

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 01/2016

Date : 23.06.2016

Time : 11.00 AM -12.45 PM

Venue : VP Office - VMKV. Medical College & Hospitals, Salem.

AGENDA : Criterion wise review - NAAC

S.NO	CRITERION	MINUTES	ACTION TAKEN REPORT
1.		❖ It was decided to modify NAAC steering committee and IQAC and to obtain permission for Dean for the same.	New Steering committees have been formed to strengthen then the IQAC.
		❖ Curricular aspects were discussed in detail and it was decided that following feedback will be obtained in a time bound manner from all the HODs 1. Students feedback on curriculum, teaching staff, library, Hostel and programme / infrastructure	Periodical feedback shall be obtained as per Academic Calendar.
2.		❖ The meeting was decided HODs be provided with 100 feedback copies each and the meeting will be conducted once in three months.	Get circulated all the dept, the feedback obtained from various stakeholders and analysed ATR is available.
		❖ It was decided to request the Dean to appoint alumni co-ordinator and direction may be given regarding alumni meeting. The Dean is requested to conduct college council meeting to decide the same agenda for BoS meeting.	Dr.B.Jayaprakash, Asso.Prof Ophthalmology Appointed and Alumni Co-ordinator. Alumni meeting was conducted for alumni Registration on its activities.
	CRITERIA - II	❖ It was decided to request for guidance from the Dean regarding Guest and visiting faculty	The Dean asked that speakers of CME, Workshop & Conferences are to be considered as guest speakers/ visiting faculty.
		❖ Innovative practices to be discussed with Dean	It is under process.
		❖ Modified members of BoS to develop to protocol for IQAC monitoring committee.	The HODs of the Pre & Para clinical Department were appointed as IQAC monitoring cell.
		❖ It was decided to request the Dean to provide one digital camera for NAAC purpose.	The Photographs of college has assigned work.
		❖ It was decided to request the Dean to direct the HODs to give soft copy of photographs of when, curricular activities live , CME, symposium etc conducted.	Followed and implemented.

Members : IQAC members: Members attended meeting

1. Dr. Milind V.Bhutkar , Vice Principal

2. Dr.Rajaram, Prof & Head of Pharmacology

3. Dr.V.Selvam, Asst.Prof - Forensic Medicine

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 02/2016

Date : 30.06.2016

Time : 11.00 AM -12.30 PM

Venue : VP Office - VMKV. Medical College & Hospitals, Salem.

AGENDA : Criterion wise interaction - NAAC

S.NO	CRITERION	MINUTES	ACTION TAKEN REPORT
1		<ul style="list-style-type: none">❖ Criteria III of was discussed, on initiatives in promoting research were enlisted.❖ It was decided that NAAC steering committee (criteria III) meeting will be conducted on research activities like Publication with citation, h - index and impact factor<ul style="list-style-type: none">✓ Research funds sanctioned and received✓ No. of Books published.✓ No. of Conference organized✓ No.of collaborative with industries/institutions.	It is made available in Research Policy of VMRF –DU
		<ul style="list-style-type: none">❖ Also the Extension activities and institution social responsibility were discussed.❖ It was also decided that research consultancy services and collaborative, Linkage will be discussed with dean.	NSS, Blood Donors Club and free medical campus have been conducted periodically.

Members : IQAC members: Members attended meeting

1. Dr. Milind V.Bhutkar , Vice Principal

2. Dr.Rajaram, Prof .Head of Pharmacology

3. Dr.V.Selvam, Asst.Prof - Forensic Medicine

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 03/2016
 Date : 07.07.2016/Ref/Circular - dated//CDO -
 Time : 11.00 AM - 1.00 PM
 Venue : Dean's Office - VMKV. Medical College & Hospitals, Salem.
 AGENDA : Criterion wise review - NAAC

S.NO	CRITERION	MINUTES	ACTION TAKEN REPORT
1.	Criteria - IV Criteria 4.2	❖ It was decided to sent letter to A & Account section reg. Income & Expenditure report for 2015 – 2016	Income & Expenditure for 2015 – 2016 obtained.
		❖ It was decided to conduct the workshop for teacher regarding Computer network and e - Governance.	The meeting was conducted for faculty regarding e – Governance and its importance.
2.	Criteria -V	❖ It was decided to request alumni association to invite Alumni for conducting careen guidance on awareness of competition exam for CRRIs, ❖ It was decided to organize gender	A Career guidance was conducted by Alumni for overseas students USMLE.
	Criteria 5.8	❖ It was decided to organize gender sensitization program for students.	Under formulation process.
3.	Criteria -VI	❖ 6.2 Dean's guidance requested about management and information system.	It was discussed on implement action of EMIS.
		❖ 6.3.6. HRM - Dean's guidance requested for faculty recruit system.	Faculty ware recruited by selection committee VMKVMC & hospital.
		❖ 6.4. Welfare scheme for teaching & Non teaching and students/ Dean's suggestion.	Welfare scheme policy is under process with consultation of VMRF – DU.
		❖ 6.5 Total Corpus funds requested.	Corpus fund is available with VMRF - Du
		❖ 6.7 It was decided to modify forms of administrative and academic audit.	It is under formulation under guidance of VMRF -DU
		❖ 6.14 It was decided to conduct meeting of - environmental committee is to be conducted reg. ECO - campus	Environmental committee was conducted a meeting on to maintain the "Green campus".
		❖ 6.13 It was decided to conduct HR development program for Non – Teaching staff.	HR Development was organised on " Hygienic"
4.	Criteria -VII	❖ Innovative and Best Practices will be discussed with Dean for lies valid guidance.	Discussed with Dean and Listed out Best Practices.

Members : IQAC members: Members attended meeting

1. Dr. Milind V.Bhutkar , Vice Principal
2. Dr.Rajaram, Prof. Head of Pharmacology
3. Dr.V.Selvam, Asst.Prof - Forensic Medicine

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 04/2016

Date : 26.11.2016/Ref/Circular - dated//CDO -

Time : 11.00 AM - 1.00 PM

Venue : Dean's Office - VMKV. Medical College & Hospitals, Salem.

AGENDA :

S.No	CRITERION	MINUTES	ACTION TAKEN REPORT
1		❖ The meeting was held with be constituted steering committee and IQAC members.	High Lighted the important areas of all criticise.
		<ul style="list-style-type: none"> ❖ Discussed all seven (7) Criterion ❖ IQAC was discussed about further implementation and active plan. ❖ New innovative programmes line “green measures” energy consecutive and Research programme were discussed in the criteria VII. 	Formulation & updating files for External Administrative & Academic Audit.
		❖ The IQAC was made new organisatives chair of the institution and information management system and this has sent to Dean's approval.	Obtained from the Dean.

Members : IQAC members : Members attended meeting

1. Dr. Milind V.Bhutkar , Vice Principal
2. Dr.Rajaram, Prof & Head of Pharmacology
3. Dr.V.Selvam, Asst.Prof - Forensic Medicine

IQAC members/Steering committee members

