

## Minutes of Meeting: IQAC



## KARPAGA VINAYAGA INSTITUTE

### OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, ChinnaKolambakkam, Madhuranthagam, Tamilnadu - 603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: [kims.medical@yahoo.com](mailto:kims.medical@yahoo.com), Website: [www.kveg.in](http://www.kveg.in)

No: Doc /IQAC/017/12/18

#### NOTICE


All Internal Quality Assurance Cell Members of Karpaga Vinayaga Institute of Medical Sciences and Research Centre are requested to attend meeting at College Council Hall, 1<sup>st</sup> floor.

Meeting Date: 17<sup>th</sup> December 2018, 11.30 A.M

Kindly make yourself available for the meeting.

#### Agenda for the Meeting:

1. Approval of Internal Quality Assurance Cell (IQAC) Coordinator
2. Role of Internal Quality Assurance Cell (IQAC)
3. Discussion on National assessment and accreditation council (NAAC) accreditation
4. Action plan for National assessment and accreditation council (NAAC) accreditation
5. Any other matter for the discussion with the permission of Chairperson.

  
IQAC Coordinator

  
Chairperson

#### Copy To:

1. Notice Board.
2. Respective members.



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#### Minutes of Meetings conducted on 17.12.2018

The Internal Quality Assurance Cell meeting was held on Monday, 17.12.2018 in College Council Hall.

The following members were present

1. Dr Sufala Sunil Vishwasrao Chair Person
2. Mr S P K Chidambaram- Management Nominee
3. Dr M Kannaki- Senior Administrative Officer
4. Dr S Sathyanarayanan – Senior Administrative Officer
5. Dr D C Mathangi-External Expert
6. Dr Sunil M Vishwasrao- Coordinator
7. Dr Girija Sivkumar
8. Dr M Vijayamalathi
9. Dr Prasan Norman
10. Dr Vidya D C
11. Dr Amar Nagesh Kumar
12. Dr S Manjini
13. Mr V Palaniyappan
14. Mr V Selvaraj
15. Mr Srinivasan

Following Points on agenda were discussed.

1. **Approval of Internal Quality Assurance Cell (IQAC) Coordinator:**  
Dr Sunil's name was suggested for Internal Quality Assurance Cell and was accepted by all the members.
2. **Role of Internal Quality Assurance Cell:**  
The chair-person Dr Sufala Sunil Vishwasrao requested Coordinator to brief about role of Internal Quality Assurance Cell in the National assessment and accreditation council process.
3. **Discussion on National assessment and accreditation council (NAAC) accreditation**





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Mr S P K Chidambaram described the accreditation process in detail. The Chair Person Dr Sufala Sunil Vishwasrao suggested to conduct orientation program on National assessment and accreditation council process for all the faculties in future. In response, Mr S P K Chidambaram gave assurance to invite Highly Experienced Speaker for orientation.

#### 4. Action Plan for National Assessment and Accreditation Council (NAAC):

4.1.1: Mr. S P K Chidambaram-Management nominee, has suggested to have action plan for the National assessment and accreditation council (NAAC) work so as complete work in stipulated time frame.

4.1.2: Dr Sunil suggested to assign one faculty from every department as a coordinator for National assessment and accreditation council (NAAC) work. The suggestion was approved by Internal Quality Assurance Cell (IQAC) Chairperson.

5. Vote of thanks: was given by Coordinator-Dr Sunil M Vishwasrao.

IQAC Coordinator

Chairperson

*S. K. Raju*  
*R. S. G. S.*  
*K. S.*  
*Vidhya*  
*S. K.*  
*V. N.*  
*Chamy*



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No: Doc /IQAC/001/02/19

#### NOTICE

All Internal Quality Assurance Cell Members of Karpaga Vinayaga Institute of Medical Sciences and Research Centre are requested to attend meeting at College Council Hall, 1<sup>st</sup> floor.

Meeting Date: 22<sup>nd</sup> February 2019, 11.30 A.M

Kindly make yourself available for the meeting.

#### Agenda for the Meeting:

1. To define role of departmental coordinator for National assessment and accreditation council (NAAC) work
2. Discussion on National assessment and accreditation council (NAAC) Orientation program
3. Any other matter for the discussion with the permission of Chairperson

  
IQAC Coordinator

  
Chairperson

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**Minutes of Meetings conducted on 22.2.2019**

The Internal Quality Assurance Cell meeting was held on Friday, 22.2.2019 in College Council Hall.

The following members were present

1. Dr Sufala Sunil Vishwasrao Chair Person
2. Mr S P K Chidambaram- Management Nominee
3. Dr M Kannaki- Senior Administrative Officer
4. Dr S Sathyanarayanan – Senior Administrative Officer
5. Dr D C Mathangi-External Expert
6. Dr Sunil M Vishwasrao- Coordinator
7. Dr Girija Sivkumar
8. Dr M Vijayamalathi
9. Dr Prasan Norman
10. Dr Vidya D C
11. Dr Amar Nagesh Kumar
12. Dr S Manjini
13. Mr V Palaniyappan
14. Mr V Selvaraj
15. Mr Srinivasan

All the members of Internal Quality Assurance Cell (IQAC) were welcomed by the ChairPerson Dr Sufala Sunil Vishwasrao.

Following Points during meetings were discussed...

**1. Confirmation of the minutes of the last meeting**

Minutes were read and confirmed

**2: Action taken report**



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Action taken report was read and confirmed

#### 3. Defining Role of departmental coordinator for National assessment and accreditation council (NAAC) work:

The chair-person Dr Sufala Sunil Vishwasrao informed that designated staff from each department who will work for the department related (NAAC) National assessment and accreditation council work and will be responsible to provide documents required for it.

#### 4. Discussion on National assessment and accreditation council (NAAC) Orientation program:

It was decided to arrange one day sensitization program for NAAC. Mr S P K Chidambaram has assured to arrange the renowned speaker for the orientation program for faculties.

5. Vote of thanks: was given by Coordinator Dr Sunil.

IQAC Coordinator

Chairperson



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No: Doc /IQAC/002/03/19

#### NOTICE

All Internal Quality Assurance Cell Members of Karpaga Vinayaga Institute of Medical Sciences and Research Centre are requested to attend meeting at College Council Hall, 1<sup>st</sup> floor.

Meeting Date: 27<sup>th</sup> March 2019, 11.30 A.M

Kindly make yourself available for the meeting.

#### Agenda for the Meeting:

1. Review of National Assessment and Accreditation Council (NAAC) orientation program
2. Status update report for criteria 1-7
3. Any other matter for the discussion with the permission of Chairperson

  
IQAC Coordinator

  
Chairperson

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#### MINUTES OF MEETING conducted on 27.3.2019

The Internal Quality Assurance Cell meeting was held on Friday, 27.3.2019 in College Council Hall.

The following members were present

1. Dr Sufala Sunil Vishwasrao Chair Person
2. Mr S P K Chidambaram- Management Nominee
3. Dr M Kannaki- Senior Administrative Officer
4. Dr S Sathyanarayanan – Senior Administrative Officer
5. Dr D C Mathangi-External Expert
6. Dr Sunil M Vishwasrao- Coordinator
7. Dr GirijaSivkumar
8. Dr M Vijayamalathi
9. Dr Prasan Norman
10. Dr Vidya D C
11. Dr Amar Nagesh Kumar
12. Dr S Manjini
13. Mr V Palaniyappan
14. Mr V Selvaraj
15. Mr Srinivasan

All the members of Internal Quality Assurance Cell (IQAC) were welcomed by the Chair Person Dr Sufala Sunil Vishwasrao.

Following Points during meetings were discussed...

#### **1. Confirmation of the minutes of the last meeting**

Minutes were read and confirmed

#### **2. Action taken report:**

Action taken report read and confirmed

#### **3. Review and feedback of NAAC orientation program:**



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All the core committee members of Internal Quality Assurance Cell appreciated the efforts taken Mr S.P.K Chidambaram for inviting Dr Anantha Subbarao for NAAC sensitization and orientation. Dr Norman read feedback report on orientation. All the core team members suggested to conduct such sensitization program frequently. It was accepted by the chair person.

#### 4. Status update report for Criteria 1-7:

4.1.1: All 7 criteria's discussed by 7 respective core committee members in relation to amount of the task completed, pending task and challenges for completion of task.

4.1.2: The coordinator, Dr.Sunil suggested to start new value added and Add-On course in forthcoming months along with existing courses.

4.1.3: Dr. DC Vidya asked about clarification (Criteria 2.1.1) about reservation of the seats. In this relation, the Chairperson called Ms. Meena (Admission process in charge) and she clarifies the doubt.

4.1.4: Dr. Amar Nagesh Kumar asked about University approved PG guide list. In reply The Chairperson mention that letter has been sent to university and acknowledge has been received. The same copy of the acknowledgement will be provided.

4.1.5: Mr. SPK. Chidambaram asked about list of MOU's to Mr. Palaniyapan.V and he agreed to provide as soon as possible. Mr. SPK. Chidambaram further suggested that after collection all MOU's, it should be scanned and digital files can be segregated as,

A. Service MOU's B. Academic MOU's C. Research MOU's

4.1.6: Dr. Norman discussed about criteria 4 and requested to provision and availability of rare Books.

4.1.7: Mr. SPK. Chidambaram insisted to start YOGA classes regularly in addition to YOGA programs conducted by Medical Education Unit every yearly.

5: Vote of thanks: was given by Coordinator Dr.SunilVishwasrao.

IQAC Coordinator

Chairperson



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No: Doc /IQAC/003/04/19

**NOTICE**

All Internal Quality Assurance Cell Members of Karpaga Vinayaga Institute of Medical Sciences and Research Centre are requested to attend meeting at College Council Hall, 1<sup>st</sup> floor.

Meeting Date: 26<sup>th</sup> April 2019, 11.30 A.M

Kindly make yourself available for the meeting.

**Agenda for the Meeting:**

1. Discussion of data collection and documentation
2. Proactive Involvement of Under-graduate students in research work
3. Strengthening Medical Research to further stage
4. Any other point for discussion with the permission of chair person

  
IQAC Coordinator

  
Chairperson

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#### MINUTES OF MEETING conducted on 26.4.2019

The Internal Quality Assurance committee meeting was held on Friday, 26.4.2019 in College Council Hall.

The following members were present

1. Dr Sufala Sunil Vishwasrao, Chair Person
2. Mr S P K Chidambaram- Management Nominee
3. Dr M Kannaki- Senior Administrative Officer
4. Dr S Sathyanarayanan – Senior Administrative Officer
5. Dr D C Mathangi-External Expert
6. Dr Sunil M Vishwasrao- Coordinator
7. Dr GirijaSivkumar
8. Dr M Vijayamalathi
9. Dr Prasan Norman
10. Dr Vidya D. C.
11. Dr Amar Nagesh Kumar
12. Dr S.Manjini
13. Mr V.Palaniyappan
14. Mr V. Selvaraj
15. Mr Srinivasan

All the members of Internal Quality Assurance Cell (IQAC) were welcomed by the Chair Person Dr Sufala Sunil Vishwasrao.

Following Points during meetings were discussed...

#### **1. Confirmation of the minutes of the last meeting**

Minutes were read and confirmed

#### **2: Action taken report**

Action taken report was read and confirmed

#### **3. Discussion on data collection and documentation:**







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All the core committee members of Internal Quality Assurance Cell appreciated the efforts taken Mr S.P.K Chidambaram for inviting Dr Anantha Subbarao for NAAC sensitization and orientation. Dr Norman read feedback report on orientation. All the core team members suggested to conduct such sensitization program frequently. It was accepted by the chair person.

#### 4. Status update report for Criteria 1-7:

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4.1.2: The coordinator, Dr.Sunil suggested to start new value added and Add-On course in forthcoming months along with existing courses.

4.1.3: Dr. DC Vidya asked about clarification (Criteria 2.1.1) about reservation of the seats. In this relation, the Chairperson called Ms. Meena (Admission process in charge) and she clarifies the doubt.

4.1.4: Dr. Amar Nagesh Kumar asked about University approved PG guide list. In reply The Chairperson mention that letter has been sent to university and acknowledge has been received. The same copy of the acknowledgement will be provided.

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A. Service MOU's B. Academic MOU's C. Research MOU's

4.1.6: Dr. Norman discussed about criteria 4 and requested to provision and availability of rare Books.

4.1.7: Mr. SPK. Chidambaram insisted to start YOGA classes regularly in addition to YOGA programs conducted by Medical Education Unit every yearly.

5: Vote of thanks: was given by Coordinator Dr.SunilVishwasrao.

  
IQAC Coordinator

  
Chairperson



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**MINUTES OF MEETING conducted on 17.7.2019**

The Internal Quality Assurance committee meeting was held on Friday, 17.7.2019 in College Council Hall.

The following members were present

1. Dr Sufala Sunil Vishwasrao, Chair Person
2. Mr S P K Chidambaram- Management Nominee
3. Dr M Kannaki- Senior Administrative Officer
4. Dr S Sathyanarayanan – Senior Administrative Officer
5. Dr D C Mathangi-External Expert
6. Dr Sunil M Vishwasrao- Coordinator
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10. Dr Vidya D. C.
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12. Dr S.Manjini
13. Mr V.Palaniyappan
14. Mr V. Selvaraj
15. Mr Srinivasan

All the members of Internal Quality Assurance Cell (IQAC) were welcomed by the Chair Person Dr Sufala Sunil Vishwasrao.

Following Points during meetings were discussed...

**1. Confirmation of the minutes of the last meeting**

Minutes were read and confirmed

**2: Action taken report**

Action taken report was read and confirmed







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No: Doc /IQAC/004/07/19

#### NOTICE

All Internal Quality Assurance Cell Members of Karpaga Vinayaga Institute of Medical Sciences and Research Centre are requested to attend meeting at College Council Hall, 1<sup>st</sup> floor.

Meeting Date: 17<sup>th</sup> July 2019, 11.30 A.M

Kindly make yourself available for the meeting.

#### Agenda for the Meeting:

1. Discussion on Curriculum Feedback
2. Enforcement of Uniform Evaluation Process for UG and PG
3. Establishment of time table for NAAC
4. Appointment of New IQAC member
5. Any other point for discussion with the permission of chair person

  
IQAC Coordinator

  
Chairperson

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3.1: Dr Sunil, IQAC coordinator read the feedback on curriculum and pointed out important remarks especially given by professionals and Employer. As per Employer feedback Leadership qualities has to be improved. In response to that Chairperson, Dr Sufala told that Already value-added course on Leadership Skills has been introduced in this academic year. She also assured to conduct more program on leadership management.

3.2: As per another professional feedback more Emphasis on clinical research to be made. In response to this Mr SPK Chidambaram assured to arrange devoted and Professional team of Research which will help the students to guide during their research project. Dr M Kannaki, Member suggested to have appropriate training for the faculties regarding the research so that they can disseminate it to the students. In reply, Dr Sufala Chairperson, informed that Management is going to conduct Research Orientation Programme for all the faculties as well as PG students to enhance their research skills.

3.3: As per alumni feedback, Students of our Institute needs PG NEET training so that ease in getting postgraduate seat of their choice. Dr Sathyanarayanan, senior administrative officer told that he is in communication with some agencies who can conduct the NEET PG classes. For that he asked IQAC Coordinator Dr Sunil to collect the interested students list who are willing to join the class.

#### 4. Enforcement of Uniform Evaluation Process for UG and PG

IQAC coordinator insisted to have uniform evaluation of Internal assessment. All the IA papers has to be corrected by same evaluator to avoid the inter-examiner bias and improve the quality in evaluation system. Dr Norman, Member suggested to have separate answer sheets for each question so that separate questions can be evaluated by separate faculty.

#### 5. Establishment of Time Table for NAAC:

Mr SPK Chidambaram, Management nominee requested to prepare the time table for the NAAC (Starting from IIQA registration, DVV mock process till SSR report preparation) with approximate dates so as have in time submission of SSR.

Dr Sunil, IQAC Coordinator agreed to prepare the details.





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**6. Appointment of New core members:** Dr Sunil, IQAC Coordinator has informed that Dr Vidya D C is going to relive from 19.7.2019, so new member in her place to be replaced. He further insisted to have new member for Criteria 8. He suggested Dr E Seshathri and Dr E Karthikeyan as new core members. Dr Sufala, Chairperson approved the names.

**6. Vote of thanks:** was given by the Coordinator Dr.SunilVishwasrao.

*Sunil*  
IQAC Coordinator

*M. Jayanthi*  
*P. S. Sathya*  
*S. Hema*  
*Vidya*  
*S. Sathya*

*Vijay*  
*S. Sathya*

*Ramya*  
*SM*

*Deepa*

*Sushwasrao*  
Chairperson

