



**SRI VENKATESHWARAA MEDICAL COLLEGE HOSPITAL  
AND RESEARCH CENTRE  
ARIYUR, PUDUCHERRY – 605 102**

Ref : No.3/IQAC/SVMCH & RC/ 20-21

25<sup>th</sup> August 2021

**CIRCULAR**

This is to inform that, the Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 31.08.2021 between 2.30pm and 4.00pm in College Council Hall. All the members of IQAC are directed to attend the meeting without fail.

**Agenda:**

1. Introduction of new members of IQAC
2. Short review on previous meeting of two IQAC minutes with discussion on action taken.
3. Discussion about sending CBME curriculum feedback to be sent to NMC.
4. Strategic plan for the year 2022-2023 to be prepared by all committees.
5. Discussion on conducting Workshop on Good Clinical Practice/ How to apply for research grant/ Patent motivation.
6. Presentation on Intellectual Property Rights (IPR) by Dr. S.S. Rajasekar, President of Institution Innovation Council (IIC) of our Institution.
7. Any other matter with the permission of Chair

S. V. B.  
25/08/21  
DEAN

**To**

All the members of IQAC

**Copy to :**

The Chairman (Through mail)

COO

The Dean (Research & PG studies)

The M.S

DMS

Vice Principals

Special invitee: Dr. S.S. Rajasekar, President of Institution Innovation Council (IIC)

Guard file



**SRI VENKATESHWARAA MEDICAL COLLEGE HOSPITAL  
AND RESEARCH CENTRE**  
Ariyur, Puducherry. Ph.0413-2644435, 2644482  
**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF MEETING**

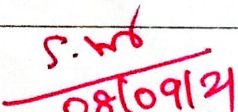
<b>Meeting Title</b>	Internal Quality Assurance Cell ( IQAC)
<b>Date of meeting</b>	31.08.2021
<b>Time</b>	2.30am – 4.00pm
<b>Venue</b>	College Council Hall
<b>Chair person</b>	Dr.S.Ratnasamy, Dean
<b>Meeting Agenda</b>	<ul style="list-style-type: none"><li>• Introduction of new members of IQAC</li><li>• Short review on previous two IQAC meetings minutes with discussion on action taken.</li><li>• Discussion about sending CBME curriculum feedback to NMC.</li><li>• Strategic plan for the year 2022-2023 to be prepared by all committees.</li><li>• Discussion on conducting Workshop on Good Clinical Practice/ How to apply for research grant/ Patent motivation.</li><li>• Presentation on Intellectual Property Rights (IPR) by Dr. S.S. Rajasekar, President of Institution Innovation Council (IIC) of our institution.</li><li>• Any other matter with the permission of Chair</li></ul>
<b>Key meeting activities</b>	
<ul style="list-style-type: none"><li>• The Dean and Chairperson of IQAC, Dr. S. Ratnasamy gave the welcome address to the IQAC members and special invitee, Dr.S.S.Rajasekar, President of IIC of our institution.</li><li>• The new members of IQAC were introduced to the members by the Chairperson.</li><li>• Dr. P. Suresh (Co-ordinator of IQAC), made a short presentation on the previous two IQAC meetings minutes along with action taken.</li><li>• Dr. V. Prabu, Prof. &amp; Head, ENT mentioned that based on the Circular (Ref no: 1/IQAC/SVMCH&amp;RC/2021), the committee should be monitored by IQAC member and suggested that other monitoring member could be included in IQAC and based on his opinion and other committee member suggestion the Dean (chairperson) decided to include <del>the</del> another 3 faculty members ie. Dr. P. Muraliswaran (Prof. and Head Biochemistry), Dr. K. Tamilselvan (Prof. and Head Physiology), Dr. A.K. Jayamala. (Associate Professor Physiology) in the IQAC cell.</li><li>• Dr. R. Vinod, Prof. &amp; Head, Microbiology (over viewing incharge of Sports committee) pointed out that the committee did not have a Physical Director. Dean consented to add Physical Director to the</li></ul>	

sports committee.

- Dr. V. Prabu, Prof. & Head, ENT, also asked on what is the exact activity of Teachers counselors committee and how frequently meetings are conducted. Dr. P. Suresh (Co-ordinator of IQAC), listed the committee members and frequency plan of meeting. The activity of Teachers councillors committee was decided to be monitored.
- Dr. K. Suresh, Deputy Medical Superintendent (DMS), had a complaint that some of the issues related to Gender Harassment Prevention Committee were solved by administrators without bringing it to the notice of the committee members. Dr. V. Prabu, ENT also was aware of it and he insisted that anything related to the committee should be addressed by all the members of the committee and has to be recorded. Dr. R. Latha, Professor of Physiology and Convener of the committee stated that there have been issues which were brought to the notice of the committee and were solved, but she was not aware that this particular incident had taken place. Dean made it clear that any issues pertaining to particular committee should be resolved by the same committee members confidentially and should not be handled by anybody else.
- Dr. K. Muthukumaravel Vice Principal (Admin) raised a doubt if the name Gender Harassment Prevention Committee had become obsolete and the new name Internal Complaints Committee has to be applied as suggested by one of the NABH inspector. Dean and Dr. V. Prabu (ENT) opined that Gender Harassment Prevention committee can be a part of Internal Complaints Committee and the name might not be interchangeable. Dr. R. Latha informed that she can confirm this with the NAAC consultant and External member of the committee, Dr. Rajeshwari Seshadri, Pondicherry University.
- Dr. V. Prabu ENT opined that in the over viewing incharge allocation of committees, more committees for administrators will be overload for them. The Dean (Chairperson) has decided that Teachers counselors committee and Students counseling committee can be allocated to Dr. V. Prabu, ENT, Tamil Literary club allocated to Dr. P. Muraliswaran Prof and Head of Biochemistry and Dr. K. Tamilselvan, Prof and Head of Physiology can be allocated the Library committee.
- It was also decided that Curriculum committee and Gender Harassment Prevention Committee can be taken over for overview by Dr. A. Mangaiarkkarsi, Vice Principal (Academic) and Dr. K. Suresh DMS will overview SRC and IEC.
- Dr. K. Suresh, DMS, complained that activity of Hospital Infection Control committee does not inform the happenings to MS and DMS effectively. Dr. R. Vinod Prof. & Head, Microbiology and a member of HICC, informed that all activities were sent to MS Office through NABH office. Dean interrupted and informed that MS and DMS office should be aware of HICC details and asked for effective communication.
- Dean asked opinion from the members and decided that CBME curriculum feedback to NMC can be

- sent by MEU after completion of the final academic year of CBME curriculum.
- Dean (chairperson) informed that strategic plan for the year Jan- Dec 2022 should be obtained from all committees by sending a circular along with a template after Dr. R.Latha emphasized the need for the plan, to use it for NAAC.
  - The academic calendar for conducting committee meetings prepared by NAAC criterion 1 member was projected on screen there were more committees apart from the 31 committees already compiled. Dr. R.Latha informed that she has assigned the work of merging the committees to Dr. K.Subashree, Associate Professor of Pathology.
  - Discussion on conducting Workshop on Good Clinical practice & Good Laboratory Practice were initiated by Dean. Dr. P. Suresh (Co-ordinator of IQAC) and Dr. R.Latha, Prof of Physiology informed that Dr.P. Muraliswaran, Prof and Head Biochemistry have been working on the process of conducting the workshop.
  - Dr.P. Suresh, (Co-ordinator of IQAC), projected a slide on the various funding agencies for obtaining research grants. Dean asked the members if they know how to get these grants. Dr. R. Surendar, Associate Professor, Com. Medicine conveyed that there are more funding agencies (like AYUSH and RNTCP) but guidance is needed as not many proposals are accepted. Dr. V. Prabu ENT, requested Dean to invite some research consultant who will be able to help the faculty and students to get useful tips to get funds for their projects. Dean accepted to look into the issue.
  - Dean (chairperson) asked Dr.S.S. Rajasekar, special invitee to give his presentation on Intellectual Property Rights (IPR) and he made a short presentation and informed that he will able to help faculty get copyrights.
  - Dean asked Dr.S.S.Rajasekar to recommend Research consultant for arrangement of research funding of our institution.
  - Dr. K. Muthukumaravel Vice Principal (Admin), Dr. Suresh, DMS and Mr. U. Gnanasegaran, Advocate discussed if Gender Harassment Prevention Committee should be renamed. Dr. K. Muthukumaravel told that as per a central Govt. act of 2013, the committee to be called as Internal complaints committee.
  - The Chairperson concluded the meeting.

  
8/9/21  
Co-ordinator IQAC

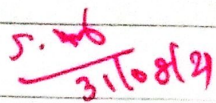
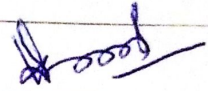


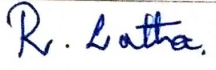
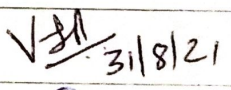
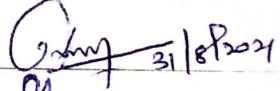
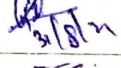
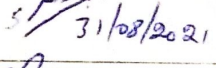
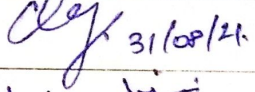
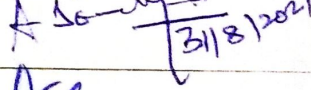
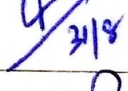

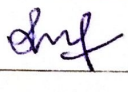
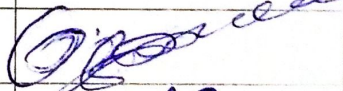

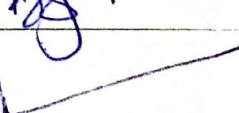

  
08/09/21  
Chairperson IQAC

**SRI VENKATESHWARAA MEDICAL COLLEGE HOSPITAL & RESEARCH  
CENTRE, ARIYUR, PUDUCHERRY**

**Internal Quality Assurance Cell (IQAC) Meeting Attendance**

Date: 31.8.21

Time: 2.30-4pm

	<b>IQAC MEMBERS</b>	<b>Signature</b>
<b>Chairperson</b>	Dr.S.Ratnasamy, Dean	
<b>Senior Administrative officers</b>	Dr.S. Mahadevan, Dean (Research & PG studies)	
	Dr. K. Suresh, Deputy Medical Superintendent	
	Dr.N. Muthukumaravel, Vice Principal (Administration)	
	Dr.A. Mangaiarkkarasi, Vice Principal (Academic)	
<b>Teachers</b>	Dr.R. Latha, Prof, Physiology	
	Dr.R. Vinod, Prof. & Head, Microbiology	
	Dr.V. Prabu, Prof. & Head, ENT	
	Dr.G. Prabu, Prof. General Medicine	
	Dr.R. Surendar, Associate Professor, Com. Medicine	
	Dr.Mathan, Associate Professor, Psychiatry	
<b>Management</b>	Mr.A. Soundarajan, General Manager	
	Mr.N.R. Pukazenti, Deputy General Manager	
<b>Local society</b>	Mr.Ram Prasath, Managing Director, Ramachandra School, Puducherry	
<b>Student</b>	Miss. Amirthashivani, Final year MBBS Student	
<b>Alumni</b>	Dr.S. Subashri, Assistant Professor, Physiology	
<b>Industrialists/Employers</b>	Mr.M. Rangarajan, DGM, Sterilegene LTD, Puducherry	
<b>Stakeholder</b>	Mr. U. Gnanasegaran, Advocate	
<b>Coordinator</b>	Dr. P. Suresh, Associate Professor, Biochemistry	
<b>Assistant Coordinator</b>	Dr.K. Subashree, Associate Professor, Pathology	
<b>Special Invitee</b>	Dr.S.S.Rajasekar, President of Institution Innovation Council	

  
**Chairperson**  
31/8/21