


Sri MANAKULA VINAYAGAR
 Medical college and Hospital

Date	24.12.2020/MOM: 01/2020-21	Venue	College Council Hall	Time	11.00 AM to 12.00 PM
Chairperson	Dr.R.N.Kagne, Deputy Director / Dean				
/IQAC Coordinator	Dr.G.Kalaiselvan, Dean (Research)	IQAC Coordinator cum secretary	Dr.Deepika		
Agenda:	1. To approve the minutes of the previous meeting and action plan report of the year 2.Review of NIRF data – 2020 3. Submission of AQAR -2019-2020 4. Review on the quality initiatives taken for the year 2019-2020		5. Analytical report on stake holders feedback of 2019-2020 6. Any other issues with the permission by chair		
Committee Members Present					

Dr.R.N.Kagne	Present	Dr.Mangaiyarkarasi.T	Present	Dr.M.Rajalakshmi	Apologies
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present	Mr.M.Dhanasekaran	Present
Dr. K.Karthikeyan	Present	Dr.T.Preethi	Apologies	Dr.V.S.K.Venkatachalapathy	Apologies
Dr.M.Pragash	Apologies	Dr.T.Kanimozhi	Present	Dr.Kalyani .R	Present
Dr.M.Vimal,	Present	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Apologies
Dr.Soundariya.K,	Present	Miss Sri harini	Apologies	Dr.S.Subalakshmi	Apologies
Dr.Dr.Duraimurugan	Apologies	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present

Dr. R.N. KAGNE
 DEAN
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 KALITHEERTHAL KUPPAM,
 PUDUCHERRY-605 007.

Agenda	Discussion	Response	Action taken / Action to be taken	Responsible person	Target date
1	The minutes of meeting held on was presented by the Dr.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee			
2	NIRF ranking – The NIRF committee presented the NIRF data -2020 and was reviewed Improvement Plan of action for 2021 ranking was presented by the NIRF team members	The External Expert commented to strengthen the Research and Professional Practice (RP) and Perception	To increase the patent and publication the following measures -To conduct FDP - To motivate the faculty to submit for Intramural Funding	For improvement in the Patent – Dr.Deepika, Coordinator, IPR Publication- Dr.Sinduri, Secretary, Research committee FDP- IQAC committee Funding – Chairman IQAC	To update every quarter. By January 2021
	Dr. Soundariya.K highlighted the measures initiated in metric Teaching learning resources.	Dr.V.S.K.Venkatachalapathy suggested to prepare the strategic plan for implementation of ICT	Preparation of strategic plan	Dr.Soundariyia – Co-ordinator MEU	By January 2021
	NABL	Director discussed about readiness of Laboratories for NABL accreditation	To submit a readiness report of clinical laboratories for NABL	Dr.Asmathulla, Head CL	Next IQAC meeting
	NABH	The coordinator updated about the status of NABH	Status Report of NABH	Dr.M.Pragash	
3	Review of AQAR 2019-2020	Was presented by the IQAC Coordinator	To be submitted before the due date	IQAC Coordinator	-
4	Annual Report MEU	The report for teaching learning was presented by Dr.Soundariyia – Co-coordinator MEU	The members stressed on the priority of ICT training for the faculties	-	-
	Report on Research and publication was presented by Secretary research committee	Number of publication and Funded project is low,	Session on how to write an article. Workshop on Research Grant writing	Research committee	Next IQAC meeting
	Conduct of FDP		The following FDP were approved by IQAC, workshop on PBL and	-	-

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			assessment,workshop on Literature search and reference manager		
	Orientation Program for I MBBS as part of Foundation course, 2 nd year CRRI	Members suggested to include skill component in the orientation program	Schedule for implementing skill training to prepared	MEU	February 2022
	Evaluation of CBME Curriculum – Phase I	The IQAC team along with MEU has planned to evaluate CBME	Evaluation report	MEU	April 2022
5	Feedback	Members discussed to take feedback on the Online Teaching	To prepare Google form for feedback	MEU	April 2022
6	AISHE	The data to be submitted to AISHE was discussed	Dean informed to cross-check the data before submission	Nodal officer, AISHE	-
8	Standard Operating Procedure	-	All the committees should prepare Standard Operating Procedure (SOP).	All committee secretaries	
	Student Support System	MEU would take the following activity related to Students welfare: Mentorship program, Appoint counselor separately for students, Coordinate with student's welfare council	The SOP for Student Support System. FDP for Mentors	Coordinator, Student Support System	Next IQAC meeting
	Strategic Plan	The progress of the strategic plan was presented by the faculty	The strategic progress report was approved	IQAC Coordinator	-
	Conference committee cum Co-curricular Committee	Action plan for 2021-22 and 2020-21 report was presented	The Action plan and 2020-2021 report was approved	Dr.Ganesh	-

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IKN
Coordinator

IQAC

IKN
Chairperson

IQAC

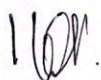
Date	21.02.2021/MOM: 02/2020-21	Venue	College Council Hall	Time	11:00AM -12:00PM
Chairperson	Dr.R.N.Kagne, Deputy Director / Dean				
IQAC Coordinator	Dr.G.Kalaiselvan, Dean (Research)	IQAC Coordinator cum secretary	Dr.Deepika		
Agenda:	1. To review the minutes of previous meeting 2. To discuss the Faculty Development Programme 3. To plan orientation program for new batch of Interns 4. To discuss on Academic calendar		5. Review on the quality initiatives taken for the year 2020-2021 6. Any other issues with the permission by chair		
Committee Members					

Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Present	Dr.M.Rajalakshmi	Apologies
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present	Mr.M.Dhanasekaran	Apologies
Dr. K.Karthikeyan	Apologies	Dr.T.Preethi	Apologies	Dr.V.S.K.Venkatachalapathy	Present
Dr.M.Pragash	Present	Dr.T.Kanimozhi	Apologies	Dr.Kalyani .R	Present
Dr.M.Vimal,	Apologies	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Apologies
Dr.Soundariya.K,	Present	Miss Sri harini	Present	Dr.S.Subalakshmi	Apologies
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present

Agenda. No	Discussion	Response	Action taken / Action to be taken	Responsible person	Target date
1	The minutes of meeting held on was presented by Dr.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee	-	-	-
	Updated on the IPR activities initiated	Dr.Deepika updated on the IPR activities	38 design patents were filed	-	-
	Funding for Research and publication	Chairman IQAC updated on the Intramural funding process	The SOP for applying Intramural Funding / Funding for attending conference and Article Processing fee was approved by Chairman cum MD.	-	-
	Strategic plan for implementation of ICT	Approved	Strategic plan for implementation of ICT submitted by Dr. Soundariya.Kwas approved	-	-
	Dr.Asmathulla, Head CLsubmitted the readiness report of clinical laboratories for NABL	Approved	To apply for NABL accreditation	Head Clinical Laboratories	June 2021
	Status Report of NABH	-	Waiting for the results	-	-
	FDP on Session on how to write an article and Workshop on Research Grant writing	-	Faculties will be motivated to attend the program online and submit the attendance certificate	Research committee	-
	Orientation Program for students		I MBBS as part of Foundation course was held -27.01.2021 to 30.01.2021 2 nd Year orientation program is scheduled on 15.03.2021 Intern Orientation Program & Skills training is scheduled on 29.07.2021 & 30.07.2021,	-	-
	Feedback report on online teaching was submitted	Action taken report was discussed	-	-	-

2	NIRF ranking – Improvement Plan of action for 2022 ranking was presented by the NIRF team members	The External Expert commented to strengthen the Research and Professional Practice (RP) and Perception	To organize more number National / International level conference / workshop, etc To grant intramural funding for faculties and Post graduates. Dr.Deepikasuggested to disseminated during PG research methodology, UG orientation	All the department heads- Conference committee to monitor Dean Research Secretary Research Committee	By Next IQAC meeting By next quarter Next Research
3	Stack holders feedback	The feedback report and action to take report was presented by the feedback committee	Dean (Academic) suggested to take feedback through 'Google form'	Feedback committee	-
4	Student Support system		Allotment of Mentors for Phase III- Part I & Part II students (non-CBME batch) - Handing over of mentees from Phase I to Phase II faculty, through Student Support System		
5	Report on Research and publication was presented by Secretary research committee		Training of how to write an article		
			MOU has been signed with Manakula Vinayagar Institute of Technology for		
6	Review of NIRF data AISHE	Presented by the Coordinator			
	Teaching Learning	Dr.Soundaruya suggested the faculties to utilize LMS	Hands on Training should be conducted to the faculties	Dr.Udhayashankar	By next meeting
	Research and Professional practice	External expert emphasized on the number of publication	As discussed in Agenda-4		
	Graduation outcome	Dr.Jayasree suggested to conduct Alumni meeting to collect the details of alumni	Inform the Alumni Secretary to conduct the same	Alumni Secretary	May 2021
	Perception	External expert suggested asked	The chairman will inform the	Director / Dean	Next 3 months

		organize National and International events	Heads of the department in the College Council Meeting	office	
	SOP of the committee	Dr.Manoharan initiated to have SOP	All the committees should prepare Standard Operating Procedure (SOP).	Committee coordinators	By next meeting
	Students welfare	Student representative suggested to have a counselor	MEU would take the following activity related to Students welfare: Mentorship program, Appoint counselor separately for students, Coordinate with student's welfare council	Office of Director / Dean	By next meeting
	Ethics committee	Director suggested accreditation for Ethics committee from NABH	NABH Accreditation for Ethic committee to applied	Secretary of Ethics committee	Next 6 months
	Mentor Mentee interaction	Evidence for Mentor mentee interaction	Mentor diary to be given as evidence Screen shot of group mails Screen shot of messages Photos of Interaction	Coordinator Mentor Mentee	By next meeting
	Employment, skill enhancement	Dr. Pragash suggested to conduct session by the Alumni working abroad	Action plan to be submitted	Alumni Secretary	April 2022



Coordinator

IQAC



Chairperson

IQAC
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