



Sri MANAKULA VINAYAGAR

 Medical college and Hospital

Accredited by NAAC with A+ Grade, Accredited by NABH and NABL

Date / No	05.07.2023/ MOM No:01 / 2023	Venue	IQAC Conference Hall	Time	11.00 AM to 01:00PM
Chairperson		Dr.R.N.Kagne, Deputy Director / Dean			
IQAC Coordinator		Dr.G.Kalaiselvan, Dean (Research)	IQAC Coordinator cum secretary	Dr.Deepika	
Agenda:		1. To approve the minutes of the previous meeting and action plan report of the year 2. Review of metric related NIRF 3. Action Plan for quality initiatives for the year 2023-2024 4. Update on the process of NAAC 5. Any other issues with the permission by chair			
Committee Members					
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,	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 previous minutes of meeting was presented by the Dr.G.Kalaiselvan, IQAC coordinator	Approved by the committee	Approved	-	-
2	Copyright	Circular issued; collection of new copyrights and proposals initiated.	Ongoing collection and proposal process.	Dr.Deepika.V	2 nd week of August
3	Institute Journal (GJHSR) – Second Issue	Initiated by Dr. Sanjay P. (Editor-in-Chief) - Approved	Further steps to get indexed	Dr. Sanjay P	Next Meeting
4	Proposed application for ISO 21001 - Stage 2 Audit.	Approved; Audit expected in August (1st week).	Preparations underway for the Stage 2 Audit.	Dr.K.V.P.SuriyaKumari	4 th week of July
5	Action plan for Quality Initiatives	<ul style="list-style-type: none"> • AAA Audit to be conducted. • Workshops for teaching and non-teaching staff proposed. 	List of Workshops to be submitted and review by the committee	Dr.Kalaiselvan & Dr.Deepika.V	Next Meeting

6	National Assessment and Accreditation Council	IIQA submitted & SSR preparation to be done on or before July 2023	SSR preparation to be completed by 31 st July 2023.	NAAC Criteria Heads	31.07.2023
7	Purchase of furniture and files for IQAC.	Approved	Purchase 140 files, 3 cupboards, and 5 tables.	Mr.Rajesh	05.08.2023

Coordinator

IQAC
Dr. DEEPIKA. V
IQAC Co-Ordinator

Chairperson

IQAC
Dr. KAGNE. R.N
DEAN
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Date / No	/ MOM No:02 / 2023-24 04.10.2023	Venue	IQAC Conference Hall	Time	11.00 AM to 01:00PM
Chairperson		Dr.R.N.Kagne, Deputy Director / Dean			
IQAC Coordinator		Dr.G.Kalaiselvan, Dean (Research)	IQAC Coordinator cum secretary	Dr.Deepika	
Agenda:		<ol style="list-style-type: none"> 1. To approve the minutes of the previous meeting and action plan report of the year 2. Review of metric related NIRF 3. Action Plan for quality initiatives for the year 2023-2024 4. Update on the process of NAAC 5. Any other issues with the permission by chair 			
Committee Members					
Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Present	Dr.M.Rajalakshmi	Present
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present	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	Present	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 Previous minutes of meeting was presented by the IQAC Coordinator	Approved by the committee	Approved	-	-
2	NAAC SSR and DVV	Submitted SSR and DVV were presented in the meeting	All DVV queries are completed	IQAC Coordinator	-
3	Plans to make for Peer Team Visit - NAAC	Dec 7 & 8 , Jan 8 & 9 are the excepted dates	Allocate separate team for the preparation Peer team visit	IQAC Coordinator	Nov 25 th 2023
4	Website Reframing	Our college website is planned to reframe and requesting all the departments to provide necessary data	Website updation committee	Dean Academic	November 1 st week
5	NAAC Criteria team	As few of the members of the criteria team are relieved , it has to be reconstituted	New team members and support team to be formed	IQAC Coordinator	Within 3 days
6	Internal Quality Assurance Cell	As we know our IQAC coordinator Dr.Kalaiselvan is relieving this month , need to appoint a new IQAC Coordinator	New IQAC Coordinator – Dr.Deepika.V IQAC Co-Coordinator – Dr.Ramachandran.K	IQAC Chairperson	18.10.2023


7	NIRF Data Collection	We excepting NIRF DCF portal opening in the end of December	Data collection need to be started early and reviewed by the NIRF Core team	IQAC Coordinator	Within 4 weeks
8	Annual Quality Assurance Report	Submission 2021-22 & 2020-21	AQAR need to be submitted as soon as possible	NAAC Coordinator	November 1 st week


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Dr. DEEPIKA. V
IQAC Co-Ordinator


Chairperson

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Date / No	20.01.2024/ MOM No:03 / 2024-25	Venue	IQAC Conference Hall	Time	11.00 AM to 01:00PM
Chairperson	Dr.R.N.Kagne, Deputy Director / Dean				
IQAC Coordinator	Dr.Deepika.V	IQAC Coordinator cum secretary	Dr.Ramachandran.K		
Agenda:	1. To approve the minutes of the previous meeting and action plan report of the year 2.Review of metric related NIRF 3. Action Plan for quality initiatives for the year 2024-2025 4. Update on the process of NAAC 5. Any other issues with the permission by chair				
Committee Members					
Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Apologies	Dr.M.Rajalakshmi	Present
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present (Online)	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.Ramy.G,	Present

Dr.Soundariya.K,	Present	Miss Sri harini	Present	Dr.S.Subalakshmi	Present (Online)
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Present (Online)	Dr.Balasubramanian.S	Present
Dr.V.Deepika	Present	Dr.Ramachandran.K	Present	Mr.Rajesh.D	Present

Agenda No	Discussion	Response	Action taken / Action to be taken	Responsible person	Target date
1	The previous minutes of meeting was presented by the IQAC Coordinator	Approved by the committee	Approved	-	-
2	NAAC A+ Accreditation	As we have scored 3.36 in the NAAC First Cycle Which is valid until 2028	Streamlining the data collection and data verification	IQAC Coordinator	Next Meeting
3	Review of NIRF data 2024	Data presented by NIRF Core team for the NIRF 2024	Approved	NIRF Coordinator	21.01.2024
4	Preparation and submission of AQAR 2022-23	NAAC Criteria team is requested to present the data to administrators on Feb 26 th 2024	Preparation and submission of AQAR 2022-23 on or before feb 28 th 2024	IQAC Coordinator	28.02.2024
5	Internal Audit	All the members are requested to form a team to visit all the departments	Every year as planned two internal audit and external audit to conducted	IQAC Coordinator	March 1 st week

		,offices and committees and conduct an audit			
6	Review on Quality Initiatives 2022-23	<ul style="list-style-type: none"> • AAA Audit • IIC Patent and copyrights (Call for proposal) • Gender equity Programs 	To increase the awareness on patent and copyrights to the students and faculties	Dr.Deepika.V	Feb 1 st week
7	Review of ISO 21001:2018	Have to contact TUV to enquiry about the certificate ,if any queries need to solve it as soon as possible	Have to check any payment issue or Queries from TUV	ISO MRM	25.01.2024
8	Analytical report on stake holder of 2022-23	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
9	Certificate & Value added Course discussion	<p>The list of courses was approved by the members</p> <p>The external member suggested to include assessment in upcoming academic year</p> <p>IQAC coordinator recommended the Criteria-1 team to submit Annual report with Photos in the upcoming academic year</p>	Communicate to Course In-charges Preparation of Annual report	MEU & IQAC Coordinator	Next Meeting

10	AISHE – 2022-23	Data presented by Dr.Jeyakumar.M for the academic year 2022-23	Approved	AISHE Nodal officer	31.01.2024
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IQAC Co-Ordinator


Chairperson

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Date / No	11.04.2024/ MOM No:04 / 2023-24	Venue	IQAC Conference Hall	Time	11.00 AM to 01:00PM
Chairperson	Dr.R.N.Kagne, Deputy Director / Dean				
IQAC Coordinator	Dr.Deepika.V	IQAC Coordinator cum secretary	Dr.Ramachandran.K		
Agenda:	1. To approve the minutes of the previous meeting and action plan report of the year 2.Review of metric related NIRF 3. Action Plan for quality initiatives for the year 2024-2025 4. Update on the process of NAAC 5.Internal Audit 6.IQAC Academic calendar 7.Any other issues with the permission by chair				
Committee Members					
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	Present
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present
Dr.V.Deepika	Present	Dr.Ramachandran.K	Present	Mr.Rajesh	Present

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1	The minutes of meeting was presented by the IQAC Coordinator	Approved by the committee	Approved	-	-
2	NIRF Action Plan	-	NIRF action plan for perception has to be checked every month	Mr.Rajesh	Every Month
3	NAAC Faculty Nomination	To streamline the data collection process all the department	HODs has to nominate a faculty as one point of contact	All departments HODs	Within a week
4	Internal Audit	According to IQAC Academic Calendar	Academic Calendar review and approved by the committee	IQAC Chairperson	-
5	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	Next Meeting
6	Create IQAC Calendar 2024-25	Planned to conduct 12 – workshops(8 – Teaching,4 - Non-Teaching)	Academic calendar will be reviewed by the IQAC chairperson	IQAC Chairperson	-
7	Review of Quality parameters – Faculty Publication, Funded projects, Patent	5 - Utility Patents applied and further payment process – In progress	To be approved by the Chairman.	Chairman	-

8	Alumni Endowments	Our proud alumni are contributed 10 lakhs towards institution as Alumni Endowments	-	Alumni president	-
9	Any other issues with the permission by chair	-	-	-	-


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