



# Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	4 <sup>th</sup> floor Lecture Hall, Hospital Block		
Date:	15.11.2021	Time:	11.00AM-12.00PM

The first IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator, IQAC to read out the agendas for discussion.

S.no	Name	Designation/Department	Role in IQAC
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. Durairajan	Pharmacology	Coordinator
4.	Dr. V. Srisanthanakrishnan	Community Medicine	Co-Coordinator
5.	Dr. Nithyalakshmi	Microbiology	Member
6.	Dr. Uganath Subash	Orthopedics	Member
7.	Dr. Jai Vinod Kumar	General Surgery	Member
8.	Dr. V. Raju	Pediatrics	Member
9.	Dr. B. Vijay Krishnan	Ophthalmology	Member
10.	Dr. T. Swetha	Community Medicine	Member
11.	Dr. S. Muthukumar	Physiology	Member
12.	Dr. M. Sunitha	ENT	Member
13.	Dr. M. Kawin Kumar	Anesthesiology	Member
14.	Dr. N. Sowmya	Microbiology	Member
15.	Dr. D. Gnanam	RMO	Industrial Expert
16.	Mrs. Saraswathi	Admin Staff	Admin Staff
17.	Mr. Prabeese	Director, PSQC	External Expert
18.	Mrs. Deepa	Legal representative	Legal representative
19.	Mr. Jayadeepan	Student	Student representative

Leave of Absence: None

DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
HOSPITAL & RESEARCH INSTITUTE  
Chikkarayapuram, Near Mangadu,  
Chennai-600 069.



# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsible Person	Target Date
1	Introduction of IQAC members	IQAC members were elected by the chairperson and the same was accepted by the quorum	-	-
2	Overview & orientation of IQAC functions	Chairperson instructed the IQAC coordinator to brief about the roles, responsibilities and functions of IQAC	-	-
3	IQAC policy - Framing	IQAC coordinator proposed to frame IQAC policy in order to monitor various activities during the next meeting	IQAC coordinator	Within a month
4	Review of strategic Plan	Strategic plan was reviewed by the committee and the status of the same will be discussed in the next meeting	IQAC coordinator	-

Remarks, if any

As there were no other agenda for discussion coordinator thanked the members and concluded the meeting.

Committee Coordinator

Committee Chairperson

DEAN

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# Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell – Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	02.02.2022	Time:	11.00AM-12.30 PM

The second IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator, IQAC to read out the agendas for discussion.

S.no	Name	Designation/Department	Role in IQAC
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. Durairajan	Pharmacology	Coordinator
4.	Dr. V. Srisanthanakrishnan	Community Medicine	Co-Coordinator
5.	Dr. Nithyalakshmi	Microbiology	Member
6.	Dr. Uganath Subash	Orthopedics	Member
7.	Dr. Iai Vinod Kumar	General Surgery	Member
8.	Dr. V. Raju	Pediatrics	Member
9.	Dr. B. Vijay Krishnan	Ophthalmology	Member
10.	Dr. T. Swetha	Community Medicine	Member
11.	Dr. S. Muthukumar	Physiology	Member
12.	Dr. M. Sunitha	ENT	Member
13.	Dr. M. Kawin Kumar	Anesthesiology	Member
14.	Dr. N. Sowmya	Microbiology	Member
15.	Dr. D. Gnanam	RMO	Industrial Expert
16.	Mrs. Saraswathi	Admin Staff	Admin Staff
17.	Mr. Prabeese	Director, PSQC	External Expert
18.	Mrs. Deepa	Legal representative	Legal representative
19.	Mr. Jayadeepan	Student	Student representative

Leave of Absence: None

**DEAN**  
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# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	IQAC policy - Framing	IQAC coordinator discussed the IQAC policy and the same was approved by the committee	IQAC Coordinator	-
3	Quality improvement in education & Training	Teaching and Non-Teaching training programs to be conducted periodically	IQAC,MEU coordinator HR manager	-
4	Feedback on curriculum	Suggested to take Feedback from students only through online mode	Dr Prema Devi Feedback Coordinator	Within a month
5	Implementation of NAAC	Discussed regarding the different NAAC criteria and elected the In charges for each criteria	IQAC Coordinator	-
6	Quality initiative to improve Infrastructure	To implement smart classrooms in all departments Installation of CCTV surveillance in CCTV non available areas	Mr Rajesh - IT In charge	Within 3 months
7	Review of strategic Plan	Strategic plans were reviewed. Proposed to prepare strategic plan for 2022-2027	Management Representative IQAC chairperson	Within a month

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
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SRIMUTHUKUMARAN MEDICAL COLLEGE  
HOSPITAL & RESEARCH INSTITUTE  
Chikkarayapuram, Near Mangadu,  
Chennai-600 069.

  
Committee Chairperson



# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell- Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	27.05.2022	Time:	11.30AM-12.30 PM

The third IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator, IQAC to read out the agendas for discussion.

S.no	Name	Designation/Department	Role in IQAC
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. Durairajan	Pharmacology	Coordinator
4.	Dr. V. Srisanthanakrishnan	Community Medicine	Co-Coordinator
5.	Dr. Nithyalakshmi	Microbiology	Member
6.	Dr. Uganath Subash	Orthopedics	Member
7.	Dr. Jui Vinod Kumar	General Surgery	Member
8.	Dr. V. Raju	Pediatrics	Member
9.	Dr. B. Vijay Krishnan	Ophthalmology	Member
10.	Dr. T. Swetha	Community Medicine	Member
11.	Dr. S. Muthukumar	Physiology	Member
12.	Dr. M. Sunitha	ENT	Member
13.	Dr. M. Kawin Kumar	Anesthesiology	Member
14.	Dr. N. Sowmya	Microbiology	Member
15.	Dr. D. Gnanam	RMO	Industrial Expert
16.	Mrs. Saraswathi	Admin Staff	Admin Staff
17.	Mr. Prabeese	Director, PSQC	External Expert
18.	Mrs. Deepa	Legal representative	Legal representative
19.	Mr. Jayadeepan	student	Student representative

Leave of Absence: One (Dr M Kawin Kumar)

  
**DEAN**  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	Quality of education	To increase the numbers of Value-added courses conducted for the students	Dr Nithyalakshmi	-
3	Planning Academic calendar	Academic calendar to be prepared and reviewed by the college council	Dr Nithyalakshmi	Within a month
4	Strategic/Perspective Plan	Strategic plan for 2022-2027 was approved by the Quorum	Management Representative IQAC chairperson	-
5	Review SOP of different committees	Committees' coordinators were asked to refine their SOP and reframe the committee, if needed. All members of each committee were oriented on their role and responsibilities	Committee coordinators	Within a month
6	Welfare measures for Teaching and Non-Teaching staffs	To reframe the staff welfare policy regarding earned leaves, Maternity leaves and academic leaves	HR	Within 15 days
7	NABL accreditation	Implementation of NABL standards in virology lab	NABL coordinator	-

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
Committee Chairperson

  
DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell- Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	22.09.2022	Time:	12.30PM-01.30 PM

The fourth IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator, IQAC to read out the agendas for discussion.

S.no	Name	Designation/Department	Role in IQAC
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. Durairajan	Pharmacology	Coordinator
4.	Dr. V. Srisanthanakrishnan	Community Medicine	Co-Coordinator
5.	Dr. Nithyalakshmi	Microbiology	Member
6.	Dr. Uganath Subash	Orthopedics	Member
7.	Dr. Jai Vinod Kumar	General Surgery	Member
8.	Dr. V. Raju	Pediatrics	Member
9.	Dr. B. Vijay Krishnan	Ophthalmology	Member
10.	Dr. T. Swetha	Community Medicine	Member
11.	Dr. S. Muthukumar	Physiology	Member
12.	Dr. M. Sunitha	ENT	Member
13.	Dr. M. Kawin Kumar	Anesthesiology	Member
14.	Dr. N. Sowmya	Microbiology	Member
15.	Dr. D. Gnanam	RMO	Industrial Expert
16.	Mrs. Saraswathi	Admin Staff	Admin Staff
17.	Mr. Prabeese	Director, PSQC	External Expert
18.	Mrs. Deepa	Legal representative	Legal representative
19.	Mr. Jayadeepan	student	Student representative

Leave of absence: None

  
**DEAN**  
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## Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

### Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	Approval of IQAC coordinator	Dr Srisanthanakrishnan name was suggested for IQAC coordinator and it was accepted by all members. Also new members were added.	-	-
3	Application for PG seats in MS – General Surgery	General surgery department was asked to fulfill the requirements as per NMC norms as TN Dr MGR Medical University Inspection is awaited.	General Surgery HOD	Within a week
4	Outreach activities/ Programs	Camp coordinator was asked to increase the numbers of outreach camps and to involve students and faculties in various socially responsible activities	Camp Coordinator	-
5	NAAC activities	Department wise NAAC coordinators were selected and informed to coordinate with criteria In charges	NAAC Criteria In charges	
6	Research policy	In order to increase the quality of research, it is proposed to reframe the research policy in terms of monitory benefits	Research Coordinator	Within 15 days
7	NABH accreditation	To get entry level certification of NABH – all clinicians are to be oriented to adhere with the NABH standards	NABH coordinator	-

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
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SRI MUTHUKUMARAN MEDICAL COLLEGE  
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Chikkarayapuram, Near Mangadu,  
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Committee Chairperson





# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	13.12.2022	Time:	11.30AM-12.30 PM

The fifth IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator, IQAC to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor, CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor, Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor, General Surgery	Member
9.	Dr. V. Raju	Associate Professor, Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor, Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert

**DEAN**  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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# Sri Muthukumaran Medical College Hospital and Research Institute

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21.	Mr.Prabeese	Director,PSQC	External Expert
22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative

**Leave of absence:** Four (Mr.Akash, Dr.V.Raju, Dr.D.Gnanam, Dr.Sundari)

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	NABL accreditation	Received NABL certificate. Instructed to adherence of NABL standards.	Laboratory Incharge	-
3	Quality initiative programs	IQAC to organize quality related programs for Doctors and non teaching staffs with respect to accreditation related topics.	IQAC co-coordinator	-
4	Training program for non-teaching staffs	Hospital Infection Control practices training to be conducted for Nursing, Housekeeping, Lab personnels on regularity.	Dr Swomya HICC- officer	-
5	NAAC activities	Criteria wise details to be collected from the department coordinators	Criteria Incharges	Within a month
6	Reframing of Policies	In order to increase the quality, it is proposed to update/reframe the policies	IQAC Coordinator	Within a month
7	NABH accreditation	NABH coordinator is instructed to conduct Mock drills for code blue, code red and code pink periodically	NABH coordinator	-

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
Committee Chairperson

DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	03.03.2023	Time:	11:30AM-01:00 PM

The sixth IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator, IQAC to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor,CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor,Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor,General Surgery	Member
9.	Dr. V. Raju	Associate Professor,Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor,Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert
21.	Mr.Prabeese	Director,PSQC	External Expert

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Chikkarayapuram, Near Mangadu, Chennai – 600069

22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative

Leave of absence: **Two** (Dr Swetha T, Mrs Saraswathi)

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	NABH accreditation	Training sessions for the staff nurses to be conducted at least once a week	NABH coordinator	-
3	Function of committees	Committee coordinators are instructed to conduct periodic committee meeting and submit the minutes of meeting to relevant authorities	All committee coordinators	-
4	NAAC activities	NAAC criteria in charges are instructed to prepare the documents as per SSR	Criteria In charges	Within 2 months
5	Carrier guidance program	Carrier guidance program to be conducted periodically to enrich and enhance the chances of employment of outgoing CRMIs	Criteria 5 In charge	-
6	Patient safety measures	Installation of grab bars and calling bells in order to ensure patient safety	Safety officer	Within a month
7	Reframing of investigations requisition forms	All investigations requisition forms to be reframed as per current standards	NABH coordinator	Within a month

  
**DEAN**  
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**Sri Muthukumar Medical College Hospital and Research Institute**

**Chikkarayapuram, Near Mangadu, Chennai – 600069**

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

**Committee Coordinator**

**Committee Chairperson**

**DEAN**  
**SRI MUTHUKUMARAN MEDICAL COLLEGE**  
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# Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	17.06.2023	Time:	11:00AM-12:00 PM

The seventh IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator IQAC, to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor, CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor, Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor, General Surgery	Member
9.	Dr. V. Raju	Associate Professor, Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor, Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert
21.	Mr.Prabeese	Director, PSQC	External Expert

**DEAN**  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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Chikkarayapuram, Near Mangadu, Chennai – 600069

22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative

Leave of absence: Two (Dr Sunitha, Mrs. Deepa)

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	NAAC activities	NAAC – SSR review to be initiated with criteria in charges	IQAC coordinator	Within a week
3	Planning Academic calendar	Academic calendar to be prepared and reviewed by the college council	Dr Nithyalakshmi	Within a month
4	NABH accreditation	Prescription Audit to be conducted periodically by Pharmacotherapeutic committee	Pharmacotherapeutic committee coordinator	-
5	Faculty training program	Training programs to be conducted for faculties in order to adhere with CBME curriculum	MEU coordinator	-
6	Strengthening of library	Recommended to procure International and Indian journals which are indexed with PubMed and Scopus	Library committee coordinator	within 2 months

  
**DEAN**  
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S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
7	HR induction and orientation program	HR induction and orientation program for new employees to be conducted periodically	HR	-

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

**Committee Coordinator**

**Committee Chairperson**

**DEAN**  
**SRI MUTHUKUMARAN MEDICAL COLLEGE**  
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# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	29.08.2023	Time:	11:30AM-12:45 PM

The Eighth IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator IQAC, to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor,CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor,Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor,General Surgery	Member
9.	Dr. V. Raju	Associate Professor,Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor,Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert
21.	Mr.Prabeese	Director,PSQC	External Expert

**DEAN**  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
HOSPITAL & RESEARCH INSTITUTE  
Chikkarayapuram, Near Mangadu,  
Chennai-600 069.



## Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative

Leave of absence: One (Dr B Vijay krishna)

### Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	Infrastructure enhancement	Installation of solar energy in phased manner	Management Representative IQAC chairperson	Within 2 months
3	Changes in Teaching modalities	Faculties are encouraged to use different teaching techniques apart from proposed teaching techniques in order to create interest	MEU and curriculum committee coordinators	-
4	NAAC activities	Training for preparation of documents as per SSR guidelines	IQAC coordinator	-
5	Research promotion	Students are encouraged to participate in ICMR's funded projects for students	Research committee coordinator	-
6	Staff welfare	Proposed to have a separate canteen for employees in the hospital premises	HR	Within a month

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
HOSPITAL & RESEARCH INSTITUTE  
Chikkarayapuram, Near Mangadu,  
Chennai-600 069.

  
Committee Chairperson





# Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell-Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	15.11.2023	Time:	01:30PM-02:30 PM

The Ninth IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator IQAC, to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor, CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor, Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor, General Surgery	Member
9.	Dr. V. Raju	Associate Professor, Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor, Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert
21.	Mr.Prabeese	Director, PSQC	External Expert

**DEAN**  
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Chikkarayapuram, Near Mangadu



# Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative


Leave of absence: Two (Dr Gnanam, Dr Raju V)

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	NAAC-SSR preparation	Criteria in-charges are instructed to collect the required data for the SSR from each Department	Criteria In-charges	Within 15 days
3	Gender sensitization program	Frequency of gender sensitization program can be increased	Women empowerment cell - Chairperson	-
4	CRMI training	CRMI are to be trained in resource limited setting and to encourage their participation in camp activities	Camp Coordinator	-
5	Biomedical audit/calibration of equipment	Biomedical department is instructed to calibrate all the old and new equipment with appropriate details mentioned (stickers) in the equipment at appropriate frequency	Biomedical Engineer	Within a month

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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Chennai-600 069.

  
Committee Chairperson



# Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	14.02.2024	Time:	11:30 PM-12:30 PM

The Tenth IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator IQAC, to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor, CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor, Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor, General Surgery	Member
9.	Dr. V. Raju	Associate Professor, Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor, Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert
21.	Mr.Prabeese	Director, PSQC	External Expert

DEAN  
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Chikkarayapuram, Near Mangadu, Chennai – 600069

22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative


**Leave of absence: Two (Mr Akash, Dr Muthukumar)**

## Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	NAAC-SSR preparation	Criteria in-charges are instructed to compile the data in the prescribed SSR format/ Excel templates	Criteria In-charges	Within 15 days
3	NAAC-IIQA Preparation	To plan for NAAC - IIQA submission in the first week of April	IQAC coordinator	Within 10 days
4	Training program for non-teaching staffs	Training to be conducted for Nursing, Housekeeping, Lab personnels periodically with respect to Hospital Infection Control practices	Dr Swomya HICC- officer	-
5	Examination hall	In order to enhance the surveillance in the examination process, along with existing CCTV surveillance, practical examination halls in each department to be equipped with CCTV surveillance in phased manner	IT manager	Within 3 months

Remarks, if any

As there were no other agenda for discussion, coordinator thanked the members and concluded the meeting.

  
Committee Coordinator

  
Committee Chairperson

  
DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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Chennai-600 069.





# Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

## Internal Quality Assurance Cell - Minutes of Meeting

Venue:	IQAC room, 2 <sup>nd</sup> floor Hospital Block		
Date:	10.05.2024	Time:	12:30 PM-01:30 PM

The Eleventh IQAC meeting was commenced with a welcome note by the Dean SMMCHRI. Following members attended the meeting. The chairperson called upon the Coordinator IQAC, to read out the agendas for discussion.

S.no	Name	Designation/Department	Position Held
1.	Dr. Kasinathan B	Dean	Chairperson
2.	Mr. Akash	Managing Director	Management Representative
3.	Dr. V. Srisanthanakrishnan	Associate Professor,CM, Vice Principal	Coordinator
4.	Dr. Roselin V	Associate Professor, CM	Co-coordinator
5.	Dr. Nithyalakshmi	Professor, Microbiology	Member
6.	Dr. E. Prema Devi	Professor, Pathology	Member
7.	Dr. Uganath Subash	Associate Professor,Orthopedics	Member
8.	Dr. Jai Vinod Kumar	Associate Professor,General Surgery	Member
9.	Dr. V. Raju	Associate Professor,Pediatrics	Member
10.	Dr. V.U.Karthigeyan	Associate Professor,Psychiatry	Member
11.	Dr. B. Vijay Krishnan	Associate Professor, Ophthalmology	Member
12.	Dr. Timsi Jain	Professor, CM	Member
13.	Dr. T. Swetha	Associate Professor, CM	Member
14.	Dr. S. Muthukumar	Professor, Physiology	Member
15.	Dr. M. Sunitha	Professor, ENT	Member
16.	Dr.N. Krithigalakshmi	Assistant Professor, Respiratory Medicine	Member
17.	Dr.T. Fahad Affan	Assistant Professor, Microbiology	Member
18.	Dr. M. Kawin Kumar	Associate Professor, Anesthesiology	Member
19.	Dr. N. Sowmya	Professor, Microbiology	Member
20.	Dr.D.Gnanam	RMO	Industrial Expert
21.	Mr.Prabeese	Director,PSQC	External Expert

DEAN  
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## Sri Muthukumaran Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

22.	Dr. Sundari	Student	Student representative
23.	Mrs. Saraswathi	Admin Staff	Admin Staff representative
24.	Mrs. Deepa	Legal representative	Legal Expert
25.	Dr. Eswar Ramakrishnan	Alumni	Alumni representative

**Leave of absence: Three** (Dr T Swetha, Dr Roselin, Dr Sundari)

### Resolutions

S.No	Agenda / Topic	Action taken / Minutes	Responsibility	Target Date
1	To consider minutes and actions taken for the previous meeting	Action report for the previous IQAC meeting was approved	-	-
2	NAAC -SSR submission	As IIQA is approved by NAAC, SSR to be submitted within the stipulated time. Criteria in charges are instructed to strictly adhere to the prescribed templates	IQAC coordinator	Within 45 days
3	Infrastructure in terms of ICT for Demonstration rooms	The quality of the existing overhead LED projectors can be improvised or replace with smart board in all demonstration rooms in phased manner	HR manager	Within 2 months
4	CRMI – Induction program	As the new CRMIs will be joining shortly, the induction program for the new CRMIs to be conducted before the commencement of their actual posting schedule	MEU / CRMI coordinator	Within a week
5	Display/sign boards	Display/sign boards in the patient area, hospital and college to be updated, appropriately	HR	Within 15 days

  
**DEAN**  
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Remarks, if any

The chairperson asked the members for any other agendas to be discussed, as there was no other agenda the meeting ended with Vote of Thanks by the IQAC coordinator.

**Committee Coordinator**

**Committee Chairperson**

**DEAN**  
**SRI MUTHUKUMARAN MEDICAL COLLEGE**  
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**Chikkarayapuram, Near Mangadu,**  
**Chennai-600 069.**