance is reported.

5.1.11 What are institutional provisions for resolving issues pertaining to sexual harassment?

There are 2 committees:

Prevention against sexual harassment of women students committee

Dr. Malathi M., Professor & HOD of Biochemistry	-	Convener
Dr. Jacintha Martis, Additional Professor of Dermatology	-	Member
Dr. Hareesh Shivu Gouda, Asso. Professor of Forensic Medicine	-	Member
Ms. Pauline Anand, Assistant Professor of Physiology	-	Member
Mrs. Shwetha, Asst. Professor, Dept. of Sp. & Hg.	-	Member
Sr. Sylvestine Lobo, Warden, MBBS Girls Hostel	-	Member
Ms. Anna Lavita D'Souza, Tutor of Physiotherapy & Warden	-	Member
Mrs. Flossy Gonsalves, Non -Teaching Staff	-	Member
Ms. Manjula J., MBBS Student, 2010 Batch	-	Member

Prevention against sexual harassment of women staff committee

Dr Padmaja Udaykumar, Professor & HOD, Pharmacology	-	Convener
Dr. Nagesh K.R., Professor & HOD of Forensic Medicine	-	Member
Dr. Aruna G., Assistant Professor of Psychiatry	-	Member
Mrs. Hilda Pinto, Assistant Professor of Microbiology	-	Member
Mrs. Kavitha Vishal, Assistant Professor of Physiotherapy	-	Member
Mrs. Philomena D'Souza, Non-Teaching Staff	-	Member
Mrs. Jensy Gangan Kuniyil, Asst Professor, Dept. of Sp & Hg	-	Member

The activities of the committee are:

Preventive:
- Conducting sessions on inter personal relations and personality development.
- Group activities devised to make them self-confident
- A senior lady faculty provides counseling service.
- Counseling is given to raise the comfort level of lady students

Punitive:
- Committees are authorized to conduct enquiries on complaints and pursue disciplinary proceedings and suggest to the Management action to be taken on offenders.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- Anti-ragging Committee is functioning.
- No instances have been reported.

5.1.13 Enumerate the welfare schemes made available to students by the institution.
- All students are given health card facilities, subsidized medical care.
- Canteen facilities
- Student counseling support
- Hostel facilities
- Transport facilities for outreach programmes.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

An Alumni Association is functioning but not registered. It is too early for the Alumini to contribute to the College development as only 2 batches have gone out of the College.

Alumni Association

Mr. Akhilesh P.M., Principal,	-	President
Mr. Minton Mathew, Dept. of Sp. & Hg.	-	Secretary
Ms. Vinitha Monteiro	-	Student Representative
Ms. Anuradha Shastry	-	Student Representative
Ms. Feby Sabu	-	Student Representative
Mr. Deekshith L	-	Student Representative.

5.2 Student Progression

5.2.1 Providing the percentage of student progressing to higher education or employment (for the last four batches), highlight the trends observed.
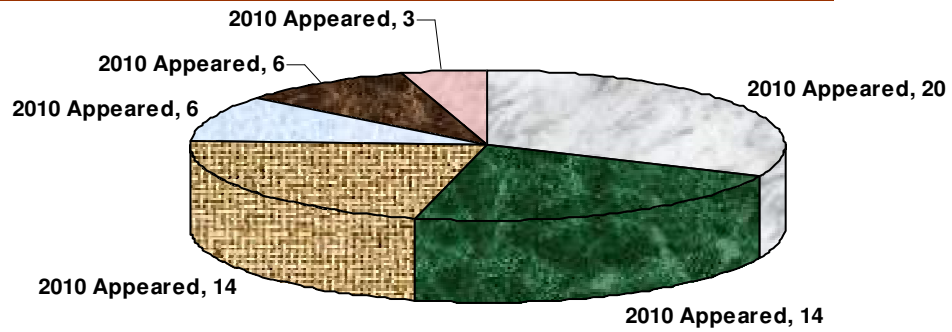
Student progression	%
UG to PG	100%
PG to M.Phil.	**-**
PG to Ph.D.	**-**
Employed	-
• Campus selection	
• Other than campus recruitment	

5.2.2 Provide details of the programme-wise pass percentage and completion rate for the last four years (course wise/batch wise as stipulated by the university)?Furnish programme-wise details in comparison with that of the previous performance of the same and that of the Colleges of the affiliating university within the city/district.

2010

SEMESTER	APPEARED	PASSED	PERCENTAGE
1st Semester	20	20	100%
2nd Semester	14	13	92.07%
3rd Semester	14	13	92.07%
4th Semester	6	5	83.03%
5th Semester	6	6	100%
6th Semester	3	3	100%

Pass Percentage and Complettion Rate for the Year 2010

2010 Appeared, 3
2010 Appeared, 6
2010 Appeared, 6
2010 Appeared, 20
2010 Appeared, 14
2010 Appeared, 14

□ 1st Semester ■ 2nd Semester ■ 3rd Semester □ 4th Semester ■ 5th Semester □ 6th Semester

2011

SEMESTER	APPEARED	PASSED	PERCENTAGE
1st Semester	15	10	66.06%
2nd Semester	20	20	100%
3rd Semester	20	19	95%
4th Semester	14	13	92.07%
5th Semester	14	13	92.07%
6th Semester	6	6	100%

Pass Percentage and Completion Rate for the Year 2011

2011 Appeared, 6
2011 Appeared, 14
2011 Appeared, 15
2011 Appeared, 14
2011 Appeared, 20
2011 Appeared, 20
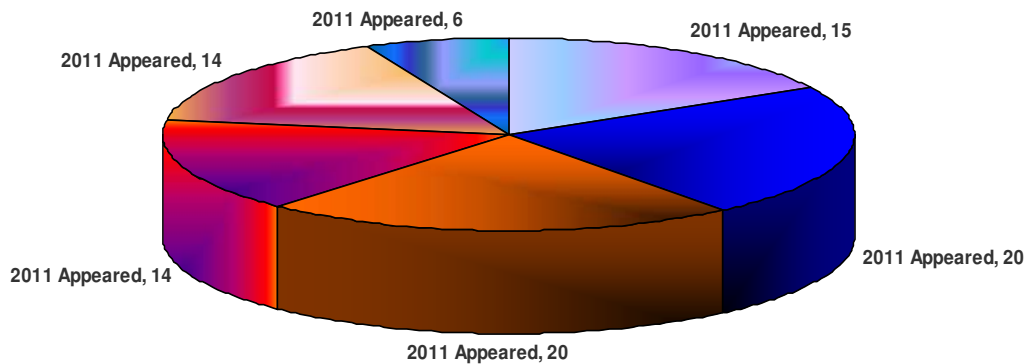
□ 1st Semester ■ 2nd Semester ■ 3rd Semester ■ 4th Semester □ 5th Semester □ 6th Semester

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- High achievers are encouraged with additional teaching and exams.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- The student's academic performance is evaluated in the departmental meeting.
- Any student having difficulty in subjects is given remedial teaching and repeat exams. Students who lose a term or year are counseled for continuity.
- Potential drop-outs for psychological reasons are detected in advance and counseled.
- Drop-outs are encouraged to re-join.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extra-curricular activities available to students. Provide details of participation and program calendar.

Sports
- Sports activities are generally conducted after class in the evening.
- Annual Day competitions are conducted in Volleyball, Football, Cricket, Throwball, Basketball, Badminton, Athletics.
- Student deputed to competitions in other Colleges / Universities.
- Students have actively participated in the sports events conducted in the institution as well as other institution and universities and won medals.
- Staff members accompany College team wherever it participates in outstation events.

Cultural Activities:
- College has an Academy Hall (seating capacity 600), Silver Jubilee Hall (Seating capacity 352) and a Conference Hall for cultural use.
- Students are deputed to participate in intercollegiate cultural competitions organized by the Mangalore University.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular activities and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

- Nil

5.3.3 How does College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- Feed-back collected from present students at the end of each semester
- Feedback collected from employers.

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Annual magazine, *Mullerpulse,* which is planned, edited and produced by the students every year in an artistic way. Several Committees are set up to coordinate this.

5.3.5 Does the College have a Student Council or any similar body? Give details on its Selection, constitution, activities and funding.

Yes. Student leaders are elected every year.

Yes. Student leaders are elected every year. with following as exoffio members. Administrator, Chief of Medical Services and Principal

Activities:
- Annual cultural programme
- Annual sports and athletics events
- Soft skill development programmes

Funding:
All the activities are funded fully by the Management.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- Yes

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution.

- Informal contacts are established.

CRITERION VI:
GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

VISION

To be the trusted destination of quality services for speech and hearing impaired and to be recognized as a global leader in education and research for Audiology and Speech Language Pathology

MISSION STATEMENT
o To provide state of the art facilities in speech & hearing care services to all.
o To create center of excellence in speech & hearing education
o To foster excellence in research.

GOALS & OBJECTIVES:

o **Goal 1: Empowering communication through quality clinical services.**
   Objective:
   ▪ To ensure comprehensive patient care.
   ▪ To meet the needs of speech, language and hearing impaired with compassion, competency and professional dignity.
   ▪ To create an environment where innovation and teaching are integral to patient care.

o **Goal 2: Affirm teaching and learning process.**
   Objective:
   ▪ To select and retain the best teaching faculty by promoting and sponsoring the faculty development.
   ▪ To select and train potential students on competitive basis from all sections of society.
   ▪ To encourage students in creative thinking, experimental learning and case study analyses.
   ▪ To upgrade knowledge by conducting and participating in workshops, seminars and conferences.
   ▪ To establish post graduate program.

o **Goal 3: Developing infrastructure.**
   Objective:
   ▪ To acquire state of the art equipment required for imparting training to students and carry out research.
   ▪ To develop the departmental library with latest books, journals, charts and models.
   ▪ To procure ample space for establishing quality sound trated rooms, speech science labs and classrooms.

- o **Goal 4: Enhancing research activities.**
  Objective:
  - To encourage faculty to present papers in national and international conferences and publish papers in reputed journals.
  - To motivate and guide students to carry out research.
  - To obtain funded research projects from government and other agencies.

- o **Goal 5: Undertake awareness programs.**
  Objective:
  - To create awareness about Speech and Hearing profession through various forms of media.
  - To create awareness in the society about Speech and Hearing disorders.
  - To conduct focused and well publicized camps and school screening programs.
  - To promote universal newborn hearing screening for early identification of Speech and Hearing disorders.

6.1.2 What is the role of top Management, Principal and Faculty in design and implementation of its quality policy and plans?

- To formulate realistic policies for furthering the vision, mission of the College and formulate the quality policy.
- Set aside budgetary provisions for effective acquisition and use of infrastructure
- To foresee and the plan strategies and modalities for implementing the mission of the institution.

This is implemented by:
- Providing finances for infrastructural facilities
- Providing state of the art technology support
- Encouraging staff to attend teaching-learning workshops.
- Introducing staff appraisals system for awards.
- Holding periodic meetings to assess the need and use of existing and proposed equipments.

6.1.3 What is the involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfillment of the stated mission**
  Action plans are periodically reviewed to ensure that the institutional objectives are implemented.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
  Regular meeting are conducted to formulate the action plans and incorporate the same into the Institutional strategic plan

- **Interaction with stakeholders**
  Stake holder feed back is obtained and implemented as far as possible.

- **Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders**
  Stake holder feed back is analyzed and suitable measured are undertaken.

- **Reinforcing the culture of excellence**
  Efforts are made to enhance excellence in Academic activities.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- The Managing committee consisting of Director, Administrators, Dean, Chief of Medical Services, Medical Superintendents meets and reviews the functioning of the BASLP course.
- The Academic coordinators meet regularly and review the academic, administrative and other needs of the department.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- Infrastructure and financial support for academic and research activities
- Financial and non- financial incentives
- Sponsoring participation in conferences and seminars
- Supporting effectively outreach programmes
- Supporting exhibitions and camps organized by the College

6.1.6 How does the institution groom leadership at various levels?

- Principal and staff are given freedom to share responsibilities
- Student Council creates avenues to students to assume leadership
- Various committees function with staff facilitators
- Arranging faculty development programme.

6.1.7 How does the College delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?

- Academic autonomy
  - Modalities of teaching and assessment are determined by the department
  - Academic schedules are prepared
  - Evaluation procedures are determined by the College

- Administrative autonomy
  - Monitoring day to-day activities of the staff and students
  - Disciplinary control of the department

- Financial autonomy
  - Adequate finances is readily made available even exceeding the budget

6.1.8 Does the Institute promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes. There are 3 levels.

- **Management**
  - o   There are administrative bodies and committees for participative management.

- **Department**
    - The Departmental meetings are held regularly where various issues pertaining to teaching, patient care and requirements are discussed and decisions taken..
    - Most of the decisions pertaining to academic matters are taken at these meetings. Decisions taken at higher level are communicated and discussed.
    - Teaching activities are planned in advance and collaboration of support systems enlisted.
- **Students**
    - Elected Student Council
    - Various student committees
    - Representation of students in the various institutional committees

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

YES. It is developed after long deliberations and reviewed by the quality assurance cell. The policy deals with effective monitoring of:

1. Quality Policy
2. Recruitment Committee
3. Staff assessment Committee
4. Merit based student selection
5. Adherence to guidelines for all staff and infrastructure requirements
6. Forum for personality development
7. Equipment maintenance
8. Accent on contemporary learning
9. Administration control to streamline activities

1. **Quality Policy**: defines quality in teaching activities and service activities. Teaching learning process is directly linked to the patient care.

2. **Staff Recruitment Committee**: Advertises widely, conducts rigorous interviews, gives preference to research background in appointments.

3. **Staff Promotion Committee**: Teachers are promoted after assessing their performance by the number of papers presented in the conferences (National and International), publications and student feedback on teachers.

4.**Merit based student selection**: Students are selected through percentage based on pre-university marks.

5. **Criteria for allowing students to write exam**: Imposes eligibility/of fulfillment of internal assessment marks for writing university exam.

6. **Student research avenues**: Avenues are created for students to participate in students research activities.

7. **Forum for personality development**: Creates and offers a multiplicity of platforms for personality development (co and extra-curricular activities) in the campus.

8. **Equipment maintenance**: Weekly /monthly maintenance checks on all equipment.

9. Accent on contemporary learning: Teachers are required to take up topics of concurrent global and local interest while dealing with curriculum.

10. Administration control to streamline activities: Regular meeting of Director, Administrators and the Chief of Medical Services and principal.

Adequate information is made available through:
- Proceedings of various committee meetings
- Feedback from students
- Self-appraisal by staff (annual)
- Teacher's diary (monthly)
- Monthly meeting of the faculty.
- Year-end evaluation by the Staff
- Grievance redressal cell

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes. The aspects considered are:
- Future expansion: Paediatric Audiology Lab, Language Lab.
- Addition of services: Vestibular Rehabilitation Service, Fluency Management Lab
- Diversification of services: New Course
- Needs of the society: Outreach centers, Mobile Clinics

6.2.3 Describe the internal organizational structure and decision making processes.

- The College is headed by a Governing Council made up of the Director, Administrator, Chief of Medical Services and Principal.
- There are administrative bodies along with the Principal and other staff for decentralized administration.
- Most of the decisions pertaining to academic matters are taken at these meetings. Decisions taken at higher level are communicated and discussed.
- Departmental meetings are held regularly where various issues pertaining to teaching, patient care and requirements are discussed and decisions taken.
- Teaching activities are planned in advance and collaboration of support systems enlisted.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:
- Teaching and Learning
    - Regular faculty development programs.
    - ICT
    - Small group based teaching
    - Group discussion
    - Evaluation of outreach activity on return to the campus
- Research & Development
    - A research cell identifies topics for research and assigns funds
    - Research guide supports student project work
    - Research publication is encouraged.
- Community engagement

Father Muller College, SSR

- Outreach programs planned with accent on child disorders
- Free screening camps
- Informal awareness talks given at camps
- Human Resources Management
  - Newly appointed staff given orientation
  - Staff development programmes conducted.
  - Staff encouraged to improve teaching skills and engage in research
  - CRE

6.2.5 How does the Head of the institution ensure that adequate information (from feed-back and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

Members of the top management are present in the Management Committee which conducts regular meetings with the stakeholders. Decisions are conveyed to the all the M.C members and the other concerned sections. Parents are informed to interact with the College. Some information posted on website.

- The Principal, Dean, Administrator and Director receive copies of proceedings of Course Co-ordinators' Meetings
- Year-end evaluation by the Staff
- Grievance redressal cell reports, if any
- Self-appraisal by staff (annual), Teacher's diary (monthly)
- Evaluation of events which have taken place
- Evaluation of academic programmes
- Student feedback analysis

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

There is annual grading system and performers are rewarded with monetary incentive.
The Staff is involved in the administration by appointing them to various committees which take academic and administrative decisions on different events in the academic time table. Their views are solicited at meetings of
- Managing committee
- College council
- Quality Assurance committee
- Library committee,
- Research and development committee,
- Ethics committee

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

- Physical restructuring of classrooms – done
- Purchase of new equipments – done
- Construction of additional labs - done
- Relocation of the clinical section in the Hospital - done

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institutions? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Yes. Accreditation is one of the conditions. The Institution is eligible for autonomy only after accreditation.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder-relationship?

By constituting separate Grievance Redressal Cells for teaching and non-teaching staff. The function is to ensure an environment to the employees to grow professionally, perform optimally and resolve perceived grievances. When grievances are resolved, the stakeholders feel respected and valued in the institution.

Grievance redressal cell for staff

Dr. F.E.A. Rodrigues, Professor of Ophthalmology	-	Convener
Dr. Avinash S. S. Assistant professor of Biochemistry	-	Member
Dr. Erel Diaz, Professor of Surgery	-	Member
Dr. Jayaprakash C.S., Assistant Professor of Pathology	-	Member
Mr. Narasimman S., Professor & Course co-ordinator of physiotherapy	-	Member
Dr. Prithi Jain, Associate Professor of Anaesthesiology	-	Member
Ms. Ramandeep Kaur, Lecturer, Dept. of Sp & Hg	-	Member
Dr. Sujaya V. Rao, Professor & HOD of OBG	-	Member

Grievance redressal cell for the non-teaching staff

Dr K.A. Paul, Deputy Medical Superintendent	-	Convener
Mr. Chandrashekara, Assistant Medical Records Officer	-	Member
Ms. Darryl Aranha, Nursing Superintendent	-	Member
Ms. Elsy, In-charge in the Laboratory	-	Member
Mrs. Jyothi Pinto, Manager, Human Resource Department	-	Member
Dr. Ramdas Pandurang Pai, Professor of community medicine	-	Member
Mr. Roshan Rosario, Quality Manager	-	Member
Sr. Ellen Marie, Nursing Superintendent and I/C housekeeping	-	Member

Complaints management process:
- Initially complaint is received by concerned teacher who respond to it
- If not redressed, it is referred to mentor or H.O.D
- If not still resolved, it goes to the Dean of Student Welfare /Student Council
- In rare cases, the complaint may be resolved at the level of the Dean /
- Administrator /Director.

When complaints are received in the complaint box or even through notes sent in anonymously, the complaints is first processed at the Dean's level and sent to the concerned department for comments.

6.2.10 During the last four years, has there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

- Nil.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Mechanism
- Analysis of periodic student feedback on institutional / teaching faculty performance
- The dean, principles and administrators share this with the concerned.
- Evaluation by students (term wise)
- Periodic feedbacks, individual and group interaction with the students by Principal.
- Inputs gathered informally during co-curricular, curricular activities

Outcomes
- Academic modifications are done in terms of curriculum, teaching and evaluation modalities.
- Introduction of newer modalities of diagnostic and therapeutic tools.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- Encouragement to attend conferences/workshops, grant of TA, DA and registration fees once a year out of amount budgeted for the purpose.
- Research activities are encouraged and additional facilities created when sought.
- Grant assistance is given from the Institution to conduct research.
- Incentive scheme for publishing papers
- Sponsoring participation in an International Conference abroad.
- Publications and research are rewarded with promotion.
- Special leave granted to attend conferences.
- Teachers are encouraged to seek membership in academic/professional bodies through grants.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retaining and motivating the employees for the roles and responsibility they perform?

- Periodical promotions.
- Regular training programs- like CRE and Workshops.
- Facility to attend national / international conference.
- Weightage for Research / Publications.
- Motivating teachers through analysis of Self-appraisal
- Monitoring curriculum term-wise or unit wise through Teacher's diary (monthly).
- Evaluation by students (term wise) so that individual teachers improve Teaching.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Annual appraisal consists of:
- self- appraisal,

- Appraisal by the principal.
- The Principal gives observations to Chief of Medical Services who reports to the Director.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and major decisions taken? How are they communicated to the appropriate stakeholders?

Outcome of the reviews of the performance appraisal is
- Personal discussion with the staff for improvement
- Promotion
- Corrective memo
- Discharge if found unfit

6.3.5 What are the welfare schemes available for teaching and non -teaching staff? What Percentage of staff have availed the benefit of such schemes in the last four years?

- Provident Fund and Gratuity
- Provision of medical facilities
- Subsidized Staff accommodation
- Credits and rewards for publications of papers, research work and excellent input in teaching
- Incentives are given for the presentation of papers and research work
- Encouragement to attend workshops and conferences
- Benefits like special leave, higher studies leave maternity.

Non -teaching Staff: -
- Educational loan for children
- Provident Fund, Gratuity
- Provision of medical facilities.
- Welfare fund loan
- In-service training programmes
- House building loan
- Emergency contingency loan.

6.3.6 What are the measures taken by the Institute for attracting and retaining eminent faculty?
- Vacancies are advertised in leading papers /website to ensure wide publicity and larger choice.
- Attractive salary is offered
- Promotion avenues are created
- Personal and professional development schemes are in place
- Benefits like PF, leave, higher studies leave, medical benefits and housing extended.
- Advice by experts to obtain quality equipment is honoured, giving a sense of belonging to staff.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- Departmental budget is sanctioned during the annual budget and the finance department staff monitors expenditure
- Departments are informed when budget provisions are being exhausted
- Internal auditors audit department-wise and submit a report to management.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- Internal auditors work throughout the year
- External auditors do the audit at the end of the financial year.
- There are no major objections.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous three years and the reserve fund/corpus available with Institutions, if any.

- Student fees
- Any deficit is met by the Society which promotes the College.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- Special-ward service-charges
- Funding agencies
- House property proceeds.

6.5 Internal Quality Assurance Systems

6.5.1 Internal Quality Assurance Cell (IQAC)

a) Has the institute established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institution's policy with regard to quality assurance and how has it contributed to institutionalizing the quality assurance processes?

b) How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

c) Does the IQAC have external members on its committees? If so, mention any significant contribution made by them.

d) How do students and alumni contribute to the effective functioning of the IQAC?

e) How does the IQAC communicate and engage staff from different constituents of the institution.

a) Internal Quality Assurance Cell (IQAC) is established. The following is the quality policy statement:

The institute is committed to making a difference to people's lifestyles by offering them new dimensions of healthcare through a humanitarian approach to holistic healthcare. It delivers value based medical education at par with international standards meeting patient requirements and enhancing patient satisfaction. It recognizes its students, their parents, faculty and staff as its significant stakeholders.

To this end it shall strive to continually create a conducive environment open to innovative teaching practices, enhanced research, state of the art infrastructure, well qualified human resources, and ensure satisfaction of students, patients and staff. Training and empowerment of staff and their involvement in research and community services will be the bedrock of its efforts to deliver comprehensive healthcare with heal and comfort as its motto. It aims to produce graduates prepared for a purposeful life of service and leadership.

The institute will make every effort to monitor and review its quality performance from time to time through the implementation of an effective Quality Management System.

b) IQAC decisions are always implemented.

c) Yes, there are members outside the BASLP College, who include persons from the Hospital which provides facilities for clinical training of students. They provide correct and practicable guidelines, especially for outreach programmes and camps.

d) We convert students discomfort into challenges for effective action to gain quality. As only 2 batches of students have gone out of the College, we do not have a lot of alumni to give inputs.

e) The different constituents of the institution are the teaching faculty, the clinical support faculty, the Hospital staff which includes medical records, administrative, accounts, nursing and maintenance staff as also the Departments of Medicine, Surgery, Neurology, ENT, Oncology, Paediatrics and Physiotherapy of the Medical College. The College engages and communicates with this staff through personal contact, official circulars, the good offices of the Medical Superintendent.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

Yes. Quality maintenance and enhancement is discussed at the Management Committee meetings, on the information given by the IQAC cell for effective coordination between the academic and administrative sections. The Chief of Medical Services is responsible for operationalizing the integrated framework.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Training is structured along academic and clinical activities and stand-alone training sessions are not conducted. However, benchmarks for achievable targets in speech and hearing disorders in the schools and communities in camps and outreach programmes are clearly defined in advance.

6.5.4 Does the institute undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes. Academic audit is a part of the academic calendar. Outside review occurs when the University inspects the College and examines the functioning of the College.
The points raised are considered at the management committee meetings and the departmental meeting.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The external quality assurance agencies/regulatory authorities state only the minimum requirements which are fully met. The internal quality assurance mechanisms are tuned to realizing the vision and mission of the College which has many aspects over and above what the external authorities require. Thus the external concerns are adequately met.

6.5.6 What institutional mechanisms are in place to continuously review the teaching-learning process? Give details of its structure, methodologies of operations and outcome?

- The topics are distributed among the faculty at the beginning of the semester.
- The time schedules are also set.
- Changes in the time schedules or topic handling may happen if considered necessary during the review meetings.
- Departmental review meetings are conducted every month
- The Principal may appoint subcommittees to coordinate events planned by the college.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

- The faculty gets the information from the Principal, the departmental notice board, the official College website and circulars.
- The students get the information through the teachers at the course inaugural, subsequent teaching learning activities, notice board and the website.
- Parents get the information through post and the website.
- External stakeholders are informed through newsletters and the website.

Any other relevant information regarding Governance Leadership and Management which the College would like to include.

CRITERIA VII:
INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

Environmental Studies are a part and parcel of the curriculum of Mangalore University which is a subject taught in the College. The students witness environmental concerns when they are posted in outreach programmes and camps and they come face to face with community life.

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

- Yes

7.1.2 What are the initiatives taken by the College to make the campus eco-friendly?

Energy conservation	Use of CFL bulbs, steam cooking, solar heaters, Bio gas.
Use of renewable energy	Solar Heaters are used, Bio gas
Water harvesting	Yes, in the 34.5 acre campus many spots are set for water harvesting.
Check dam construction	Not Applicable
Efforts for Carbon neutrality	Yes • Pooling of vehicles for students and staff • Regular emission testing of vehicles • Optimum utilization of air conditioners • Use of energy saving equipments, filament lamps not used
Plantation	Yes
Hazardous waste management	Yes, according to the guidelines of Karnataka State Pollution Control Board
e-waste management	Yes, according to the guidelines of Karnataka State Pollution Control Board

7.2 Innovations:

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

- Nil.

7.3 Best Practices

- Mentorship Programme for the students.

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the College.

Mentorship programme: Each mentor will conduct a monthly meeting with the mentee and provide advice on career goals, education and training and personal issues. Mentor will obtain feedback from the mentee and ensure mentee's needs.

EVALUATIVE REPORT OF THE DEPARTMENTS

The Self-evaluation of the Department:

1. **Name of the department:** Audiology and Speech Language Pathology

2. **Year of Establishment:** 2007

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**
    UG- BASLP

4. **Names of Interdisciplinary courses and the departments/units involved:**
    Nil.
    However, references are made to Medical, Surgical, ENT, Neurology, Oncology, Paediatric and Physiotherapy departments while dealing with clinical practice.

5. **Annual/ semester/choice based credit system (Programme wise):**
    Credit based semester system

6. **Participation of the department in the courses offered by other departments:**
    The Faculty handles part of the subject, "Allied Diagnostic and Therapeutics" for the III year BPT course in the Medical College.

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
    Nil

8. **Details of courses/programmes discontinued (if any) with reasons:**
    Nil

9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors	-	-
Associate Professors	1	1
Asst. Professors	9	9

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Mr. Akhilesh P.M.	M.Sc. Sp. & Hg.	Principal	Audiology	11 Yrs.	Nil
Mrs. Shwetha	MASLP	Associate Professor	Audiology	7 Yrs.	Nil
Mrs. Jensy Gangan Kuniyil	MASLP	Lecturer	Speech Language Pathology	5 Yrs.	Nil
Ms. Geethu Mohan	M.Sc. Sp. & Hg.	Lecturer	Speech Language Pathology	2 Yrs.	Nil
Ms. Ramandeep Kaur	MASLP	Lecturer	Speech Language Pathology	1 Yr. 4 months	Nil
Mr. Anoop Oommen Thomas	M.Sc. Audiology	Lecturer	Audiology	1Yr.	Nil
Mr. Minton Mathew	MASLP	Lecturer	Audiology	1 Yr.	Nil
Ms. Vibha Kanagokar	MASLP	Lecturer	Audiology	4 months	Nil
Ms. Jane Shefali Maben	MASLP	Lecturer	Speech Language Pathology	4 months	Nil

11. **List of senior visiting faculty:**

    Nil

12. **Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:**
    - Nil

13. **Student -Teacher Ratio (programme wise):**
    1:7

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:**
    Academic Support Staff (Technical)
    Sanctioned: 02
    Filled: 01
    Administrative Staff
    Sanctioned: 02
    Filled: 01

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.**
    MASLP.

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**
    - **National:** Nil
    - **International funding agencies:** Nil
    - **Total grants received:** Nil

    Nine faculty and seventeen students are involved in ongoing projects.

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**
    Nil

18. **Research Centre /facility recognized by the University:**
    Nil

19. **Publications:**
    a) **Publication per faculty**

    1) Ms. Geethu Mohan, Asst Professor
    "Play and Language in Children with Autism Spectrum Disorder", Indian Journal of Clinical Psychology (Volume 38, Number 2, October 2011, pp102 – 115)

    2) Ms. Ramandeep Kaur, Asst Professor
    "Mazes in Typically Developing Bilingual Children", Asia Pacific Journal of Speech, Language and Hearing (Volume 14 Number 4, December 2011, pp 197-204)

    3) Ms. Pearl Edna D'Costa, Asst Professor,
    "Effect of Click Stimuli AND Speech Bursts on Cortical Processing**"** International Journal of Medical Engineering and Informatics, 2011- Vol. 3 (2) pp 122-129.

    "Effect of Different Click Durations on Transient Evoked Otoacoustic Emission**"** International Journal of Computational Intelligence and Health Care Informatics, 2011- Vol. 3 (1) pp 31-33.

    "Binaural Interaction Component in Speech Evoked Auditory Brainstem Response" Journal of Laryngology and Otology (under review).

    Number of papers published in peer reviewed journals (National / International) by faculty and students Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.)
    - **Monographs -** Nil
    - **Chapter in Books -** Nil
    - **Books Edited -** Nil
    - **Books with ISBN/ISSN numbers with details of publishers -** Nil
    - **Citation Index-** Nil
    - **SNIP -**Nil
    - **SJR -** Nil

- **Impact factor** - Nil
- **h-index** – Nil

<div align="right">**Please see Annexure 5**</div>

20. **Areas of consultancy and income generated:**

   NA

21. **Faculty as members in a) National committees b) International Committees c) Editorial Boards**

   Nil

22. **Student projects**

   - Percentage of students who have done in-house projects including inter departmental/programme:
     Nil
   - Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:
     Nil

23. **Awards/ Recognitions received by faculty and students:**

   Ms. Pearl Edna D'Costa, Asst Professor, Dept. of Speech and Hearing received the **DAYALAN SAMUEL SSV** Award for the Best Paper in Audiology entitled "Binaural Interaction Component in Speech Evoked Auditory Brainstem Response" at the 42nd National Conference of Indian Speech and Hearing Association held at Bengaluru from 22nd to 24th January, 2010.

24. **List of eminent academicians and scientists/ visitors to the department:**

   The following resource persons have visited the institute and conducted state level conference/seminar:

   - Dr. B. Rajashekar, Dean, College of Allied Health Sciences, Manipal University
   - Dr. Preeja Balan, Consultant Speech Language Pathologist, Bangalore.
   - Dr. Jayashree Bhat, Head of the Department, KMC, Mangalore.
   - Dr. Subba Rao, Principal, Dr. M.V Shetty College of Speech and Hearing, Mangalore.
   - Dr. Gautham Kulamarva, Consultant ENT surgeon, Kasargod, Kerala.

25. **Seminars/ Conferences/Workshops organized and the source of funding**

   a) National

   i. Workshop on Alternative Augmentation Communication held on Sept 8th, 2011.
   ii. Continuing Rehabilitation Education on Comprehensive Hearing Assessment and Rehabilitation, Child Language Assessment, Larynectomy and Voice Rehabilitation held on March 31st, April 1st and 2nd, 2011
   iii. Workshop on Recent Advances in Hearing Aid Technology and Fitting, conducted on 20th September 2012.
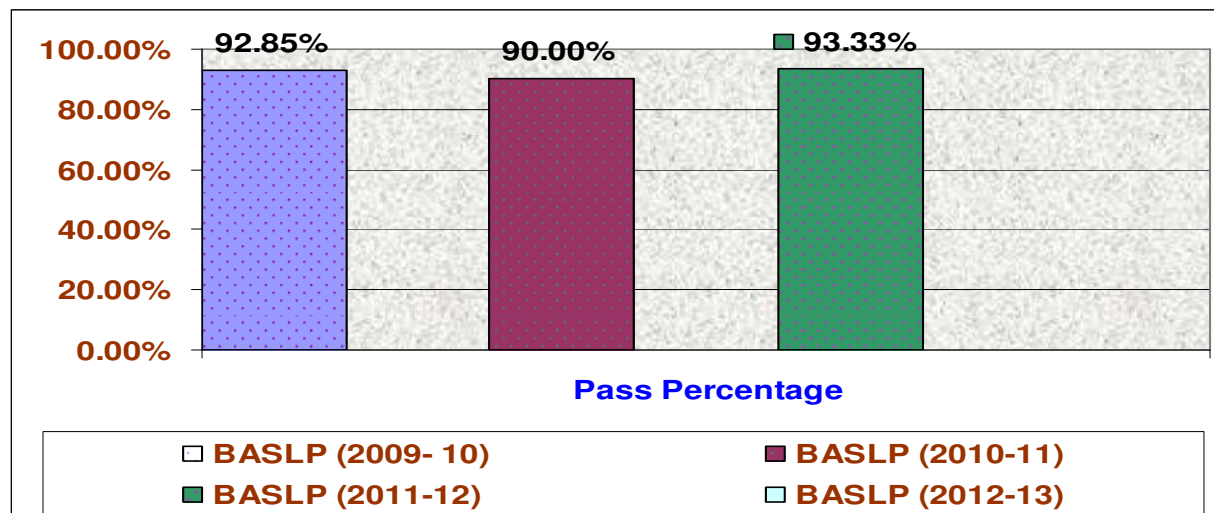   All were funded by the College.

   b) International

   - Nil.

26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enrolled *M	*F	Pass percentage
BASLP (2009- 10)	14	14	01	13	92.85%
BASLP (2010-11)	23	20	03	17	90%
BASLP (2011-12)	15	15	03	12	93.33%
BASLP (2012-13)	32	25	08	17	-

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Bachelor of Audiology and Speech Language Pathology	-	100%	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

- NA

29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. **Details of Infrastructural facilities**
   - **Library** – YES
   - **Internet facilities for Staff & Students** –YES; Wi- Fi facility is given
   - **Class rooms with ICT facility- YES classrooms**-3
   - **Laboratories** –YES labs-5

31. **Number of students receiving financial assistance from College, university, government or other agencies**

   Minority Scholarship - 01

32. **Details on student enrichment programmes (special lectures / workshops / seminars) with external experts**

   - Workshop on Alternative Augmentation Communication held on September 8th, 2011.
   - Continuing Rehabilitation Education on Comprehensive Hearing Assessment and Rehabilitation, Child Language Assessment, Larynectomy and Voice Rehabilitation held on March 31st, April 1st and 2nd.
   - Workshop on Recent Advances in Hearing Aid Technology and Fitting, conducted on 20th September 2012.

33. **Teaching methods adopted to improve student learning**

   Yes. They are:
   - Small group teaching for clinical practice
   - Use of ICT
   - Interactive teaching
   - Skills lab

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**
   - Public Awareness Camps
   - Sarva Shikshana Abhiyana

35. **SWOC analysis of the department and future plans**
   - **Strengths**
     - College managed by Society with132 years of history of service.
     - Brand name Father Muller attracts a very large number of patients.
     - The College receives support from the Medical College and Hospital in the Campus for a holistic approach.
     - Qualified, competent and committed teaching and non – teaching staff.
     - Good community support.

   - **Weakness**
     - Infrastructure are in building stage as the College is new
     - Government restriction for revenue generation
     - Non-availability of senior and experienced staff with Ph. D. in certain areas.
     - Shortage of supportive/Technical staff.
     - Super-specialty state-of the-art equipments in certain areas are not available.

   - **Opportunities**

- Establishment of training programmes for paramedical staff
- Establishing a state-of the-art Research Center
- Establishing super-specialty services in all areas
- Introduction of additional specialisations.
- Introduction of new health care facilities

- o **Challenges**
  - Unhealthy competitions with increased number of similar institutions.
  - Growing expectations from the public
  - Growing interference and restrictions from statutory bodies.
  - Non availability of experienced and senior staff in certain areas.
  - Non availability of supportive/Technical staff.

Future plans:

- Developing specialty
- Developing Post Graduate and Ph.D programmes.

FATHER MULLER COLLEGE

(Unit of Father Muller Charitable Institutions)

Father Muller Road
Kankanady
Mangalore - 575 002
Karnataka, India.

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Fax   : 0824-2430361
E-mail : muller@bsnl.in
Website : www.fathermuller.com

FMC/BASLP/NAAC/12
Ref. No : ....

Date : 22.10.2012

Declaration by the Head of the Institution

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with seal
Principal
FATHER MULLER COLLEGE
Mangalore-575 002

Place: Mangalore
Date: 22.10.2012

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Fax : 0824-2430361
E-mail : muller@bsnl.in
Website : www.fathermuller.com

Ref. No : ....   Date : ....

CERTIFICATE OF COMPLIANCE
(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **Father Muller College** (Name of the Institution) fulfils all norms:

1. Stipulated by the affiliating Mangalore University, Mangalagangothri, Mangalore and/or
2. Regulatory Council/Body [such as NCTE, AICTE, **RCI**, MCI, DCI, BCI, etc] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 28.10.2012
Place: Mangalore

Principal / Head of the Institution
(Name and Signature with Office seal)
Principal
FATHER MULLER COLLEGE
Mangalore-575 002