

**Medical College and Hospital****Internal Quality Assurance Cell****Minutes of Meeting**

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	12.06.2017
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none"><li>1. To review the minutes of the previous meeting and action plan report of the year 2016-17</li><li>2. To discuss on Post-graduate training on basic teaching and presentation skills</li><li>3. To discuss on quality of scientific presentation at SIMSCON</li><li>4. To discuss on students' feedback</li><li>5. Any other issues</li></ol>
<b>Key Meeting Outcomes</b>	
1	The academic calendar for year 2017-2018 was discussed.
2	To improve the teaching skills and academic presentation skills of the postgraduates.
3	To introduce professionalism in Undergraduate orientation program
4	To review the feedback of Interns orientation
5	To improve the quality of scientific presentations at SIMSCON , 2018
6	To assess the students pass percentage in Pondicherry University Examination
7	The action taken report on students' feedback was reviewed
8	The feedback from alumni, employee and parents was collected and analyzed

  
**Coordinator**  
**IQAC**

  
**Chairperson**  
**IQAC**

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**Internal Quality Assurance Cell**

**Minutes of Meeting**

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	11.01. 2018
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none"><li>1. To review the minutes of previous meeting</li><li>2. To discuss on orientation program for second year students</li><li>3. To discuss on the session to be conducted on Communication skills for 1<sup>st</sup> year and Interns</li><li>4. To discuss on 'National Institutional Ranking Framework' (NIRF) application</li><li>5. Any other issues</li></ol>
<b>Key Meeting Outcomes</b>	
1	To conduct orientation programme for second year students.
2	The need for the installation of Skills lab was discussed
3	To review the action plan for Faculty development program
4	As suggested by the Governing body, IQAC would coordinate with each department to apply for NIRF ranking
5	The action taken report on student's feedback was reviewed
6	To consider application for accreditation of institutional ethics committee



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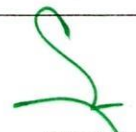
Internal Quality Assurance Cell

Minutes of Meeting

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	06.06. 2018
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none"><li>1. To review the minutes of the previous meeting and action plan report of the year 2017-18</li><li>2. To discuss the academic calendar for year 2018-2019</li><li>3. To discuss on students' feedback</li><li>4. To discuss on the quality of publication</li><li>5. To discuss on competency based medical education</li><li>6. To discuss on STS Projects</li><li>7. To discuss on students mentorship program during second professional year</li><li>8. Any other issues</li></ol>
<b>Key Meeting Outcomes</b>	
1	The academic calendar for year 2018-2019 was discussed
2	The training program on scientific writing should be conducted for faculty and postgraduates
3	The action taken report on students' feedback was reviewed
4	The action plan needs to be prepared for monitoring the implementation of new curriculum of Competency based medical education
5	Undergraduate students should be orientated to research proposal writing and basic epidemiology to improve the quality of STS projects
6	The mentorship program to be implemented during second year also
7	The Pondicherry University examination results were reviewed

  
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**Action Taken Report**

**2017-2018**

Sl. No	Decisions	Action Initiated
1	To improve the teaching skills and academic presentation skills of the postgraduates	Training program on “Basic teaching and presentation skills” was conducted for postgraduates and feedback was obtained.
2	To introduce professionalism and Ethics in Undergraduate orientation programmes	White coat ceremony was introduced in first year orientation programme Case studies on Attitude and Ethics were introduced in second year orientation programme
3	Review the feedback of Interns orientation	The Hands-on skills workshop on Basic medical skill was included based on the feedback received from the interns.
4	To assess the students’ pass percentage in Pondicherry University Examination	The students’ pass percentage in Pondicherry University Examination reviewed and reported to academic council.
5	To improve the quality of scientific presentation at SIMSCON , 2018	Guidelines were prepared to evaluate the scientific presentation.
6	Workshop on Capacity development for faculty	The following department specific workshops were held for the Capacity development of faculty, 1.National Workshop on Qualitative Methods in Health Research 2.Workshop on Epi_Info Software and Reference Management

		3.SPSS for Data Analysis in Medical Research and SPSS online training Portal4.Workshop on “Step-wise analysis of Arterial Blood Gas Analysis”
7	Apply for NIRF Ranking	The data for submission for NIRF was reviewed
8	To consider application for accreditation of institutional ethics committee	Institutional Ethics committee has started the Strategic Initiative for Developing Capacity in Ethical Review (SIDCER) accreditation process.
9	The stakeholders feedback	The feedbacks from alumni, faculty, employer and parents were analyzed and submitted.



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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Title	Internal Quality Assurance Cell
Date of Meeting	09.01. 2019
Meeting Venue	College council hall
Meeting Agenda	<ol style="list-style-type: none"><li>1. To review the minutes of the previous meeting</li><li>2. To discuss on students participation in Quiz</li><li>3. To discuss on competency based medical education</li><li>4. To discuss on the quality of faculty training program</li><li>5. To discuss on personal professional development plan for faculty</li><li>6. Any other issues</li></ol>
<b>Key Meeting Outcomes</b>	
1	The concerned department should train the students participating in quiz
2	All faculty should be oriented / trained to competency based medical education
3	The MBBS course program outcomes and time table have to be prepared as per the competency based medical education envisioned by MCI
4	The faculty should be motivated to attend capacity building programmes for their personal professional development.
5	To evaluate the faculty development programs organized by the institution.

  
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