

**TRICHY SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE**



**IRUNGALUR, TRICHY – 621 105**

**Date: 12.6.2020**

**Minutes of IQAC Meeting**

Minutes of the IQAC Meeting held in 4 batches at Hospital Board Room between 2 PM to 3.30 PM. The Meeting was chaired by Dr. N. Balasubramanian, Dean, Trichy SRM MCH & RC.

The Meeting was planned for the month of March but postponed due to COVID Pandemic.

This meeting was also organized in batches with social distancing.

**AGENDA:**

1. Informing about the plans charted out at the beginning of the Academic year 2019-2020.
2. Informing the achievements for the Academic year 2019-2020.
3. Pending issues to be discussed.
4. Revamping the IQAC committee for the next Academic year 2020-2021
5. Informing the assigned task for individual members attending the IQAC Meeting with reference to Part A- 900 weightages & Part B-100 weightages.
6. Any other matter for Discussion.

**1<sup>st</sup> Batch on 3.6.2020 – The following Members attended the Meeting:**

S.NO	NAME	
1	Dr. N. Balasubramanian	- Dean , Chairperson NAAC
2	Dr. P. Anusuya	- Head of NAAC
3	Dr. S. Ragupathy	- ED
4	Dr. S. Ramesh Babu	- DHS
5	Dr. A. Uma	- VP , HOD Micro, IQAC Member
6	Dr. Ramachandra Goyal	- Head of MCI
7	Dr. R. Vijayakumaran	- MS HOD Ortho
8	Dr. B. Kamala	- MEU Co-Ordinator
9	Mr. B. Sasikumar	- Chief Librarian
10	Mr. D. Kathirvel	- College Manager
11	Ms. S. Shridevi	- Management Representative IQAC

Dr. P.Karthick-AMS & HOD of Surgery & Dr. A. Velayutharaj, Central Lab i/c were officially on Leave.

**II<sup>nd</sup> BATCH - Held on 4.6.2020 – The following Members attended the Meeting:**

S.NO	NAME
1	Dr. N. Balasubramanian Dean , Chairperson NAAC
2	Dr. P. Anusuya IQAC – Coordinator
3	Dr. M. Poonkothai ARMO & Camps I/C M.O.
4	Dr. S. Krishnan HOD & Prof of Dermatology, P.G Academic Coordinator
5	Dr. M. Vijayakanna HOD & Prof of Anesthesiology ,i/c of COVID- 19 Prog
6	Dr. S.D. Nalinakumari- HOD & Prof of Anatomy Vice Principal - AHS
7	Dr. Nachal Annamalai HOD & Prof of Physiology
8	Dr. V. Sarada HOD & Prof of Pathology
9	Dr. D. Saminathan HOD & Prof of Paediatrics
10	Dr. K. Sivakumar HOD & Prof of Medicine
11	Dr. S.M. Kalamani Prof of OG
12	Mr. K. Tamilselvan HR
13	Miss. C. Selvasahaya Mary -Chief Nursing Officer

Mr. T.R. Paneer Selvam- MD TRP ENG.IQAC Member and Dr. T. Sriranganathan –Trichy Alumni informed their absence over the phone which has been accepted.

**III BATCH - Held on 5.6.2020 – The following Members attended the Meeting:**

S.NO	NAME
1	Dr. N. Balasubramanian Dean , Chairperson NAAC
2	Dr. P. Anusuya IQAC – Co-Ordinator
3	Dr. K. Vasanthira HOD & Prof of Pharmacology
4	Dr. Revwathy HOD & Prof of O&G
5	Dr. D. Baba HOD & Prof of Ophthal
6	Dr. V. Raghuram HOD & Prof of Community Medicine
7	Dr. D. Ashok kumar HOD & Prof of Respiratory Medicine
8	Dr. K. Hemalatha Asso. Prof Community Medicine
9	Dr. N. Prabhusaran Research Co –ordinator
10	Dr. U. Jayasimha Web Co-ordinator & HOD Dental
11	Er. K. Madhavan Manager Infrastructure

Mr.M.Krishnasamy Legal Officer,, Mr. D. Muthamilselvan Trichy-StakeHolder, & Mr. Muthusubramani, expressed their absence by phone

**IV BATCH- Held on 8.6.2020 – The following Members attended the Meeting:**

S.NO	NAME
1	Dr. N. Balasubramanian Dean , Chairperson NAAC
2	Dr. P. Anusuya IQAC – Co-Ordinator
3	Dr. Prabhu HOD of Casualty
4	Dr.Gandhi Prof of ENT
5	Dr. Sivaraman HOD & Prof of Psychiatry
6	Dr. R. Rajendra kumar HOD & Prof of Forensic Medicine
7	Dr. V.R. Prakash HOD & Prof of Bio Chemistry
8	Dr. A. Sundhararajan Research Faculty
9	Mr. B. Karthick Kumar Finance Manager
10	Mr. S. Elangovan Auditor
11	Mr. G. Ramamoorthy Senior Manager
12	Mrs. Manimegalai I/C. Campus life
13	Dr. Manivannan Sports
14	Mr. Velmurugan Head of IT

Mr. Rengaraju Aiyakudi Panchayat expressed leave of absence over the phone

**The following decisions were taken after due discussion on each point:**

Dr. P Anusuya IQAC Coordinator welcomed the members.

The Dean addressed the members & requested the Administrators to give full support to the NAAC Program ,to raise the standards of Higher Education in terms sustenance and enhancement of the quality of education being provided in this Institution.

**1. Informing about the plans charted out at the beginning of the Academic year & the achievements for the Academic year 2019- 2020.**

A PPT was shared with the members highlighting the achievements during the Academic year in terms of initiation of PG Courses in 13 clinical disciplines, Establishment of Quality Cell, Development of Academic e-Content , More developmental programs for support staff –Campus life, ushering the Geriatrics 60+ Project , conduct of ‘Rock Otophony’ workshop, Establishment of Eye Bank & ART Centre .

**2. The Pending issues to be resolved was also projected.**

It has to be carried over to the next Academic year 2020-2021.

**3. Revamping the IQAC committee for the next academic year 2020-2021with addition & deletion of some members.**

**4. The Tasks assigned for individual members attending the IQAC Meeting with Ref. to Part A- 900 weightages & Part B-100 weightages was shown as a PPT Part II.**

**Dr. S. Ragupathy** , Executive Director, was requested to have the e-Governance architecture document in areas of operation.

**Dr. S.Ramesh Babu**, Director Medical Sciences, assured to give all the documents pertaining to quality enhancement including SOPs' regarding BMW & Lab operations.

Events leading to quality enhancement, quality initiatives leading to quality culture-strategic plan documents. All achievements leading to Institutional excellence. Minutes of important Meetings held.e-copies of awards- NABH, NABL, NIRF, AISHE Portal, Academic Audit Performance appraisal System, SOPs' for College. Documents pertaining to Institutional policy on credentialing of clinical faculty to work & take up specific responsibilities for Pts care in their specialties in the teaching Hospital.

**Dr. A.Uma** VP ,HOD Micro & IQAC Member assured to report all the academic & non academic activities of the College & of the Dept. To furnish the Academic calendar July 2019-2020, Monitoring conduct of internal evaluation, conduct of Exams & Analysis of outcomes, Students Curricular & Co Curricular activities, Grievance Redressal mechanism, Outline the innovative activities of the Micro Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co-Curricular& Extra Curricular

**Dr. R. Vijaykumar** MS & HOD Ortho was requested to outline the landmark events at Hospital & Statistics of OP&IP last 5 yrs.

**Dr. B. Kamala** Associate Professor of Anatomy & MEU Co-Ordinator is requested to furnish the Minutes of meetings of College Curriculum Committee., Average % of teachers trained for development & delivery of e-content / e-courses- 5 yrs, FDP program for staff from July 2019 June 2020. It was opined that the **MEU Unit** has to be strengthened to enhance the quality of Medical Education in alignment with MCI initiatives.

**Mr. B. Sasikumar** - Chief Librarian was directed to write a letter to the Dean regarding the expiry of the subscription of TN. Dr. MGR. Medical University E. Consortium online journals on 3.10.2020 for renewal. He was asked to intimate to the Dean regarding the expanded E- resources available in the library for intimation to Faculty & Students.

**Mr. D.Kathirvel** –College Manager was requested to resend the particulars to the IQAC Dept.,

**Mrs. S. Shridevi, TQM**, requested inputs from various Members to be recorded for onward transmission to the Management for effective implementation towards quality culture.

**Dr. M. Poongothai** , ARMO & Camp i/c M.O. , was directed to send all the particulars of the Camps conducted from July 2019 till date with particulars regarding the Venue , Time, Faculty, No. of Participants , Students & follow up Data.

All the HODs' of various Departments expressed their co operation in sending the relevant Data.

**Dr. S. Krishnan, HOD, DVL**, suggested that 3 monthly events documentation should be in a Standard Format, submitted across a time frame, so that consolidation would be complete at the end of the Academic year.

**Dr. Nachal Annamalai** HOD & Prof of Physiology emphasized on more focus to be laid on matters having more marks in the 900 & 100 weightages.

**Dr. V. Sarada** HOD & Prof of Pathology wanted appointment of a Committee at Departmental & Administrative level for appraisal of quality enforcement with regards to UG & PG Academic Classes & conduct of Practicals. She emphasized on feedback from Students, Clinicians & patients expectations regarding quality timely services rendered.

**Dr. D. Saminathan** HOD of Pediatrics wanted revamping of NSS activities & his active participation in the adopted Villages. He wanted information about arrival of the new Journals in the library, conveyed to all Departments.

**Dr. K. Sivakumar** HOD of Medicine suggested upgradation of the Computer Systems, conduct of Orientation workshops in small groups

**Dr. S.M. Kalamani IQAC Member, Prof of O&G** opined that awareness programs in adopted villages with more focus to be given on Cancers of breast, Cervix & Adolescent activities

**Mr. K. Tamilselvan** HR was requested to send the details pertinent to his Department. The IQAC Co-Ordinator expressed her happiness that the Nursing Dept was prompt in sending the particulars on time.

**Dr. K. Vasanthira** HOD & Prof of Pharmacology was congratulated for the steps taken for recognition of our Institution Adverse Drug Reactions Monitoring Centre under PvPI by the Indian Pharmacopoeia Commission (IPC) National Coordination Centre (NCC).

**Dr. D. Baba HOD of Ophthalmology** suggested to appoint Grief Counselor for continuation of Eye Bank activities & part time Corneal Surgeon for Keratoplasty.

**Dr. N. Prabhusaran** Research Co-Ordinator wanted the Data of 60+ Project for publication in journals. He emphasized that IPR should be strengthened

**Dr. U. Jayasimha** HOD of Dental & Web Coordinator requested all the Members to interact with him for uploading the Website in a timely manner.

**Dr. R. Sankareswari, Prof of O&G** expressed her appreciation for the Transport networking System. She contended that a Token System may be introduced in different colours for different category of Staff dining in the Mess.

**Mr. Ragupathy** on behalf of **Mr. K. Madhavan** – Manager Infra structure requested an exclusive Committee for Environmental sustenance as featured by NAAC & Kayakalp of Quality Dept.

**Mr. S. Ravichandran** Asst. Finance Manager suggested directions from Management regarding the method of utilization of the Budget allocated under various headings.

**Mr. Ramamoorthy**, Senior Manager was directed to give particulars about non-functional MOUs' & give details about functional MOUs' & activities.

**Mrs. Manimegalai** i/c of Campus life was directed send all the details regarding the activities carried out from July 2019.

**Dr. Manivannan** Sports i/c was directed to develop SOPs' for Sports, Yoga & Meditation & Outline activities for the Students in the upcoming Months.

**Mr. Velmurugan** i/c of IT received appreciation for having weeded out hardware & software in the library as required by NAAC & asked develop a plan of action for integration of IT Technology in Medical Education.

**Mr. S. Elangovan .Senior Internal Auditor** was requested to give the report of audited statements for the past 5 yrs & the objections cleared as per NAAC weightages format.

**Dr. P. Anusuya** IQAC Co- ordinator thanked the Members for their suggestions and feedback.

**Meeting Ended with vote of thanks to the Chair.**

Dr. P. Anusuya  
IQAC Co- ordinator