



Sri Muthukumar Medical College Hospital and Research Institute

Chikkarayapuram, Near Mangadu, Chennai – 600069

IQAC RESOLUTIONS - Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	25.10.2024	Time:	11.00am -12.00pm

S.No	Agenda /Topic	Action taken / Minutes	Responsibility	Target Date
1	Introduction of IQAC Members	IQAC members were elected by Chairperson and the same was accepted by the quorum	-	-
2	To Consider Minutes and action taken for the previous meeting	Action report for the Previous IQAC Meeting was approved	-	-
3	NAAC Peer Visit Preparation -review of SOP	As a part of Review of SOP of different committees, Committee Coordinators were asked to refine their sop and reframe the committee as required	Committee Coordinators	Within a Month
4	Department Wise Mock Inspection for NAAC peer visit	A team of internal members to conduct mock inspection to check the preparedness of the various departments for the upcoming NAAC peer visit	IQAC Coordinator	Within a Month
5	IDP for institutional development	FDP on National Education Policy 2020 - NEP awareness Program CISP Program at nodal centers	MEU & Curriculum Committee	Within 3 Months
7	Electro Literacy awareness Program	To Conduct electro Literacy awareness Program for first year MBBS	Criteria 3 coordinator	Within 3 Months
8.	Stakeholder Feedback report analysis	Stakeholder feedback report analysis and action taken was discussed with Feedback committee	Feedback committee coordinator	-----

Remarks, If any

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

Committee Coordinator

DEAN
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Chikkarayapuram, Near Mangadu,
Chennai-600069.

Committee Chairperson

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IQAC RESOLUTIONS - Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	01.08.2024	Time:	12.30pm -1.30pm

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 Peer Visit Preparation	Updation of sign boards, overhauling of CCTVs and infrastructure maintenance	Management	-----
3.	Department Wise Mock Inspection Preparation	Departments were instructed to prepare checklist, Faculty list updation, update sign boards.	Concerned departments	Within a month
4.	Stakeholder Feedback report analysis	Stakeholder feedback report analysis and action to be taken were discussed with Feedback committee	Feedback committee	-----

Remarks, If any

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

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Committee Coordinator

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Committee Chairperson

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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	10.05.2024	Time:	12.30pm -1.30pm

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 IQA is approved by NAAC, SSR to be Submitted within the stipulated time. criteria in charges are instructed to strictly adhere the prescribed templates	IQAC coordinator	Within 45 days
3	Infrastructure in terms of ICT for demonstration rooms	The quality of the existing overhead LED Projector 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

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



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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	14.02.2024	Time:	11.30am -12.30pm

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. Sowmya HICC – office	-----
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

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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	15.11.2023	Time:	1.30pm -2.30pm

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

Committee Chairperson



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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	29.08.2023	Time:	11.30am -12.45pm

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

Committee Chairperson



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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	17.06.2023	Time:	11.00am -12.00pm

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
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



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IQAC RESOLUTIONS - Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	03.03.2023	Time:	11.30am -1.00pm

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	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 framed as per current standards	NABH Coordinator	Within a month

Remarks, If any

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

Committee Coordinator

Committee Chairperson



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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	13.12.2022	Time:	11.30am -12.30pm

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	Within a Week
4.	Training Program for non- teaching staffs	Hospital Infection Control Practices training to be conducted for Nursing, Housekeeping, Lab Personnels on regularity	Dr.Sowmya HICC-officer	-----
5.	NAAC activities	Criteria wise details to be Collected from the department coordinators	Criteria IN charges	Within a months
6.	Reframing of Policies	In order to increase the quality, it is proposed to update / reframe the Policies	IQAC Coordinator	Within a months
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



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IQAC RESOLUTIONS – Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	22.09.2022	Time:	12.30pm -1.30pm

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. Srisanthan Krishnan 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 monetary benefits	Research Coordinator	Within 15 months
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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IQAC RESOLUTIONS - Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	27.05.2022	Time:	11am -12.30pm

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 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 months
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



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IQAC RESOLUTIONS - Minutes Of Meeting

Venue:	IQAC room, 2 nd Floor Hospital Block		
Date:	02.02.2022	Time:	11am – 12.30 pm

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 Chairperson

Committee Coordinator



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IQAC RESOLUTIONS- Minutes Of Meeting

Venue:	4 th Floor Lecture Hall, Hospital Block		
Date:	15.11.2021	Time:	11am

S.NO	AGENDA/TOPIC	ACTION TAKEN/ MINUTES	RESPONSIBILITY	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 morning	IQAC Coordinator	-----

Remarks, If any

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

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