



VELAMMAL MEDICAL COLLEGE
HOSPITAL AND RESEARCH INSTITUTE
MADURAI - 625009

6.5.1

Composition and Minutes of the IQAC Meetings

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Dean
Velammal Medical College Hospital
and Research Institute
'Velammal Village'
Madurai-Tuticorin Ring Road
Anuppanadi, Madurai (TN)-625 009



VELAMMAL MEDICAL COLLEGE

HOSPITAL AND RESEARCH INSTITUTE

MADURAI - 625009

Constitution of IQAC

Velammal Medical College Hospital and Research Institute constituted its Internal Quality Assurance Cell (IQAC) on 9th December 2019. The objective of formulation of IQAC was to initiate, plan and supervise various activities that are necessary to improve the quality of the education. Before the inception of IQAC, NAAC coordination committee was looking after the matters pertaining to quality of the education. The IQAC is effectively coordination with the Academic Council, Medical Education Unit, and Curriculum Committee for sustaining and improving the quality of academic activities related to Undergraduate and Postgraduate students of the institute.

The office of IQAC is located at second floor of the medical college building. The faculties from various clinical, pre and paraclinical departments along with students and external experts are members of IQAC. The meeting of IQAC has been schedule to be conducted twice in a year to review the performance indicators, implementation of action plan thereby enhancing the overall quality of the educational process in the institute.

For further enquires please contact us at

Email: iqac@velammalmedicalcollege.edu.in

Telephone: 0452 711 4119

IQAC Co-ordinator: Dr. Samir Deorao Bele

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and Research Institute
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Velammal Medical College Hospital & Research Institute
&
Speciality Wing

DEAN'S OFFICE **CIRCULAR**

Ref No: 196/H/Cir/2019

9 Dec 2019

To

All IQAC Members

The Internal Quality Assurance Cell (IQAC) has been constituted to facilitate the process of NAAC assessment & accreditation. The IQAC will be responsible for developing and implementing quality benchmark and will act as a nodal agency of the Institution in coordinating quality-related activities to NAAC. HoDs and faculties of all the departments are requested to extend their support to IQAC to make this venture successful.


Dean

Copy submitted to:-
Hon. Chairman

Copy to:-
Chief Executive Officer
Medical Superintendent
Vice Principal
Chief Administrative Officer
Deputy Medical Superintendents (VMCHRI & Specialty)
HoD, Dept of Community Medicine



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| Composition of Internal Quality Assurance Cell (IQAC) | | |
|-------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------|
| Sl. No. | Designation | Name of the Members & Designation |
| 1. | Chairperson | Dr.R.M.Raja Muthaiah Dean |
| 2. | Teachers | Dr. S. R. Dhamothara Professor and HoD, General Surgery |
| 3. | | Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics |
| 4. | | Dr. John Rajpathy Professor, Physiology |
| 5. | | Dr.Trupi Bodhare Professor , Community Medicine |
| 6. | | Dr.K.Yegumuthu Associate Professor , Pathology |
| 7. | | Dr. S. B. Rena Rosalind Associate Professor, Psychiatry |
| 8. | | Dr. Yogesh C Associate Professor, Forensic Medicine |
| 9. | | Dr. K. J. Jeevitha Assistant Professor, Obstetrics and Gynaecology |
| 10. | | Dr. S. Raja Assistant Professor, Microbiology |
| 11. | Member from the Management | Mr. Manivannan Chief Administrative Officer |
| 12. | Senior administrative officers | Dr. T. Thirunavukkarasu Medical Superintendent |
| | | Dr. P. Mohanty Vice- Principal |
| 13. | Local Society | Dr. Geetha Sivasubramanian, Velammal Engineering College |
| 14. | Students | Ms. Jhancy Rani 2017 batch Mr. Sidharth M Rahejaa 2018 batch |
| 15. | Alumni | G. Venu Priya 2013 Batch |
| 16. | | Ramesh Venkatachalam 2013 Batch |
| 17. | Expert | Dr. Sunil Kumer. D, Associate Professor, Department of Community Medicine, JSS Medical College, Mysore |
| 18. | Industrialists | Mr. K. Vijayanand Managing Partner Hayakriva Associates and Builders |
| 19. | Stakeholder | Mr. M. Karthigeyan F/o K Soundharrya Meenakshi (2018 Batch) |
| 20. | Coordinator | Dr. Samir Bele Professor and HoD, Community Medicine |



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The Healing Touch

Velammal Medical College Hospital & Research Institute
&
Speciality Wing

DEAN'S OFFICE
CIRCULAR

Ref No: 198/H/Cir/2019

9 Dec 2019

To

IQAC Members

There will be a meeting of Internal Quality Assurance Cell (IQAC) for NAAC Accreditation on 11.12.19 (Wednesday) at 3 pm in the Hospital Board Room. You are requested to attend the meeting without fail.


Dean

Copy submitted to:-
Hon.Chairman

Copy to:-
Chief Executive Officer
Medical Superintendent
Vice Principal
Chief Administrative Officer
Deputy Medical Superintendents (VMCHRI & Specialty)
HoD, Dept of Community Medicine



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Internal Quality Assurance Cell (IQAC)- Meeting Agenda

| Sl. No. | Title | Name of the Member |
|----------------|---------------------------------------|------------------------------|
| 1. | Welcome Introduction to NAAC Member | Dr. R.M. Raja Muthaiah, Dean |
| 2. | Overview of NAAC Process | Dr. Samir Bele |
| 3. | Sharing Experiences | Dr. Sunil Kumar |
| 4. | Criteria wise discussion | Dr. Sunil Kumar |
| 5. | Recommendations and suggested actions | All members |

Dean

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Proceedings of the meeting of Internal Quality Assurance Cell (IQAC)

The minutes of the first IQAC meeting held on 11th December 2019, at 3 pm in hospital board room, Velammal Medical College Hospital & Research Institute, Madurai.

Members present:

- Dr.R.M.Raja Muthaiah, Dean VMCH& RI
- Dr. T. Thirunavukkarasu, Medical Superintendent, VMCH& RI
- Dr. P. Mohanty, Vice- Principal, VMCH& RI
- Mr. Manivannan, Chief Administrative Officer
- Dr. Samir Bele, Professor and HoD, Community Medicine
- Mr. K. Vijayanand, Managing Partner, Hayakriva Associates and Builders
- Dr. Sunil Kumer. D, Associate Professor, Department of Community Medicine, JSS Medical College, Mysore
- Dr. S. R. Dhamotharan, Professor and HoD, General Surgery
- Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics
- Dr. John Rajpathy, Professor, Physiology
- Dr.Trupi Bodhare, Professor , Community Medicine
- Dr.K.Yegumuthu, Associate Professor , Pathology
- Dr. S. B. Rena Rosalind, Associate Professor, Psychiatry
- Dr. Yogesh C, Associate Professor, Forensic Medicine
- Dr. S. Raja, Assistant Professor, Microbiology
- Dr. K. J. Jeevitha, Assistant Professor, Obstetrics and Gynaecology
- Dr. Geetha Sivasubramanian, Velammal Engineering College
- Ms. JhancyRani, 2017 batch
- Mr. Sidharth M Rahejaa, 2018 batch
- G. VenuPriya, 2013 Batch

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- Ramesh Venkatachalam, 2013 Batch
- Mr. M. Karthigeyan

Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute, congratulated all members for being the part of IQAC and welcomed them. He explained the vision and mission of the institute in terms of quality of education and patient care and insisted all the members to give contribute effective to improve and maintain the quality.

Dr. Samir Bele, IQAC coordinator explained the entire process of the NAAC accreditation along with timeline on a power point presentation. He also informed about the preparation of NAAC workshop to be organised on 12.12.2019. Dr. R.M. Raja Muthaiah, Dean insisted to issue a certificate for the participants.

Dr. Sunil Kumar. D, Associate Professor & IQAC Coordinator Department of Community Medicine, JSS Medical College, Mysuru who joined the meeting as an expert thanked Dean, Management and other committee members for the invitation and shared his practical experience regarding accreditation process. He also explained various do's and don'ts and provided various suggestions to expediate the data collection process.

It was followed by the detailed discussion on various criteria's and preparation of IIQA and SSR. There was a discussion regarding the current status of the activities in the institute and various recommendations to improve the quality of teaching and learning.

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The various points discussed are as follow:

- It is recommended to formulate a separate scientific research committee to look after exclusively the matters pertaining to research.
- The committee will strengthen the research and development activities, and encourage faculty to undertake research projects and will support them in grant writing and research publications.
- Motivate faculty to get register as a Ph.D guide if they are fulfilling the eligibility criteria stipulated by the Regulatory Councils.
- Send faculty to get trained for development and delivery of e-content / e-courses so as the faculty should develop the e-content / e-courses.
- Render support to alumnus to prepare memorandum of association, and create a separate bank account for alumni association.
- Registration of Velammal Medical College Hospital and Research Institute Alumni Association under Societies Registration Act.
- Creating on line feedback system for students, teachers, parents and alumni, and other stakeholder.
- IQAC will promote to initiate the value-added online courses/ classes which address gender, environment and sustainability, human values, health determinants, right to health issues, emerging demographic changes and professional ethics in the curricula.
- It is recommended to formulate NAAC steering committee with few midlevel/junior cadre faculty/active members for coordination and data collection.

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Mr. Manivannan, Chief Administrative Officer, appreciated the initiatives and ensured to support on behalf of management. Mr. M. Karthigeyan, who is F/o K Soundharra Meenakshi, 2018 batch, expressed his happiness and involvement of parents and alumni in quality initiatives of the institute and showed his willingness to contribute further.

It was decided to conduct the IQAC meeting once in every six months and teachers committee members meeting as and when required.

Finally, Dr. R.M. Raja Muthaiah, Dean of the institute, thanked all members and requested their active participation to improve and sustain the quality of teaching, learning and patient care in the institute.


Dean

Copy submitted to: -

- The Honourable Chairman

Copy to:

- Medical Superintendent, VMCH& RI
- Vice-Principal, VMCH& RI
- Chief Administrative Officer
- IQAC Coordinator
- IQAC Members
- HoD, Pre & para clinical and clinical departments
- In charges of ancillary departments


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Velammal Medical College Hospital & Research Institute
& Speciality Wing

DEAN'S OFFICE

CIRCULAR

Ref No: 020/H/Cir/2020

4 Feb 2020

To

All Concerned

There will be a meeting of committee members and subcommittee members of NAAC on 7.02.2020 (Friday) at 2 pm in the Hospital Board Room. You are requested to attend the meeting without fail.


Dean

Copy to:-

Medical Superintendent
Vice Principal
Dr. John Rajpathy, Professor, Physiology
Dr. Trupi Bodhare, Professor, Community Medicine
Dr. Samir Deorao Bele, Professor & HOD, Community Medicine
Dr. S.R. Dhamotharan, Professor & HOD, General Surgery
Dr. S. Nataraja Rathinam, Professor, Paediatrics
Dr. Rajkishore Mahato, Professor & HOD, Pharmacology
Dr. K. Yegumuthu, Associate Professor, Pathology
Dr. C. Yogesh, Associate Professor, Forensic Medicine
Dr. S.B. Rena Rosalind, Associate Professor, Psychiatry
Dr. Saravanan, Associate Professor, Physiology
Dr. Rekha, Associate Professor, Physiology
Dr. Sudir Ben Nelson, Associate Professor, Community Medicine
Dr. S. Raja, Assistant Professor, Microbiology
Dr. T. Hemalatha, Assistant Professor, Pharmacology
Dr. Sriandaal, Assistant Professor, OBG
Dr. Madhumiha, Assistant Professor, OBG
Mr. Vijay Anto, Community Medicine



VELAMMAL MEDICAL COLLEGE

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Internal Quality Assurance Cell - Minutes of Meeting


| | |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting Title | IQAC (Core Group) & NAAC Steering Committee Meeting |
| Date of Meeting | 7.02.2020 (Friday) |
| Meeting Venue | Hospital Board Room, Velammal Medical College Hospital & Research Institute, Madurai. |
| Meeting Agenda | 1. Minutes of the previous meeting 2. Business arising from the previous minutes – 3. Roles and responsibilities of steering committee 4. Discussions and recommendation |

Proceeding and Key Meeting Outcomes

The minutes of the meeting of NAAC steering committee and core members of IQAC conducted on 7.02.2020 (Friday) at 2 pm in the Hospital Board Room, Velammal Medical College Hospital & Research Institute, Madurai.

Members present:

- Dr.R.M.RajaMuthaiah, Dean VMCH& RI
- Dr. T. Thirunavukkarasu, Medical Superintendent, VMCH& RI
- Dr. P. Mohanty, Vice- Principal, VMCH& RI
- Dr. Samir DeoraoBele, Professor & HOD, Community Medicine
- Dr. John Rajpathy, Professor, Physiology
- Dr. Trupti Bodhare, Professor, Community Medicine
- Dr. S.R.Dhamotharan, Professor & HOD, General Surgery
- Dr. S. Nataraja Rathinam, Professor, Paediatrics
- Dr. K Yegumuthu, Associate Professor, Pathology
- Dr. C. Yogesh, Associate Professor, Forensic Medicine
- Dr. S.B. Rena Rosalind, Associate Professor, Psychiatry
- Dr. Saravanan, Associate Professor, Physiology
- Dr. Rekha, Associate Professor, Physiology
- Dr. Sudhir Ben Nelson, Associate Professor, Community Medicine
- Dr. S. Raja, Assistant Professor, Microbiology
- Dr. T. Hemalatha, Assistant Professor, Pharmacology
- Dr. Sriandaal, Assistant Professor, Community Medicine
- Mr. VijayAnto, Community Medicine


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Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute, welcomed all the members to the meeting. Dr. Samir Deorao Bele, Professor & HOD, Community Medicine and IQAC Coordinator explained the purpose of the meeting which is to decide the plan of action for data collection and compilation from all departments in order to prepare for the IIQA and SSR.

The minutes of previous IQAC meeting was read by Dr. Trupti Bodhare, Professor, Community Medicine. Then the business arising from the previous minutes were discussed by Dr. Samir Bele, Professor & HOD, Community Medicine and IQAC Coordinator.

Business arising from the previous minutes:

Dr. Samir Bele informed about the successful organisation of NAAC workshop on 12.12.2019 with active involvement of faculties from various department.

He also informed that the SOP of scientific research committee is prepared and the composition of the committee has been finalised.

The Memorandum of Velammal Medical College Alumni Association has been drafted and is being under review in order to proceed for the registration.

He informed that online feedback forms for students, teachers, parents and alumni, and other stakeholder have been created and shared with the medical education unit for review.

The NAAC steering committee members has been finalised and criteria wise allotment was done to the teaching faculty and non-teaching staff for coordination and data collection.



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The various points discussed are as follow:

Dr. Samir explained the purpose and involvement of steering committee members. Following this each steering committee members/criteria coordinators presented their progress and achievement.

It was recommended to prepare the individual file based on the various metrics/indicators for the criteria at central level by the IQAC.

Each department has to propose the departmental coordinator who will coordinate with the IQAC/ steering committee members and submit their reports. The departmental coordinators will collect the relevant information from their respective department and submit it within the stipulated time. It was also recommended to have one coordinator from the ancillary department.

It is planned to organise the alumni meeting in the month of March to provide support to alumni for planning the events and registration of Velammal Medical College Alumni Association under Societies Registration Act.

It is also planned to organise the parent teacher meeting in the month of March to provide the feedback about the students' progress to their parents.

Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute, insisted to focus more promotion of research and publications among faculty and students and encourage more alumni to take active part in the institutional programs. He also enquired about the revised strategy to expedite data collection.

Dr. P. Mohanty, Vice- Principal, requested all steering committee members and IQAC faculty members to extend their wholehearted support and Dr. R.M. Raja Muthaiah, Dean of the institute thanked all members for their active participation in the meeting and insisted them to follow the timeline.

IQAC Coordinator

IQAC Chairperson

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Dean

Copy submitted to: -

- The Honourable Chairman

Copy to:

- Medical Superintendent, VMCH& RI
- Vice- Principal, VMCH& RI
- Chief Administrative Officer
- IQAC Coordinator
- IQAC Members
- Steering committee members
- HoD, Pre & para clinical and clinical departments
- In charges of ancillary departments

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VELAMMAL MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE MADURAI - 625009

Internal Quality Assurance Cell (IQAC)

The minutes of the first IQAC meeting held on 22nd May 2020, at 3 pm in hospital board room, Velammal Medical College Hospital & Research Institute, Madurai.

Agenda of the meeting

1. Minutes of the previous meeting -
2. Business arising from the previous minutes -
3. Progress and achievements
4. Discussions and recommendations

Members present:

- Dr.R.M.Raja Muthaiah, Dean VMCH& RI
- Dr. T. Thirunavukkarasu, Medical Superintendent, VMCH& RI
- Dr. P. Mohanty, Vice- Principal, VMCH& RI
- Mr. Manivannan, Chief Administrative Officer
- Dr. Samir Bele, Professor and HoD, Community Medicine
- Mr. K. Vijayanand, Managing Partner, Hayakriva Associates and Builders
- Dr. S. R. Dhamotharan, Professor and HoD, General Surgery
- Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics
- Dr. John Rajpathy, Professor, Physiology
- Dr. Trupti Bodhare, Professor , Community Medicine
- Dr.K.Yegumuthu, Associate Professor , Pathology
- Dr. S. B. Rena Rosalind, Associate Professor, Psychiatry
- Dr. Yogesh C, Associate Professor, Forensic Medicine
- Dr. S. Raja, Assistant Professor, Microbiology

Dean

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Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute, welcomed all the members to the meeting. Dr. Samir Deorao Bele, Professor & HOD, Community Medicine and IQAC Coordinator explained the purpose of the meeting which is assess the progress made so far and to decide the future plan for improving the quality of education and practices and enhancing the process of collection and compilation of data.

The minutes of previous IQAC meeting was read by Dr. Sudhir Ben Nelson, Associate Professor, Community Medicine. Then the business arising from the previous minutes were discussed by Dr. Samir Bele, Professor & HOD, Community Medicine and IQAC Coordinator.

Business arising from the previous minutes:

It was informed that the department and committee wise individual files based on the various metrics/indicators for the criteria were developed by the IQAC. The departmental coordinator has been proposed by the individual departmental HoDs including ancillary department and they have been informed to coordinate with the IQAC/ steering committee members and submit the required information in time.

The alumni meeting and parent teacher meeting has been cancelled because of the ongoing COVID 19 pandemic which was scheduled in the month of March.

On line feedback forms for students, teachers, parents and alumni, and other stakeholder have been finalised and shared with the IT Department to share the feedback from various stakeholders.

IQAC Coordinator informed the committee members that Dr. K. J. Jeevitha Assistant Professor, Obstetrics and Gynaecology who was member IQAC has resigned for pursuing the higher studies and was relived from the institute.

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In order to improve the quality of education, Dr. Yogesh C, Associate Professor, Forensic Medicine recommended to introduce Academic and administrative audit periodically in the institute and audit can be done in various departments by choosing the faculty having associate professor level cadre and above from other departments. He requested to assign this task to a senior faculty who will work as a coordinator. He also recommended audit through external faculty or institute. Dr. R.M. Raja Muthaiah, Dean instructed IQAC coordinator to develop a structured format for audit. He also insisted to plan and implement e-governance in the field of academics and examinations.

Dr. Trupti Bodhare, Professor, Community Medicine recommended to introduce the student mentor guide to record the details of all meeting and achievement by the students in order to measure the performance of the students.

The IQAC Coordinator informed about setting-up of IQAC Website and alumni association website. The members recommended including all information including sample forms to be uploaded on the website.

In the view of ongoing covid 19 pandemic, Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics recommended to subscribe the paid version of zoom software for conducting the synchronous classes which was also agreed by all committee members. It was also recommended that all ppts and supportive reading materials should also be put up in the website.

Dr. John Rajpathy, Professor, Physiology, informed that the feedback forms collected via offline mode from the students, parents, and other stakeholders are being compiled and analysed and detailed report on the quality related institutional mechanism is being prepared.


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In the view of Post graduate admission, Dr. P. Mohanty, Vice- Principal, proposed a Workshops on Research Methodology, and training of all PGs in basic science as a value addition to the existing curriculum.

Dr. R.M. Raja Muthaiah, Dean insisted to impart education focussing on inculcating the ethical and professional values among students and motivate faculty members to become members of the board of studies and to get involved in research and obtain funds from government agencies and NGO's for research activities and publish more papers in the indexed journals.

The meeting came to an end with vote of thanks by Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute.

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Dean's Office

Circular

Ref No.:

27th December 2020

To,

All concerned,

There will be a meeting of the IQAC steering committee members on 31/12/2020 in the Hospital Board room regarding Initiatives and achievements by the IQAC. You are requested to attend the meeting without fail.

Copy to:

1. Medical superintendent
2. Vice principal
3. Dr. John Rajpathy, Professor, Physiology
4. Dr. Trupi Bodhare, Professor, Community Medicine
5. Dr. Samir Deorao Bele, Professor & HOD, Community Medicine
6. Dr. S.R.Dhamotharan, Professor & HOD, General Surgery
7. Dr. S. Nataraja Rathinam, Professor, Paediatrics
8. Dr. Rajkishore Mahato, Professor & HOD, Pharmacology,
9. Dr. K Yegumuthu, Associate Professor, Pathology
10. Dr. C. Yogesh, Associate Professor, Forensic Medicine
11. Dr. S.B. Rena Rosalind, Associate Professor, Psychiatry
12. Dr. Saravanan, Associate Professor, Physiology
13. Dr. Rekha, Associate Professor, Physiology,
14. Dr. Sudhir Ben Nelson, Associate Professor, Community Medicine
15. Dr. S. Raja, Assistant Professor, Microbiology
16. Dr. T. Hemalatha, Assistant Professor, Pharmacology
17. Dr. Sriandaal, Assistant Professor, OBG
18. Dr. Madhumitha, Assistant Professor, OBG
19. Mr. Vijay Anto, Community Medicine

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VELAMMAL MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE MADURAI - 625009

Internal Quality Assurance Cell

Minutes of Meeting

| | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting Title | Internal Quality Assurance Cell |
| Date of Meeting | 31.12.2020 |
| Meeting Venue | Hospital Board Room |
| Meeting Agenda | 1. Welcome Note - Dr. R.M. Raja Muthaiah, Dean 2. IQAC initiatives & Achievement - Dr. Samir Bele 3. Criteria wise initiatives and discussion – IQAC Member/ Criteria Coordinator 4. Recommendations and suggested actions- All members |

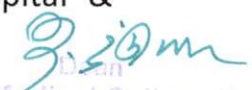
Proceeding and Key Meeting Outcomes

The minutes of the first IQAC meeting held on 31th December 2020, at 2 pm in hospital board room, Velammal Medical College Hospital & Research Institute, Madurai.

Members present:

- Dr.R.M.RajaMuthaiah, Dean VMCH& RI
- Dr. P. Mohanty, Vice- Principal, VMCH& RI
- Dr. Samir Bele, Professor and HoD, Community Medicine
- Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics
- Dr. John Rajpathy, Professor, Physiology
- Dr.Trupti Bodhare, Professor , Community Medicine
- Dr. S. B. Rena Rosalind, Associate Professor, Psychiatry
- Dr. Yogesh C, Associate Professor, Forensic Medicine
- Dr.V.Sriandaal, Assistant Professor , Community Medicine
- Dr. Geetha Sivasubramanian, Velammal Engineering College
- Mr. Sidharth M Rahejaa, 2018 batch
- Mr. M. Karthigeyan F/o K Soundharra Meenakshi

Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute, welcomed all the IQAC members.


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and Research Institute
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Dr. Samir Bele, IQAC coordinator explained the various quality initiatives taken by the IQAC in the last six months and its progress and achievements. He also explained each criteria wise achievements, and progress IIQA and SSR work. He informed that Institutional Information for Quality Assessment (IIQA) work is completed and in the context of Self Study Report (SSR), the qualitative indicators write-up was completed and in the qualitative indicators, 80% work of preparation of documents is completed and information on only few domains need to be updated.


He discussed in details through power point presentation some of the initiative taken by IQAC which included

- Review and analysis of feedback received from students, teachers and parents.
- Progress of Alumni Association registration.
- Progress of registration of YRC and NSS initiated
- Opening of bank account for alumni association and YRC
- Allocation of students Mentorship for new batch of students
- Progress of application for recognition of Colleges under section 2(f) and 12(b) of the UGC Act 1956.
- A joint meeting is proposed among various committees in charges to bring uniformity in working pattern.

It was followed by the detailed discussion on various criteria's progress

The various points discussed are as follow:

- In the view of Dr. Raja's reliving, Dr. Samir Bele proposed to include new IQAC Members, Dr.M.Shanthi, Professor, Physiology, Dr. A. Hariharan, Assistant Professor, Biochemistry and Dr. P. Sasikala, Professor, Anatomy. Similarly, Alumni representatives were proposed to change and the new members i.e., Dr. Swathiga and Dr. Sowmya were accepted to be part of IQAC.
- Appoint feedback coordinators at college level to facilitate, analyse and interpret feedback received from various stakeholders and suggests remedial measures.
- Analysis of Academic Audit and remedial measures
- Implementation of Administrative Audit
- Organization of Parent-teacher meeting and facilitation of alumni association general body meeting in the year 2021.
- Procurements of LMS


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- Dr. John explained criteria 1 progress and suggested to expand student mentor diary to include extracurricular and other aspect essential aspects of mentorship. He appreciated implementation of vertical mentorship and urged to allocate mentors to upcoming batch and implement programme more effectively.
- Dr. Geetha Sivasubramanian suggested that modifying the feedback forms especially five-point likert scale to be replaced by 4- or 6-point scale with no option of neutral opinion.
- Dr. Trupti explains criteria-2 and gave some suggestions regarding implementation of uniform standards for identifying slow learners and remedial measure to improve the performance of these students.
- Clarification of PG teachers experiences for Medical college and allied health science college was done by Dr.Geetha Sivasubramanian and asked to include both the courses PG Teachers eligibility separately.
- Dr.Sriandaal suggested creating a Central portal for uploading the camp details. It was insisted to involve more number of the students in outreach activities and medical camps in order to expose them to real life situations which were readily accepted by Dean sir and other committee members.
- In order to improve the faculty participation in utilization of E-learning resources provided by the institute it was recommended to create the ID and Password for individual faculty using Library Management System. Vice Principal, Dr P K Mohanty acknowledged it and promised to see the feasibility.
- Dr. Natraja rathinam explains criteria 5 progress and discussed the organization of alumni association meeting after the NEET examination.
- Dr. Yogesh explained criteria 6 and suggested that vision and mission should be displayed in few additional areas.
- Dr. Sriandaal explained criteria -7, and suggested that code of committee should focus on organizing more gender equity programmes in order to create a widespread awareness among all cadres of employees. Strengthening of some of the best practices of the institute like effective implementation of 'Velammal community health service' and 'blood donors club' in the year 2021 considering the covid -19 situation was discussed.
- Student representative Mr. Sidharth M Rahejaa, (2018 batch) urged committee members to look into the process of sponsorship of the institution and application of the USMLE process. Vice Principal, Dr. P. Mohanty explained the progress and promised to complete the process.



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- Mr. M. Karthigeyan, parent representative has suggested improving the hostel food facilities, and organisation of frequent parents- teachers meeting.
- Finally, Dr. R.M. Raja Muthaiah, Dean of the institute thanked all members and requested their active participation to improve and sustain the quality of teaching, learning and patient care in the institute.

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Dean's Office

Circular

Ref No.:

19th October 2021


To,

All concerned,

There will be a meeting of the IQAC steering committee members on 22/10/2021 in the Hospital Board room regarding NAAC criterion and processes. You are requested to attend the meeting without fail.

Copy to:

1. Medical superintendent
2. Vice principal
3. Dr. John Rajpathy, Professor, Physiology
4. Dr. Trupi Bodhare, Professor, Community Medicine
5. Dr. Samir Deorao Bele, Professor & HOD, Community Medicine
6. Dr. S.R. Dhamotharan, Professor & HOD, General Surgery
7. Dr. S. Nataraja Rathinam, Professor, Paediatrics
8. Dr. Rajkishore Mahato, Professor & HOD, Pharmacology,
9. Dr. K Yegumuthu, Associate Professor, Pathology
10. Dr. C. Yogesh, Associate Professor, Forensic Medicine
11. Dr. S.B. Rena Rosalind, Associate Professor, Psychiatry
12. Dr. Saravanan, Associate Professor, Physiology
13. Dr. Rekha, Associate Professor, Physiology,
14. Dr. Sudhir Ben Nelson, Associate Professor, Community Medicine
15. Dr. S. Raja, Assistant Professor, Microbiology
16. Dr. T. Hemalatha, Assistant Professor, Pharmacology
17. Dr. Sriandaal, Assistant Professor, OBG
18. Dr. Madhumitha, Assistant Professor, OBG
19. Mr. Vijay Anto, Community Medicine


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VELAMMAL MEDICAL COLLEGE

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MADURAI - 625009

Date: 22.10.2021

Time: 2.00pm

Venue: Medical College Board Room

National Assessment & Accreditation Council (NAAC)

IQAC Faculty Members & Steering Committee Members Meeting

Agenda

| | |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Welcome Address | Dr.P.K.Mohanty, Vice Principal, VMCH&RI, Madurai |
| Introduction of Committee Members | IQAC Faculty Members & Steering Committee Members |
| NAAC Process and Quality initiatives | Dr. Samir Bele, Professor & HoD Department of Community Medicine & IQAC Coordinator, VMCH&RI, Madurai |
| Key Note Address | Dr. Suresh S. David Executive Director VMCH&RI, Madurai |
| Vote of Thanks | Dr. S. Nataraja Rathinam Professor, Department of Paediatrics VMCH&RI, Madurai |

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Internal Quality Assurance Cell

Minutes of Meeting


| | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting Title | Internal Quality Assurance Cell |
| Date of Meeting | 31.12.2020 |
| Meeting Venue | Hospital Board Room |
| Meeting Agenda | <ol style="list-style-type: none">1. Welcome Note - Dr. R.M. Raja Muthaiah, Dean2. IQAC initiatives & Achievement - Dr. Samir Bele3. Criteria wise initiatives and discussion – IQAC Member/ Criteria Coordinator4. Recommendations and suggested actions- All members |

Proceeding and Key Meeting Outcomes

The minutes of the first IQAC meeting held on 31th December 2020, at 2 pm in hospital board room, Velammal Medical College Hospital & Research Institute, Madurai.

Members present:

- Dr.R.M.Raja Muthaiah, Dean VMCH& RI
- Dr. P. Mohanty, Vice- Principal, VMCH& RI
- Dr. Samir Bele, Professor and HoD, Community Medicine
- Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics
- Dr. John Rajpathy, Professor, Physiology
- Dr. Trupti Bodhare, Professor, Community Medicine
- Dr. S. B. Rena Rosalind, Associate Professor, Psychiatry


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- Dr. Yogesh C, Associate Professor, Forensic Medicine
- Dr.V.Sriandaal, Assistant Professor , Community Medicine
- Dr. Geetha Sivasubramanian, Velammal Engineering College
- Mr. Sidharth M Rahejaa, 2018 batch
- Mr. M. Karthigeyan F/o K Soundharra Meenakshi

Dr. R.M. Raja Muthaiah, Dean of Velammal Medical College Hospital & Research Institute, welcomed all the IQAC members.

Dr. Samir Bele, IQAC coordinator explained the various quality initiatives taken by the IQAC in the last six months and its progress and achievements. He also explained each criteria wise achievements, and progress IIQA and SSR work. He informed that Institutional Information for Quality Assessment (IIQA) work is completed and in the context of Self Study Report (SSR), the qualitative indicators write-up was completed and in the qualitative indicators, 80% work of preparation of documents is completed and information on only few domains need to be updated.

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**VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH
INSTITUTE, MADURAI-09**

**National Assessment & Accreditation Council
(NAAC)**

**Steering Committee Members
Meeting**

Date
22.10.2021



Venue
Medical College Board Room



**VELAMMAL MEDICAL COLLEGE HOSPITAL
& RESEARCH INSTITUTE**

**National Assessment & Accreditation Council
(NAAC)**

IQAC Faculty Members Meeting

Date
22.10.2021



Venue
Medical College Board Room



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VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

National Assessment & Accreditation Council (NAAC)

IQAC Faculty Members, Steering Committee Members Meeting

Date
22.10.2021

Venue
Medical College Board Room

AGENDA

Welcome Address

**Dr.P.K.Mohanty,Vice Principal,
VMCH&RI, Madurai**

Self Introduction

**IQAC Faculty Members & Steering
Committee Members**

Current status

**Dr. Samir Bele, Professor & HoD
Department of Community Medicine
VMCH&RI, Madurai**

Key Note Address

**Dr. Suresh S. David
Executive Director
VMCH&RI,Madurai**

Vote of Thanks

**Dr. Rajkishore Mahato,Professor & HoD
Department of Pharmacology
VMCH&RI, Madurai**



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Velammal
Medical College Hospital & Research Institute

Ref.No: 032/MMC / Circular - NAAC/2022

Date: 25.07.2022

CIRCULAR

A meeting of the heads of NAAC criterions is convened on Wednesday – 27.07.2022, in the Hospital Boardroom at 8.00am. Honourable Chairman Sir will be chairing the meeting. All are requested to be present for the meeting without fail.


25/07/22
Vice Principal

Copy submitted to:

Hon'ble Chairman
Director

Copy to:

Dean
Medical Superintendent
Chief Administrative Officer
Dr. Samir Bele – Coordinator – NAAC
Heads of Criterions



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Proceedings of the IQAC Meeting held on 27-7-2022

The Coordinator IQAC, welcomed all the members present.

Through PPT presentation he explained role and responsibilities of CRT incharge faculties and question incharge faculties of NAAC metrics.

List of faculties incharge of different metrics CRT wise discussed and finalised.

Meeting concluded with vote of thanks.

Copy to:

1. Medical superintendent
2. Vice principal
3. Dr. John Rajpathy, Professor, Physiology
4. Dr. Trupi Bodhare, Professor, Community Medicine
5. Dr. Samir Deorao Bele, Professor & HOD, Community Medicine
6. Dr. S.R. Dhamotharan, Professor & HOD, General Surgery
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8. Dr. Rajkishore Mahato, Professor & HOD, Pharmacology,
9. Dr. K Yegumuthu, Associate Professor, Pathology
10. Dr. C. Yogesh, Associate Professor, Forensic Medicine
11. Dr. S.B. Rena Rosalind, Associate Professor, Psychiatry
12. Dr. Saravanan, Associate Professor, Physiology
13. Dr. Rekha, Associate Professor, Physiology,
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| 27/07/2022. | | | 15 |
|-------------|------------|-------------------------------------|-------------|
| S.N | Date | Name & Designation | Signature |
| 1 | 27/7/22 | T. THIRUNAVUKKARASU DEAN | Ch. S. S. |
| 2 | 27/7/22 | J. R. DHAMOTHARAN Med. Supt. | [Signature] |
| 3 | 27.07.2022 | Dr. MAHESH KRISHNA V.P. | [Signature] |
| 4 | 27.7.2022 | Dr. Ganesh Poojary HOD Anaesthetics | [Signature] |
| 5 | 27.7.2022 | Dr. K. S. Chitra HOD O&G | [Signature] |
| 6 | 27.7.2022 | Dr. P. Rajasekaram HOD ENT | [Signature] |
| 7 | 27.7.2022 | Dr. Mahesh HOD Ped | [Signature] |
| 8 | 27.7.2022 | Dr. Rajkumar Mahab HOD Pharmacology | [Signature] |
| 9 | 27/7/22 | Dr. T. Rajendran HOD Microbiology | [Signature] |
| 10 | 27/7/22 | Dr. K. SUGANMY HOD Biochemistry | [Signature] |
| 11 | 27.7.22 | Dr. S. Anu Prof. Head, physiology | [Signature] |
| 12 | 27.7-2022 | Dr. Sumana. K Prof & Head Anatomy | [Signature] |
| 13 | 27.7.2022 | Dr. K. Yego Prof & Head, Pathology | [Signature] |
| 14 | 27.07.2022 | Dr. Renu Resalid, Psychiatry | [Signature] |
| 15 | - | Dr. P. K. mohanty Central Lab | [Signature] |
| 16 | - | Dr. samir Bell HOD Commed | [Signature] |
| 17 | | | |