



**INTERNAL QUALITY ASSURANCE CELL  
MINUTES OF MEETING**

|                 |  |
|-----------------|--|
| Department      | Internal Quality Assurance Cell ( IQAC)  |
| Date of meeting | 26.12.2022   |
| Time            | 2.30 pm – 4.30 pm  |
| Venue           | College Council Hall   |
| Chair person    | Dr. S. Ratnasamy , Dean  |
| Meeting Agenda  | <ol style="list-style-type: none"><li>1.Introduction of new members of IQAC</li><li>2. Short review of the previous IQAC Minutes of meeting</li><li>3. Preparation of NAAC Peer Team Visit to our institution</li><li>4. Discussion on Current status of NABH accreditation process</li><li>5. Discussion on Reaccreditation inspection status of NABL</li><li>6. Discussion on current status of NIRF &amp; ISO</li><li>7.Any other matter with the permission of Chair</li></ol> |

**ACTION TAKEN FOR THE PREVIOUS MEETING HELD ON 22.08.2022**

| S. no | POINTS DISCUSSED  | ACTION TAKEN   | Decision taken in the meeting held on 26th Dec, 2022                                |
|-------|---|--|---|
| 1     | Discussion to increase the number of subject related Faculty Development Programs and Quality related workshops ever year | <ul style="list-style-type: none"><li>• A preliminary meeting was held on <b>1st Sep, 2022</b> with all HODs by MEU as per the suggestions of IQAC – 13 CME/Workshops/Conferences were organized between August and December, 2022. Of these 13 - 5 events were accredited with TNMC credit hours. Total events in 2022 – <b>32 events</b></li><li>• Quality related workshops - Total events – <b>23 events</b></li></ul> | Noted and recorded  |
| 2     | To discuss on Annual Quality Assurance Report (AQAR) team formation for NAAC.   | Annual Quality Assurance Report (AQAR) team has been constituted by IQAC on <b>8th Sep, 2022</b> for yearly submission of AQAR to NAAC portal online   | Noted and recorded<br>Academic and Administrative audit (AAA audit) to be conducted |
| 3.    | Discussion on creating Annual report every year with formation of a team.   | IQAC along with AQAR team will prepare the Annual report of IQAC.  | Noted and recorded  |

|    |   |  |                    |
|----|---|--|--------------------|
| 4. | Discussion on requirements for Mock NAAC Peer team audit.     | <ul style="list-style-type: none"> <li>• The NAAC Mock audit was conducted on <b>20th and 22nd of September, 2022</b> by Prof. Dr. Yogesh Kumar Sharma and the report of Infrastructure related requirements was submitted to the Management</li> <li>• The revised template of HOD's PPT presentation was circulated among all departments</li> <li>• To organize FDPs on Microteaching –</li> <li>• JIPMER team has accepted to do one-day session on recent trends in Microteaching in January, 2023. Topic to be chosen</li> </ul>   | Noted and recorded |
| 5. | Discussion on upcoming NABL renewal audit.                    | <ul style="list-style-type: none"> <li>• NABL renewal audit was conducted on <b>3rd and 4th of December, 2022</b> and completed successfully.</li> <li>• A meeting was conducted with all clinical department HODs and as per their requirements, 3 parameters in Biochemistry and 1 parameter in Pathology were added in addition to the existing parameters for analysis</li> </ul>  | Noted and recorded |
| 6. | Discussion on upcoming ISO External audit.                    | <ul style="list-style-type: none"> <li>• The ISO 21001:2018 surveillance audit was conducted <b>from 13th to 15th September, 2022</b></li> <li>• The ISO audit report was submitted to IQAC office</li> </ul>  | Noted and recorded |
| 7. | Discussion on current status of NABH accreditation process.   | Gap analysis done based on NABH Guide book & deficiency are in the process of rectification  | Noted and recorded |
| 8. | COO insisted that we have to work towards a good NIRF ranking | <ul style="list-style-type: none"> <li>• Our NIRF team has undergone 4th National Level Workshop on NIRF India Rankings 2023 for Higher Educational Institutions (HEI) and Health Science Institutions on <b>21<sup>st</sup> and 22<sup>nd</sup> December 2022</b> through online mode, organized by <b>Institute for Academic Excellence, Telangana.</b></li> <li>• Increase the Faculty publication ratio to <b>1:2</b> per year</li> <li>• PGs (second year and Interns) should be increasingly used for Research activities.</li> <li>• Patents and Copyrights to increase.</li> </ul> | Noted and recorded |



## Minutes of meeting – IQAC on 26.12.22

1. The new members of IQAC were introduced
2. The previous MOM was reviewed and action taken was discussed
3. **Preparations done by IQAC**
  - The HOI & HODs Mock Presentations were done and the revised template for HODs PPT Presentations, tentative schedule of the Peer Team Visit and the departmental Check list are circulated
  - The SWOC analysis for faculty was done between 29<sup>th</sup> Nov and 01<sup>st</sup> Dec 2022 and feedback analysis is being done
  - The link for G-form about Library and Hostel feedback for students & the curricular feedback for faculty are circulated and to be analysed & the feedback of parents during PTM is being analysed
  - An Onsite program on “**Constructive alignment of teaching, learning and assessment**” by Deputy Vice Chancellor of AIMST University is planned on 29<sup>th</sup> Dec 2022
4. Discussion regarding NAAC Peer Team Visit was done
  - a. Mr. Prabeese discussed in details about NAAC peer team visit assessors receiving and hospitality.
  - b. He asked to form many Committees for NAAC Peer Team Visit handling.
    - i. Steering Committee will be headed by Dean & IQAC
    - ii. Guest Reception Committee, Sports Committee and Hospitality Committee will be headed by Dr. R. Vinod
    - ✓iii. Transport coordination Committee will be headed by Mr. James
    - iv. NSS / NCC Committee will be headed by Dr. R. Surendar
    - v. Technical Team will be headed by IT department.
    - vi. Communication Team headed by Dr. K. Mathan
    - vii. Document Presentation Team will be headed by Dr. M. Sakthi Balan & Dr. A.K. Jayamala.
    - viii. Swift Action Team will be headed by Dr. K. Suresh, Mr. N. R. Pukazenti & Mrs. Santhiya
    - ix. Liaison Team will be headed by COO, DEAN, MS, GM & DGM.
    - x. Alumni Coordination Team will be headed by Dr. V. Prabu
    - xi. Student & Faculty Coordination Team will be headed by Dr. Zeno & Mr. Srikrishnan
    - xii. Cultural Committee will be headed by Dr. P. Muraliswaran
    - xiii. Parents & Non-Teaching Staff Coordination Committee will be headed by Mr. T. Ramesh & Mrs. Lalitha
    - xiv. Infrastructure Assurance Team will be headed by Dr. D. R. Vedapriya

- xv. Academic ambience maintenance team will be headed by Dr. K. Tamilselvan
- xvi. Catering committee will be headed by Mr. T. Ramesh & Mr. James .
- c. Video Coverage of the entire two days of visit should be planned with a total of 3 videographers
- d. Four sets of Dean sirs PowerPoint Presentation with two days schedule has to be taken a neat colour print out and to be submitted to the assessors.
- e. Hospital and College flour entrance marble to be polished and to be white washed.
- f. IQAC Cabin to be made ready & Sensor based washroom can be installed.
- g. Along the IQAC cabin entrance and pathways , best practice wallposters, any wall decoration, wall painting & flower pots as to be kept before NAAC Peer Team Visit.
- h. College entrance path should be fully laid with a red carpet and flower pots to be placed along the sides
- i. Medical College entrance board can be made with Permanent metal wordings.
- j. Biomedical waste to be cleaned.
- k. During the two days of NAAC Peer Team Visit Dean sir asked to stop the hospital entrance construction work and covered the area with green sheet.
- l. Day care centre to be shown in working condition and its entrance pathway to be cleaned.
- m. Playground to be shown in properly and plan for conducting matches on the first day of NAAC Peer Team visit.

5. Plan to shift the Library to the new Building Plan for Conducting traditional Cultural Programs involving first year MBBS, Inters & Post Graduates Students

6. Mock Visit has been planned on 18 & 19<sup>th</sup> January 2023

7. Other accreditations:

- **NABH:** NABH application for final accreditation submitted on 25<sup>th</sup> Nov, 2022, awaiting for inspection
- **NABL:** NABL renewal audit was conducted on 3<sup>rd</sup> and 4<sup>th</sup> of December, 2022 and completed successfully.
- **ISO:** The ISO 21001:2018 surveillance audit was conducted from 13<sup>th</sup> to 15<sup>th</sup> September, 2022 and completed successfully. SVMCH&RC is the **First Medical College in India** which was certified by ISO by 21001 : 2018 (Educational Organization Management System) Accredited by NABCB (Quality Council India)
- **NIRF:** Review of data for NIRF 2023 ranking submission in the DCS – Dec 2022 was done. Submission of data for NIRF 2023 in DCS is planned in Jan, 2023. Brain storming strategies for improving NIRF ranking status in 2024 within top 50 colleges. Dr.B.V.Sreenivasa Murthy is planned to verify the NIRF documents on 12 Jan, 2023 in our Institution.

Meeting ended with vote of thanks by Dr. S. Ratnasamy, Dean and Chairperson of IQAC.





**Internal Quality Assurance Cell (IQAC) Meeting Attendance on 26-12-2022 (2.30 – 4.00)**

| Name                     | Department                                   | Signature                     |
|--------------------------|--|-------------------------------|
| ✓ Dr. S. Ratnasamy       | Dean of SVMCH&RC                             | S. Ratnasamy<br>26/12/22      |
| Dr. S. Mahadevan         | Dean (Research & PG Studies)                 |                               |
| ✓ Dr. VIDHYA             | COO  |                               |
| ✓ Dr. M. Loganathan      | Medical Superintendent                       | M. Loganathan<br>26/12/22     |
| ✓ Dr. K. Suresh          | Deputy Medical Superintendent                |                               |
| Dr. N. Muthukumaravel    | Assoc. Dean (Admin) & (NABH)                 | N. Muthukumaravel<br>26/12/22 |
| Dr. R. Vinod             | Vice Principal (Admin)                       | -                             |
| Dr. K. Tamilselvan       | Vice Principal (Acad)                        | -                             |
| Mr. A. Soundarajan       | General Manager                              | A. Soundarajan<br>26/12/22    |
| ✓ Mr. N.R. Pukazenti     | Deputy General Manager                       | N.R. Pukazenti<br>26/12/22    |
| Mr. James Teranace Sekar | Administrative Officer                       | -                             |
| Mr. Ramprasanth          | Managing Director                            | -                             |
| ✓ Dr. N. Balaji          | HOD of Homeopathy & Nodal<br>Officer DISM&H, | N. Balaji<br>26/12/22         |
| Mr. M. Arunkumar         | Senior Manager – HR (Caplin)                 | -                             |
| ✓ Mr. B Prabeese         | Lead Auditor, EOMS<br>PS Quality, Chennai    | B. Prabeese<br>26/12/2022     |
| Mr. S.T. Akileswaran     | Final MBBS (Part – II) SVMCHRC               | -                             |
| Ms. Keerthana            | Final MBBS (Part – II) SVMCHRC               | -                             |
| Dr. A. Arvinth           | Associate Prof of Pharmacology               | -                             |
| ✓ Dr. S. Subhashri       | Asst. Prof of Physiology                     | S. Subhashri<br>26/12/22      |
| ✓ Dr. S. Madhumadhi      | Asst. Prof of Community Medicine             |                               |
| ✓ Dr. R. Latha           | Professor of Physiology                      | R. Latha                      |
| Dr. P. Suresh            | Associate Prof of Biochemistry               | -                             |

✓ M. Karthikeyan PSQC - Chennai  
 ✓ Dr. R. SURYA Assistant Professor,  
 ENT  
 ✓ Mr. N. SRIRISHWAN FAC. HR. MCR  
 ✓ Dr. MATHANIK Assoc mt  
 ✓ Prof. S KASI PANDIAN M.D Emergency  
 Medicine

M. S. N. R.  
 S. Subhashri  
 R. Latha  
 S. Subhashri

✓ P. MURALEKHARAN

Biochem

Principles  
26/11

✓ Dr. Sugany, E

Associate Prof, Com. Med

Bill

✓ Dr. Jayamala. N.K

Assoc Prof of physiology Jay