

<b>Date / No</b>	25.02.2022 / MOM No:02 / 2021-22	<b>Venue</b>	College Council 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>	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 2022-2023 4. Update on the process of NAAC 5. Any other issues with the permission by chair				
<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	-	-

**Dr. KAGNE. R.N**  
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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.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee after review by the members			
	Apply to Pondicherry University for recognition as Research Institute	Dean (Research) update the status	Application submitted	Dean	-
	SIRO registration	Institute should have status of Research Institute and Bank account with audited for 3 years	In process	Dean (Research)	Next 6 months
	Status of AQAR	IQAC coordinator undated about the status	Submitted	IQAC coordinator	-
	Training calendar of MEU	-	Training calendar was prepared and implemented	MEU Coordinator	Completed
	Student Support System report	The report was reviewed	-	Coordinator	-
	Workshop s on Research methodology	Dean (Research) submitted the training calendar	Members approved the training calendar	Member secretary	-
	Increase the number of publication / Patent	Plan of action to increase the number of publication / Patent was submitted	Members approved and forwarded for approval	Dean (Research)	-
		All the committees should prepare Standard Operating Procedure (SOP)Circular has to be sent regarding this		Dean Research	July 2022
	NABL Accreditation	The CL head informed that the Stage I of NABL accreditation was received by September 2021			
2	Review of NIRF				
	Teaching Learning	MEU coordinator presented the activities initiated and to be initiated	Members approved the same	-	-
	Research and Professional practice	Number of research projects and Publication to increased	Circular to be sent to department with target	Dean	In next one month
	Graduation outcome	Dr.Deepika updated about the CO-PO mapping Dean informed about the UG/ PG students performance	The results should be shared with the head of criteria-7 for best practice	-	-
	Perception	External member suggested the	Immediate upload in the website and	NIRF coordinator	March


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		visibility of the activities conducted by the department	social media To have a dedicated team with a faculty and Clerk for the same		
3	Action Plan for quality initiatives for the year 2022-2023				
	Implementing Blueprinting & competency mapping	The members reviewed the status of Blueprinting and competency mapping status	Review meeting with faculty on Blueprinting is planned.  Dean(Academic) informed that all departments are submitting the blueprint along with the IA question paper	MEU coordinator  -	March  -
	Learning Management System	MEU coordinator updated the status of Learning Management System	Training program on how to use Learning Management System was planned The technical issues faced were to be rectified	MEU coordinator  Manager, IT	April  Immediately
	Clinical Clerkship	Members asked the status of Clinical Clerkship	Sensitization of the faculty in the clinical departments to "Clinical Clerkship" or "Student Doctor Method" of clinical training is completed	Dean (Academic)	-
4	Update on the process of NAAC				
	AQAR status	IQAC coordinator informed that AQAR is submitted	AQAR of 2018-2019 and 2019-2020 was submitted on 28.08.2021	-	-
	Re-assessment for NAAC	Gap analysis of cycle -1 results were presented and Action Plan for reassessment was discussed	The gap analysis report will be shared with the Criteria -In charges, ask to submit action plan to fill the gap	IQAC coordinator	March
	Certificate and value added courses	The status of this was discussed	The in-charges of the these courses will be asked to submit the lesson plan to curriculum committee	Criteria- In-charges	March
	Best practices and Institute distinctiveness	Best practices and Institute distinctiveness mentioned below was presented by the Dr.Ramya, In-charge of Criteria-8. <b>The best practices are,</b> 1.Modular teaching for undergraduate students, 2.Outcome based education	The Dean mentioned to monitor the implementation and present the update in the next meeting.  <b>Dr. KAGNE. R.N</b> DEAN SRI MANAKULA VINAYAGAR	Dr.Ramya, In-charge of Criteria-8.	Next meeting



		<p><b>The best practices are,</b>  1.Modular teaching for undergraduate students, 2.Outcome based education ,3.Access to specialist care in Rural Health Centre Regular 4.Internal Assessment exam for students</p> <p><b>Institute distinctiveness are</b>1. Quality education and free services to the society and  Department monthly meeting facilitated by the administrators</p>			
5	Any other issues with the permission by chair				
	Alumni outcome	The outcome of the alumni is not complete	The external member suggested to call all the currently available alumni and asked to update the same.	Alumni secretary	15 days
	Website updation	The IQAC requested Dean to send circular to update the website.	To issue circular and IT department to coordinate the same	Dean office	15 days
	Stack holders feedback	The feedback report and action to take report was presented by the feedback committee	The external member asked to share the feedback report to MEU for action	Feedback team	-
	Strategic Plan 2018-2023	The Action plan of strategic plan was discussed	The progress report and strategic plan was planned	Dr.Rajaram	-
	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	-

  
**Coordinator**  
**IQAC**

  
**Chairperson**  
**IQAC**



<b>Date</b>	24.12.2020/MOM: 01/2020-21	<b>Venue</b>	College Council Hall	<b>Time</b>	11.00 AM to 12.00 PM
<b>Chairperson</b>	Dr.R.N.Kagne, Deputy Director / Dean				
<b>/IQAC Coordinator</b>	Dr.G.Kalaiselvan, Dean (Research)	<b>IQAC Coordinator cum secretary</b>	Dr.Deepika		
<b>Agenda:</b>	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		
<b>Committee Members Present</b>					

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.D.Duraimurugan	Apologies	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present

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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.Soundariya – 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.Soundariya – 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 <sup>nd</sup> 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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Coordinator

IQAC

  
Chairperson

IQAC