

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 01/2017
Date : 13.06.2017
Time : 12.30 PM - 1.30 PM
Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.
Members : IQAC members / Steering Committee members of IQAC
AGENDA : Preparedness on UGC inspection

MINUTES :

- ❖ Dr. Milind V. Bhutkar was convened IQAC meeting for AQAR preparation at College Dean's Office.
- ❖ All the members of IQAC/NAAC steering committee and department incharge of the IQAC have attended
- ❖ IQAC was discussed on datas of all 7 criterion for the coming forth UGC inspection
- ❖ The NAAC/ IQAC inspection may likely to have month of July or August - 2017.
- ❖ The AQAR has to prepare for 2016 - 2017.
- ❖ The IQAC was discussed about Research consultancy i.e., Research paper publication & presentation, citation index and impact factor of the Research papers.
All the relevant data of the documentation in the respective departments to up keep and the same to be sent to be IQAC office.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 02/2017
Date : 14.06.2017/Ref/Circular - dated/13.06.2017/CDO -
Time : 2.00 PM - 4.00 PM
Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.
Members : IQAC members / Steering Committee members of IQAC
AGENDA : Documentation on Equipments / Infrastructure.

MINUTES	ACTION TAKEN REPORT
<ul style="list-style-type: none">❖ The meeting was held at IQAC - Dean's office for 2016 - 2017 all the IQAC members/ Incharge of the department were attended❖ IQAC was discussed about equipment purchase details, list of equipments, more than Rs. 1 lakh in the respective department in 2016 -2017❖ IQAC incharge to collect the datas of 7 criteria and the same to be sent to the IQAC - and Dean's office❖ IQAC also discussed about citation index, h - index and impact factor of the paper publication & journals.	<p>List of equipments prepared with purchasing bill.</p> <p>Impact factor, of journal citation index and h - index of individual have been updated.</p>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 04/2017

Date : 02.08.2017/Ref/Circular - dated/01.08.2017

Time : 11.30 AM -1.15 PM

Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.

Members : IQAC members / Department Co-ordinators

AGENDA : 01. UGC Inspection preparation

02. Documentation for Departmental files

MINUTES:

- ❖ The meeting was convened by Dr. Milind V. Bhutkar, Vice Principal.
- ❖ All the dept. IQAC Co-ordinators has attended the meeting, except department of surgery and orthopedics.
- ❖ The meeting emphasised to maintain the 23 document files in all the departments for UGC inspection.
- ❖ The meeting was conveyed regarding "MOCK" inspection after 15th Aug 2017
- ❖ Department profile also discussed.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 05/2017

Date : 07.08.2017/Ref/Circular - dated/07.08.2017/CDO -

Time : 11.30 AM - 12.45PM

Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.

Members : IQAC members / Steering Committee members of IQAC

AGENDA : Preparedness on UGC inspection.

MINUTES:

- ❖ The meeting was convened by vice Principal Dr. Milind V. Bhutkar.
- ❖ The meeting was discussed on UGC preparation.
- ❖ The meeting was informed that to prepare document / should keep file for criterion wise.
- ❖ The meeting was conveyed steering committee members to prepare power point Presentation of respecting criterion head.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 06/2017

Date : 09.10.2017/Ref/Circular - dated/09.10.2017

Time : 11.30 AM - 12.30 PM

Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.

Members : Steering Committee members of IQAC

AGENDA : UGC Preparedness Work - Mock inspection.

MINUTES:

- ❖ Member were apprised of the scheduled visit to our institution by Dr. M.Ponnaivaiko (Provost) VMRF - DU on 11.10.2017.
- ❖ Member of IQAC were directed to keep all the file on updated one.
- ❖ Member were apprised about the meeting attended on 06/10/2017 and 10.07.2017 by Dr. Milind V.Bhutkar & Dr. V. Selvam in VMU board room. The lists of files are to be kept for UGC inspection also apprised and given to the IQAC members.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 08/2017
Date : 11.12.2017/Ref/Circular - dated/11.12.2017/CDO -
Time : 2.00 PM
Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.
Members : NAAC Steering Committee members
AGENDA :

MINUTES:

- ❖ The meeting was convened by Dr. Deepti Shastri - Academic, Co-ordinator.
- ❖ The upcoming UGC work was discussed with all the steering committee members.
- ❖ The updation of UGC work with filling of the forms was done.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting : 09/2017
Date : 15.12.2017/Ref/Circular - dated/14.12.2017/CDO -
Time : 11.00 AM
Venue : College Dean's Office - VMKV. Medical College & Hospitals, Salem.
Members : Department all IQAC Co - ordinators
AGENDA : Review on Research activities for UGC inspection.

MINUTES:

- ❖ All the IQAC members from various departments were attended the meeting.
- ❖ UGC inspection is scheduled to be held on 3, 4 & 5th Jan 2018 in the regards, all the necessary documents to be updated.
- ❖ The publications, completed projects, paper presentation details for the past 5 years to be updated and the same should have handed over to college office by 4 pm.
- ❖ The citation index, h - index and impact factor also to be updated.

