

————— **Medical College and Hospital** —————
Minutes of Meeting

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	22.06. 2019
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none">1. To review the minutes of the previous meeting and action plan report of the year 2018-192. To discuss on implementation of competency based medical education3. To discuss academic calendar for year 2019-20204. To discuss on the action taken report of stockholders feedback5. To discuss on implementation of students support system6. To review the NIRF data and to address the gap7. Update on NAAC8. Any other issues

Key Meeting Outcomes

1	The action plan report of 2018-2019 year was approved
2	The action plan for implementation of competency based medical education was finalized
3	The academic calendar for 2019-2020 was finalized
4	The stockholders feedback and action taken report was evaluated
5	The plan for implementation of Students support system was finalized
6	The attainment plan for the parameters of NIRF was finalized
7	The process of NAAC was discussed
8	The Student / Faculty exchange program with National / International Institute to be initiated


**Coordinator
IQAC**


**Chairperson
IQAC**

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Action Taken Report

2018-2019

Sl. No	Decisions	Action Initiated
1	To conduct orientation programme for second year students.	The orientation program for second year students was conducted and session on AETCOM was introduced.
2	The need for the Skills lab was discussed.	The Skills laboratory at 5 th floor of hospital block will be renovated and Dr. S. Jaysree, Professor of OBG will coordinate the activities related to Simulation based medical education.
3	To review the action plan for Faculty development program.	The FDP on AETCOM during 23 rd -27 th July 2018 was organized under the observation form nodal centre of Dr.Kadambari. The team of trainer for Curriculum Implementation support program was approved and disseminated to JIPMER, MCI Nodal centre.
4	As suggested by the Governing body, IQAC would coordinate with each department to apply for NIRF ranking.	The IQAC coordinated with the documentation process in the department and same was collected for NIRF also.
5	The action taken report on student's feedback was reviewed.	The feedbacks from alumni, faculty, employer and parents were analyzed and submitted.
6	To consider application for accreditation of institutional ethics committee.	Institutional Ethics committee has approved by the Strategic Initiative for Developing Capacity in Ethical Review (SIDCER) accreditation process.

7	The concerned department should train the students participating in quiz.	The department has nominated one faculty for training the students participating in quiz program.
8	All faculty should be oriented / trained to competency based medical education.	As per the instruction of MCI the faculty belonging to Phase I and Phase II were trained in CISP for implementation of CBME.
9	The MBBS course program outcomes and time table have to be prepared as per the competency based medical education envisioned by MCI	The preparation of time table as per Competency based medical education was planned with Head of the departments through curriculum committee.
10	The faculty should be motivated to attend capacity building programmes for their personal professional development.	The administrators were asked to convey to the faculties during the department monthly meetings.
11	To evaluate the faculty development programs organized by the institution.	The feedback received was reviewed.



**Coordinator
IQAC**



**Chairperson
IQAC**

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MANAKULA



VINAYAGAR

Medical College and Hospital

Internal Quality Assurance Cell

Minutes of Meeting

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	18.01.2020
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none">1. To review the minutes of the previous meeting2. To review the NAAC process3. To discuss on research and publication4. To review the status of NIRF data5. Any other issues
Key Meeting Outcomes	
1	The previous minutes of meeting was discussed
2	The SSR was submitted and DVV completed
3	The plan of action for peer team was finalized
4	The analysis of Publication was done
5	The plan of action for research funding was finalized
6	The status of IPR implementation was reviewed
7	The NIRF data was reviewed and the areas for improvement was discussed
8	The submission of data for AISHE was discussed
9	The renewal of ISO certification, Green audit and Energy audit was discussed

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Minutes of Meeting

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	18.11.2020
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none"> 1. To review the minutes of the previous meeting and approve the Action taken report of 2019-2020 2. To discuss the criteria wise gap report and further plan of action for NAAC accreditation 3. To discuss implementation plan of suggestions recommended by Peer Team 4. To discuss on FDP for research 5. To discuss on NIRF report 2019 and areas for improvement 6. To discussion on Publication analysis 7. Any other issues
Key Meeting Outcomes	
1	The previous minutes of meeting was discussed and Action taken report of 2019-2020 was approved
2	The following was discussed <ul style="list-style-type: none"> - NAAC Peer Team report - Institutional Grade sheet - Action plan to address the criteria wise gap report was approved and IQAC coordinator will oversee the pan
3	The Criteria wise weighted grade score was assessed
4	Organizing FDP on research publication in indexed journal and IPR was discussed
4	The analysis of publication was discussed
5	The renewal of ISO certification , Green audit and Energy audit was planned
6	The gap in NIRF data was identified and planned to address the gaps
7	The evaluation of CBME program of Ist year will be conducted by Dr.Soudriyaa and team


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Action Taken Report of 2019-2020 meeting outcomes

Date: 02.07.2020

Sl. No	Decisions	Action Initiated
1	Implementation of competency based medical education	1. Foundation course for one month was implemented was coordinated by Dr.Deepika, Assistant Professor of Physiology 2. FDP on Integration , E-learning, CO-PO mapping, planning Time table was organized by MEU
2	Stockholders feedback	The feedbacks from alumni, faculty, employer and parents were analyzed and submitted.
3	Implementation of students support system	1. The current Mentor-mentee program was modified as student's support system. 2.The mentors were trained in Students Support system 3.SOP for prepared and implemented
4	To address the identified gap in the NIRF data.	1.Publication in Indexed journal : FDP on 'How to write article ?' and Publication in indexed journal was conducted 2. IPR: MoU was signed with MIT for guidance in Patent
5	Update on NAAC	1.Applied for IIQA on 12.4.2019 and was approved on 11.7.2019 2.SSR will be reviewed and submitted by 31 August 2019

		3.The preparation for Peer team visit was planned and team for oversee the visit was formed. Will be supervised by Director / Dean 4.Orientation of about Peer team visit and NAAC process was conducted to the faculties 5.Certificate courses form MBBS students was planned and conducted
6	Green Audit Energy audit and ISO certificate	The Green audit / ISO certificate was renewed
7	To finalize AISE data for 2019-2020	The AISE data was approved and submitted



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