

TRICHY SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE



IRUNGALUR, TRICHY – 621 105

Date: 9.6.2020

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.

1st 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
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.

IInd 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 – Co-Ordinator
3	Dr. M. Poonkothai ARMO & Camps I/C M.O.
4	Dr. S. Krishnan HOD & Prof of Dermatology, P.G Academic Co-Ordinator
5	Dr. M. Vijayakanna HOD & Prof of Anaesthesiology ,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 was requested to have the e-Governance architecture document in areas of operation.

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

Dr. A.Uma VP ,HOD Micro& IQAC Member assured to report all the academic & non academic activities of the College & of the Dept.,

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

It was opined that the MEU Unit has to be strengthened to enhance the quality of Medical Education in alignment with MCI initiatives.

The **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 eresources 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 wanted inputs from various Members to be recorded for onward transmission to the Management for effective implementation towards quality culture.

Dr. M. Poongothai 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 Datas.

Dr. S. Krishnan 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 wanted more focus to be laid on matters having more marks in the 900 &100 weightages.

Dr. V. Sarada 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 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 wanted upgradation of the Computer Systems , conduct of Orientation workshops in small groups

Dr. S.M. Kalamani 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 wanted appointment of Grief Counselor for continuation of Eye Bank activities & part time Corneal Surgeon for Keratoplasty.

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

Dr. U. Jayasimha Web Co Ordinator wanted all the Members to interact with him for uploading the Website in a timely manner.

Dr. R. Sankareswari 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 wanted an exclusive Committee for Environmental sustenance as featured by NAAC & Kayakalp of Quality Dept.

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

Mr. Ramamoorthy 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 received appreciation for having weeded out hardware & software in the library as required by NAAC & develop a plan of action for integration of IT Technology.

Mr. S. Elangovan 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 thanked the Members for their patient listening & feed backs.



TRICHY SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE

IRUNGALUR, TRICHY – 621 105

Action Taken Report

S.NO	TASKS ASSIGNED	PERSON RESPONSIBLE	TIME FRAME
1	Over all I/C of NAAC, Website Update, inputs from respective Members forwarded to IQAC, Info reg ,all activities at Hospital & College	Dr.N.Balasubramanian Dean, Chairperson NAAC	-
2	e-Governance architecture document in areas of operation - P&D, Admin, MIS software. Decentralized participatory management & outcomes in Institutional Governance	Dr. S. Ragupathy- ED	02.07.2020
3	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. S. Ramesh Babu - DHS	02.07.2020
4	All academic activities of the Institution, 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, CoCurricular& Extra Curricular	Dr. A. Uma - VP , HOD Micro, IQAC Member	02.07.2020
5	All activities pertaining to MCI, Geriatric Services.	Dr.Ramachandra Goyal Head of MCI	02.07.2020
6	Outlining all landmark events at Hospital leading to quality enhancement, Statistics regarding No. of Pts treated as OP, IP for last 5 yrs	Dr. R. Vijayakumaran - MS	02.07.2020
7	Establishment of Alumni, Student activities - Cultural , IMA Irungalur activities report of celebration of Health days &National days with Geo-tagged photos strengthening Students Council , starting NSS activities revamping YRC & Students Club	Dr. P. Karthick - AMS & HOD Surgery	09.07.2020
8	Complete automation of Lab, Strengthening of CLTEP Training Programs,NABL accreditation., SOP for Lab.	Dr. A. Velayutharaj - Central Lab Incharge	09.07.2020
9	Minutes of meetings of College Curriculum Committee., Average % of teachers trained for development & delivery of e-content / e-courses- 5 yrs, FDP program for staffs July 2019 June 2020.	Dr. B. Kamala - MEU Co-ordinator	02.07.2020
10	Lib Software, Archival of manuscripts, e-lib resources, Annual expenditure for the purchase of books including e-journals year-wise during last 5 yrs Details of library usage by teachers, students. Details of learner sessions / library user Programs organized, E-content resources used by teachers, SOP for Library,Complete automation of library. No & Expenditure details for the yrs 2019-2020	Mr. B. Sasikumar - Chief Librarian	02.07.2020
11	Average % of seats filled against seats reserved for various categories, No of seats available year-wise for various programs, No of students enrolled from other States - 5 yrs,	Mr. D. Kathirvel - College Manager	

	Details of University examinations/CIE conducted during the last five years, No of final year students who appeared and qualified in each for the last 5 years, No of students benefited by scholarships / free ships / fee waivers by Government / Non-Governmental agencies / Institution year-wise during the last five years. Pass % of students UG & PG 2019-2020. Details of Aishe & NIRF submission 2019-2020.		
12	Overall Communication reg., NAAC between Institution & Management, Placement of IQAC AQAR Format before the Statutory Body	Ms. S. Shridevi – Management Representative IQAC	

13	Extension & outreach activities carried out in collaboration with industry, GOVT & non-government organizations, CMCH Activities Average percentage of students participating in extension & outreach activities, No of awards , recognition received for extension, outreach activities from government / other recognized bodies - last 5 years, I.S.R. activities in the neighborhood community in terms of education, environmental issues, health and hygiene awareness & socio-economic development issues carried out by students ,staff- last 5 years, Details of Camps conducted for the year- July 2019-2020	Dr. M. Poonkothai - ARMO & Camps I/C M.O.	02.07.2020
14	Outlining the innovative activities of the Dermatology Dept., with special reference to COSMETOLOGY. Inputs on Expansion of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular.	Dr. S. Krishnan - HOD & Prof of Dermatology	02.07.2020
15	Outlining the innovative activities of the Anesthetic Dept, in-terms of Infrastructure, Logistics Faculty.	Dr. M. Vijayakanna - HOD & Prof of Anaesthesiology	02.07.2020
16	Outlining the innovative activities of the Anatomy Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. S.D. Nalinakumari - HOD & Prof of Anatomy	02.07.2020
17	Outlining the innovative activities of the Physiology Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. Nachal Annamalai - HOD & Prof of Physiology	02.07.2020
18	Outlining the innovative activities of the Pathology Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular. Dr. Priya Bhandavi to report on the activities reg. Ethics	Dr. V. Sarada - HOD & Prof of Pathology	02.07.2020
19	Outlining the innovative activities of the Paediatrics Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. D. Saminathan - HOD & Prof of Paediatrics	02.07.2020

20	Outlining the innovative activities of the Medicine Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. K. Sivakumar - HOD & Prof of Medicine	02.07.2020
21	IQAC Member to offer her suggestions on the activities of the Institutions	Dr.S.M. Kalamani- Prof of OG	02.07.2020
22	No of teachers of the Institution participating in BoS/Academic Council of universities year-wise - last 5 years, Student mentor : mentee ratio, data for the preceding academic years July 2018- June 2019 & July 2019 – June 2020),Average % of fulltime teachers against sanctioned posts -	Mr. K. Tamilselvan - HR	02.07.2020

	last 5 years, Average% of fulltime teachers with Ph.D. /DM/M Ch/DNB in super specialties / other PG degrees in Health Sciences for recognition as Ph.D guides.- Last 5 yrs.Teaching experience of fulltime teachers in no of yrs (data for the preceding academic years 2018-2019 & 2019-2020), Fulltime teachers -awards received, recognitions, fellowships for excellence in teaching, student mentoring, scholarships, professional achievements & academic leadership - State, National, International levels From Government / Government recognized agencies / registered professional associations -last five years, Total no of development / administrative training programs non-teaching staff -last 5 years, Performance Appraisal System for non-teaching staff , No of full time Teachers for the year 2019-2020, Feedback from Non –Teaching staff.		
23	External IQAC Member to provide inputs & Critical Evaluation of Institutional activities	Mr.T.R.Panner Selvam –MD TRP Engineering –IQAC Member	02.07.2020
24	Outline the innovative activities of the Nursing Dept.,	Miss. C. Selvasahaya Mary – Chief Nursing Officer	02.07.2020
25	Give inputs reg Alumni, Information, Positions in Governmental, Non Governmental Services & streamlining their activities	Dr.T.Sriranganathan- Trichy Alumni	02.07.2020
26	Outlining the innovative activities of the Pharmacology Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular.Hosting the ADR recognition on website.Description of VIGIFLOW SOFTWARE.	Dr. K. Vasanthira - HOD & Prof of Pharmacology	02.07.2020
27	Outlining the innovative activities of the O&G Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. Revwathy - HOD & Prof of O&G	02.07.2020
28	Outlining the innovative activities of the Ophthalmology Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular.Administrative steps for appointment of Grief Counselor.	Dr. D. Baba HOD & Prof of Ophthal	02.07.2020

29	Outlining the innovative activities of the Community Medicine Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities like interaction with BDU, UHTC, RHTC & other communal activities.MOUs’ signed & plans for the upcoming year.	Dr. V. Raghuram HOD & Prof of Community Medicine	2.07.2020
30	Outlining the innovative activities of the Respiratory Medicine Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities .	Dr. D. Ashok kumar HOD & Prof of Respiratory Medicine	2.07.2020
31	Revamping NPTEL online.	Dr. K. Hemalatha – Associate Prof Community Medicine	2.07.2020
32	Outlining the innovative activities of the Research Dept., in-terms of Infrastructure, Logistics Faculty & Students activities- collaborative activities with EXTERNAL AGENCIES.Details regarding AQAR format for the year 2019-2020.	Dr. N. Prabhusaran Research Co –ordinator	2.07.2020
33	Web-updation of all the activities related to the Institution & special reference to NAAC –IQAC activities	Dr. U. Jayasimha Web Co-ordinator & HOD Dental	
34	Report on facilities for alternate sources of energy and energy conservation devices, facilities for management of degradable & non-degradable waste, Water conservation facilities , Green campus initiatives , Disabled-friendly, barrier-free environmental activities, Details of Budget allocation & details for infrastructure augmentation 2019-2020, Expenditure incurred on maintenance of physical facilities,	Er. K. Madhavan Manager Infrastructure	2.07.2020

	Physical facilities, lift, Ramp/Rails, Rest Rooms for differently abled, SOPs for maintaining & utilizing physical facilities. Quality improvement strategies for development of physical infrastructure, Availability and adequacy of general campus facilities and overall ambience.		
35	Information about all existing functional MOUs', deletion of Non-existent MOUs', Information about recently added MOUs'.	Mr. M. Krishnasamy Legal Officer	2.07.2020
36	Co-ordinate all Students relative activities & assist with Students Satisfaction Survey, Report on activities related to student welfare , student representation in academic & administrative bodies/committees of the Institution.	Mr. Muthusubramani Student Representative	16.6.2020
37	IQAC Member –Feedback from stake holders & Critical review of IQAC activities	Mr.D.Muthamilselvan Trichy –Stake Holder	02.07.2020
38	Outlining the innovative activities of the Casualty Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities with EXTERNAL AGENCIES. Proactive steps for establishment of Skill labs & Simulatory learning.	Dr. Prabhu HOD of Casualty	2.07.2020
39	Outlining the innovative activities of the ENT Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities with EXTERNAL AGENCIES.	Dr. G. Gandhi- Prof of ENT	2.07.2020
40	Outlining the innovative activities of the Psychiatry Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities with EXTERNAL AGENCIES.	Dr. Sivaraman – HOD & Prof of Psychiatry	2.07.2020
41	Outlining the innovative activities of the Forensic Medicine Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. R. Rajendra kumar - HOD & Prof of Forensic Medicine	2.07.2020
42	Outlining the innovative activities of the Biochemistry Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. V.R. Prakash - HOD & Prof of Bio Chemistry	2.07.2020
43	IQAC Member ,provide inputs on the functioning of the IQAC Department	Dr.A.Sundharrajan Research Faculty	02.07.2020
44	Average % of teachers awarded national fellowships financial support for advanced studies/collaborative research & conference participation, Budget allocation for the year 2019-2020, Average expenditure incurred on maintenance of physical facilities & academic support facilities , Effective welfare measures for teaching and non-teaching staff, No of teachers provided with financial support to attend conferences/workshops and towards memberships fee of professional bodies ,resource mobilization policy and procedures for optimal utilization of resources, Total grants received from government/non-government bodies, individuals, philanthropists year-wise during the last five years .Implementation of e-governance in areas of operation –Finance & Accounts.	Mr. B. Karthick Kumar – Finance Manager	02.07.2020
45	Outlining the Mechanism of Administrative audit both Internal & External for the year 2019-2020& also last 5 yrs with mechanism for settling any audit objections .	Mr. S. Elangovan - Auditor	02.07.2020
46	Outlining the innovative activities of the Master Health Checkup & Collaborative activities with Government& Non Governmental Agencies	Mr. G. Ramamoorthy - Senior Manager	02.07.2020
47	updating various activities happening on the Campus from July – 2019.	Mrs. Manimegalai - I/C. Campus life	02.07.2020
48	Outlining the various Student activities in areas of YOGA MEDITATION, SPORTS & Collaboration with external agencies for successful conduct.	Dr. Manivannan - Sports	02.07.2020

	Institutional facilities for physical , recreational requirements of students & Staff- Sports, Games(Indoor, outdoor), gymnasium, auditorium, YOGA CENTRE ,SOPs' for Sports Centre		
49	Outlining the innovative activities of the IT Dept., in-terms of Infrastructure, logistics updating IT facilities & Computer availability for students including Wi-Fi, Upgrading bandwidth of internet connection.SOPs' for IT.	Mr. Velmurugan	02.07.2020
50	IQAC Member –Feedback from stake holders regarding the Institutional activities	Mr.Rengaraju Aiyakudi Panchayat	02.07.2020

Dr.P.Anusuya

IQAC Director