

<b>Date / No</b>	08.06.2022 / MOM No:01 / 2022-23	<b>Venue</b>	IQAC meeting hall	<b>Time</b>	11.00 am to 12.00
<b>Chairperson</b>	Dr.R.N.Kagne, Deputy Director / Dean				
<b>IQAC Coordinator</b>	Dr.G.Kalaiselvan, (Research)	Dean	<b>IQAC Coordinator cum secretary</b>	Dr.Deepika	
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. To review the minutes of previous meeting</li> <li>2. Academic calendar for year</li> <li>3. Value added courses and Certificate courses</li> <li>4. Criteria wise Update on NAAC– Assessment year 2017-2022</li> <li>5. Review on the quality initiatives taken for the year 2021-2022</li> <li>6. Strategic Plan 2018-2023 of the institute</li> <li>7. Any other issues with the permission by chair</li> </ol>				
<b>Committee Members</b>					
Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Apologies	Dr.M.Rajalakshmi	Apologies
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Apologies	Mr.M.Dhanasekaran	Apologies
Dr. K.Karthikeyan	Present	Dr.T.Preethi	Present	Dr.V.S.K.Venkatachalapathy	Present
Dr.M.Pragash	Present	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	Present	Dr.S.Subalakshmi	Apologies
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present
Dr.G.Kalaiselvan	Present	Dr.V.Deepika	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 the Dr.Deepika, IQAC Co-coordinator	-	The minutes was approved by the committee after review by the members	-	-
	Apply to Pondicherry University for recognition as Research Institute	Inspection is expected	-	-	-
	Review of NIRF	The data is submitted	-	-	-
	Perception under NIRF	-	As recommended by the members a dedicated team with a faculty and Clerk was nominated to oversee the website uploads.	-	-
	Best practices and Institute distinctiveness				
2	Academic calendar for year was presented by Dean (Academic)	The academic calendar for the year 2022-23 was approved	The academic calendar is to uploaded in the website and disseminated to all the Heads of institute To be submitted to the Governing Body	Director Office	By 2 <sup>nd</sup> week of June, 2022
3	Value added and Certificate courses	The list of courses was approved by the members  The external member suggested to include assessment in upcoming academic year  IQAC coordinator recommended the Criteria-1 team to submit Annual report with Photos in the upcoming academic year	Forwarded to Curriculum committee for monitoring  Communicate to Course In-charges Preparation of Annual report  Preparation	IQAC office  Course In-charges	-  Following week
4	Criteria wise Update on NAAC– Assessment year 2017-2022	The Criteria wise update was reviewed by the members.	Director informed that the process for Re-assessment will start by March 2023 and instructed all the in-charges to complete by March 2023.The IQAC coordinator has to oversee the process.	Criteria wise In-charges	Next meeting
5	Review on the quality initiatives taken during the year 2021-2022	The coordinator of MEU, IQAC, NABH committee and NABL committee presented the quality	Approved by the committee and external member Dr.Kalyani requested to present the update.	Respective coordinators	By next meeting

		initiatives to be taken.			
6	Strategic Plan 2018-2023 of the institute	The plan was reviewed by the committee	The members requested to prepare report and the same to be presented.	Secretary	Next meeting
7	Any other issue				
	Journal for Institute	Dean sir suggested to start a Journal for our institute	The Dean Academic has to oversee the process of starting the journal	Dean Academic	Next meeting

  
**Coordinator**  
**IQAC**

  
**Chairperson**  
**IQAC**

<b>Date / No</b>	13.09.2022 / MOM No:02 / 2022-23	<b>Venue</b>	IQAC meeting hall		<b>Time</b>	11.00 am to 12.00Pm
<b>Chairperson</b>	Dr.R.N.Kagne, Deputy Director / Dean					
<b>IQAC Coordinator</b>	Dr.G.Kalaiselvan, (Research)	Dean	<b>IQAC Coordinator cum secretary</b>	Dr.Deepika		
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. To review the minutes of previous meeting</li> <li>2. Analytical report on stake holders feedback of 2020-2021</li> <li>3. Review of Quality parameters – Faculty Publication, Funded projects, Patent</li> <li>4. Review NIRF ranking and Action plan for NIRF</li> <li>5. Update on the process of NAAC</li> <li>6. Best Practices and Institute Distinctiveness progress report</li> <li>7. Conference committee cum Co-curricular Committee 2022-2023 report presentation</li> <li>8. Any other issues with the permission by chair</li> </ol>					
<b>Committee Members</b>						
Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Apologies	Dr.M.Rajalakshmi	Apologies	
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Apologies	Mr.M.Dhanasekaran	Apologies	
Dr. K.Karthikeyan	Present	Dr.T.Preethi	Present	Dr. V.S.K.Venkatachalapathy	Present	
Dr.M.Pragash	Present	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	Present	Dr.S.Subalakshmi	Apologies	
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present	
Dr.G.Kalaiselvan	Present	Dr. V.Deepika	Present	-	-	

<b>Agenda No</b>	<b>Discussion</b>	<b>Response</b>	<b>Action taken / Action to be taken</b>	<b>Responsible person</b>	<b>Target date</b>
1	The minutes of meeting held on was presented by the IQAC Co-coordinator	The following was revived	The minutes was approved by the committee after review by the members	-	-
	Apply to Pondicherry University for recognition as Research Institute	Inspection was completed	-	-	-
	Criteria wise Update on NAAC– Assessment year 2017-2022	As suggested by the members the IQAC coordinator presented the update	-	-	-
	Review on the quality initiatives taken during the year 2021-2022	The update was presented.	Members approved the same	-	-
	Strategic Plan 2018-2023 of the institute	The report was presented	. Members approved the same	-	-
	Journal for Institute	Dean Academic submitted the proposal with the team. Dr.Sanjay. P will be the editor for the journal.	The members approved the proposal and forwarded to Director to obtain the approval from Chairman sir.	Director office	-
2	Analytical report on stake holders feedback of 2021-22	The report was presented by the Feedback committee	The report was reviewed by the members and forwarded to college council with recommendation	IQAC	Within the week
3	Review of Quality parameters – Faculty Publication, Funded projects, Patent	Members suggested conducting capacity building workshops and appointing senior faculty for hand holding to apply for patent.	Innovation cell to oversee the same	-	By December 2022
4	Review NIRF ranking and Action plan for NIRF	The update was presented by the coordinator.	The registration is done for 2023 ranking and the data collection template was shared with department heads.	NIRF team	-
5	Best Practices (BP) and Institute Distinctiveness (ID) progress report	Was update by Dr.Ramya	1. BP-1:Department wise CO-PO mapping is completed and final document will be ready after the PU results 2. BP-2: Conference committee progress was presented by the team	- -	-

			3. ID- The SIMSCON is scheduled to be held during November 2022	-	
7	Conference committee cum Co-curricular Committee 2022-2023 report presentation	Dr.Ganesh secretary of Conference committee presented the same	The members appreciated the process and department for organizing the events.	-	-



**Coordinator**

**IQAC**



**Chairperson**

**IQAC**

<b>Date / No</b>	09.12.2022 / MOM No:03 / 2022-23	<b>Venue</b>	IQAC meeting hall		<b>Time</b>	11.00 am to 12.00Pm
<b>Chairperson</b>	Dr.R.N.Kagne, Deputy Director / Dean					
<b>IQAC Coordinator</b>	Dr.G.Kalaiselvan, (Research)	Dean	<b>IQAC Coordinator cum secretary</b>	Dr.Deepika		
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. To review the minutes of previous meeting</li> <li>2. Strategic Plan of the institute- Progress</li> <li>3. To review NIRF data</li> <li>4. Update on the process of NAAC</li> <li>5. To discuss on newsletter</li> <li>6. Any other issues with the permission by chair</li> </ol>					
<b>Committee Members</b>						
Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Apologies	Dr.M.Rajalakshmi	Apologies	
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Apologies	Mr.M.Dhanasekaran	Apologies	
Dr. K.Karthikeyan	Present	Dr.T.Preethi	Present	Dr.V.S.K.Venkatachalapathy	Present	
Dr.M.Pragash	Present	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	Present	Dr.S.Subalakshmi	Apologies	
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present	
Dr.G.Kalaiselvan	Present	Dr.V.Deepika	Present	-	-	

<b>Agenda No</b>	<b>Discussion</b>	<b>Response</b>	<b>Action taken / Action to be taken</b>	<b>Responsible person</b>	<b>Target date</b>
1	The minutes of meeting held on was presented by the IQAC Co-coordinator	The following was revived	The minutes was approved by the committee after review by the members	-	-
	Analytical report on stake holders feedback of 2021-22	The report was shared in the college council.	The recommendation suggested by the IQAC was approved and forwarded to the Director for further action	Director office	-
	Review of Quality parameters – Faculty Publication, Funded projects, Patent	Innovation cell as identified faculty for hand holding to apply for patent and submitted the proposal to the Director.	To be approved by the Chairman.	Director office	By next, meeting.
2	To discuss on newsletter	The Dr.Duraimurugan suggested to publish SMVMCH newsletter	The IQAC to compile the salient data submitted by the department and draft the newsletter.	IQAC coordinator	To be updated by next meeting
3	Strategic Plan of the institute-Progress	The progress and gap analysis report was presented	It was approved by the committee and recommended to submit to the Director office	Director office	-
4	To review NIRF data	The date submitted by the department was complied and presented by the the coordinator	The same was approved by the committee for submission	-	-
5	Update on the process of NAAC	The update and gap-analysis was presented by the criteria in-charges	The members approved and recommended to proceed in drafting the SSR. The report of gap analysis was forwarded the Director office for further action	- Director office	By next, meeting.
6	Any other issues with the permission by chair				



	Journal for Institute	The first edition of Global Journal of Health Science and Research will be released by 3 <sup>rd</sup> wk of January 2023	-	-	-
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**Coordinator**

**IQAC**



**Chairperson**

**IQAC**

<b>Date / No</b>	23.03.2023 / MOM No:04 / 2022-23	<b>Venue</b>	IQAC meeting hall	<b>Time</b>	11.00 am to 12.00PM
<b>Chairperson</b>	Dr.R.N.Kagne, Deputy Director / Dean				
<b>IQAC Coordinator</b>	Dr.G.Kalaiselvan, (Research)	Dean	<b>IQAC Coordinator cum secretary</b>	Dr.Deepika	
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. To review the minutes of previous meeting</li> <li>2. Proposed Academic calendar 2023-24</li> <li>3. Training calendar for the year 2023-24 by IQAC / NABH / MEU/ Research Committee / HR</li> <li>4. Proposed auditing plan for ISO / Green Audit / Energy Audit / AAA</li> <li>5. Action plan for the year 2023-2024 of Conference committee cum Co-curricular Committee</li> <li>6. Action Plan for quality initiatives for the year 2022-2023</li> <li>7. Criteria wise action plan – 2022-2023</li> <li>8. Any other issues with the permission by chair</li> </ol>				
<b>Committee Members</b>					
Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Apologies	Dr.M.Rajalakshmi	Present
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Apologies	Mr.M.Dhanasekaran	Apologies
Dr. K.Karthikeyan	Present	Dr.T.Preethi	Present	Dr.V.S.K.Venkatachalapathy	Present
Dr.M.Pragash	Present	Dr.T.Kanimozhi	Present	Dr.Kalyani .R	Present
Dr.M.Vimal,	Present	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Present
Dr.Soundariya.K,	Present	Miss Sri harini	Present	Dr.S.Subalakshmi	Present
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present
Dr.G.Kalaiselvan	Present	Dr.V.Deepika	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 the IQAC Co-coordinator	The following was revived	The minutes was approved by the committee after review by the members	-	-
	Review of Quality parameters – Faculty Publication, Funded projects, Patent	Innovation cell as identified faculty for hand holding to apply for patent and submitted the proposal to the Director.	Chairman sir approved to nominated <b>Dr.Senthil Professor</b> to guide the faculty in the process of copyright and patent.	-	-
	To discuss on newsletter	The Dr.Duraimurugan suggested to publish SMVMCH newsletter	IQAC will prepare annual report	-	-
	Journal for Institute	The first edition of Global Journal of Health Science and Research will be released by 3 <sup>rd</sup> wk of January 2023	The first edition will be released by April 2023	-	-
2	Proposed Academic calendar 2023-24	The draft of Academic calendar was presented by the Dean	The members approved and recommended for dissemination.	Director office	By May 2023
3	Training calendar for the year 2023-24 by IQAC / NABH / MEU/ Research Committee / HR	The Training calendar was presented by the coordinators.	The members approved. The external expert Dr.V.S.Venkatachalapathy informed document all the training program as per the NAAC guidelines and to be submitted to IQAC.	IQAC	-
4	Proposed auditing plan for ISO / Green Audit / Energy Audit / AAA	The members asked the IQAC coordinator to update on the status.	The Green and Energy Audit is completed. AAA audit is in process.  ISO stage 2 audit is pending due to non-availability of clearance from Fire department.	- IQAC -	End of June -
5	Action plan for the year 2023-2024 of Conference committee cum Co-curricular Committee	Dr.Ganesh presented the action plan .  Dr.Rajalakshmi, criteria-3 in-charge informed that they do not receive the activity reports from the departments and also the activity report is incomplete.	The members approved the action plan. The members requested to Conference committee to amend the SOP by giving due consideration for mandatory submission of reports.  External member Dr.Kalyani asked IQAC to design a format to submit the report	- Conference committee  IQAC	By end of April  By end of April 2023

6	Action Plan for quality initiatives for the year 2022-2023	The Action plan was presented by the coordinator.	Dean sir asked to include sessions on Grant writing workshops for faculties.  Dr.Udhayasankar.R in Faculty in-charge asked to conduct workshops for non-teaching staff on Excel, managing LMS etc	Research Committee  MEU	July 2023  July 2023
7	Criteria wise action plan – 2022-2023	The in-charges have presented the update.  The In-charges reported the difficulty in collecting the data and documents.	Approved by the members  The members suggested to allot clerks for the criteria	Director	End of March 2023
8	Any other issues with the permission by chair				
	Research policy	Dr.Mangaikarasi.T mentioned most of the faculties are not aware of the benefits.  Dr.M.Vimal requested to provide guidelines for the Intramural grants / funding for publication and conference	Dean sir clarified that the policy was individually mailed and he will mail once again.  Dr.Kalaiselvan G informed that the research committee is in process of preparing the same and will be uploaded shortly.	PA to Dean  Secretary Research Committee	End of this week  End of this month



**Coordinator**

**IQAC**



**Chairperson**

**IQAC**