



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.
Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

ANNUAL QUALITY ASSURANCE REPORT 2023-2024 AUDIT Date: 18/9/2024 to 21/9/2024


DEAN
TAGORE MEDICAL COLLEGE & HOSPITAL
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Day 1: Date: 18.09.2024

Time: 10 AM to 4 PM

10:00 am: Open meeting

10:30 am to 3:30 pm: Visit to Departments (Anatomy, Physiology, Biochemistry, Pathology and Pharnacology)

3:00 to 4:00 pm – Visit to Finance and Admin

DEPARTMENT OF ANATOMY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained To add ICT usage in teaching learning methodologies
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	N/A
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	To include topics in the ECE schedule
7	Question papers	To separate university question papers and IA question papers
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance of remedial classes to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To prepare an index of the data for 2023-2024


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11	Value Added Courses	Report to be prepared with revised title
12	Add-on courses	Report to be prepared with revised title
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	To add appropriate captions to photos
15	Faculty achievements, awards and recognitions	Index to be added
16	Faculty Publications	Index to be added
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Latest data to be added and index to be modified to include date/name of events
18	Faculty FDP certificates	To be updated for 2023-2024
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	N/A
21	Funded research by students and faculty	Intra mural funding details to be updated
22	Self-funded Research conducted by faculty/students	To attach IEC approvals for ongoing post graduate dissertations and thesis certification for completed dissertations
23	Fellowships/ Additional degree by faculty	N/A
24	Books/chapters published by faculty	N/A
25	Certificates of Faculty as resource persons	To be updated with latest data
26	Conferences/workshops/ trainings/CMEs conducted by departments	To revise the circulars to include copy to Department heads
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms



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Day 1: Date: 18.09.2024

DEPARTMENT OF PHYSIOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	N/A
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	To add objectives to each ECE module in the schedule
7	Question papers	To separate university question papers and IA question papers
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance of remedial classes to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To prepare an index of the data for 2023-2024
11	Value Added Courses	Report to be prepared with revised title
12	Add-on courses	Report to be prepared
13	Cross Cutting Issues	Satisfactory

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14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Index to be added
16	Faculty Publications	Index to be modified. Journal names to be included
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Latest data to be added and index to be modified to include date/name of events
18	Faculty FDP certificates	Satisfactory
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	N/A
21	Funded research by students and faculty	N/A
22	Self-funded Research conducted by faculty/students	N/A
23	Fellowships/ Additional degree by faculty	N/A
24	Books/chapters published by faculty	N/A
25	Certificates of Faculty as resource persons	N/A
26	Conferences/workshops/ trainings/CMEs conducted by departments	To modify the reports as per IQAC format for filing
27	Mentor – Mentee logbook	Updated logbooks to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc	To update equipment list according to NMC norms


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Date: 18.09.2024

DEPARTMENT OF BIOCHEMISTRY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	To be updated for 2023-2024
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	To attach the OSPE evaluation checklist to the record log To file sample of evaluated checklists
7	Question papers	To be updated for 2023-24
8	Slow learners list, remedial classes schedules, attendance, assignments	Academic year 2023-24 data is not filed, to be updated with the following: List of slow learners Schedule for remedial classes duly signed by HOD Assignment titles Attendance of remedial classes to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To file data of students' achievements in departmental CME

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11	Value Added Courses	Report to be revised to fulfil 16 hours with brochure, attendance and certificate samples
12	Add-on courses	Report to be prepared for the course Biochemical Insights
13	Cross Cutting Issues	To be updated for 2023-2024
14	Parent Teacher Meeting	Parent feedback analysis to be added
15	Faculty achievements, awards and recognitions	Index to be added
16	Faculty Publications	Index to be added
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Latest data to be added and index to be modified to include date/name of events
18	Faculty FDP certificates	To be updated
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	N/A
21	Funded research by students and faculty	Intramural funding details to be updated
22	Self-funded Research conducted by faculty/students	N/A
23	Fellowships/ Additional degree by faculty	N/A
24	Books/chapters published by faculty	N/A
25	Certificates of Faculty as resource persons	N/A
26	Conferences/workshops/ trainings/CMEs conducted by departments	To modify the reports for filing: Fire safety can be shown as professional development program Safe handling in the lab (HPLC) training can be shown as GLP (metric 3.2.2)
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms



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DEPARTMENT OF PATHOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	To be updated for 2023-2024
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	To modify reports and include PG students
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To file data of students' achievements in departmental CME
11	Value Added Courses	Course content to be expanded to 16+hours Title to be revised
12	Add-on courses	Satisfactory
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Parent feedback analysis to be added
15	Faculty achievements, awards and recognitions	N/A
16	Faculty Publications	N/A


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17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	N/A
18	Faculty FDP certificates	To be updated with 2023-2024 data
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	N/A
21	Funded research by students and faculty	Intramural details to be updated
22	Self-funded Research conducted by faculty/students	To attach IEC approvals for ongoing post graduate dissertations and thesis certification for completed dissertations
23	Fellowships/ Additional degree by faculty	N/A
24	Books/chapters published by faculty	N/A
25	Certificates of Faculty as resource persons	N/A
26	Conferences/workshops/ trainings/CMEs conducted by departments	To modify the reports for filing:
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc	To update equipment list according to NMC norms


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DEPARTMENT OF PHARMACOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	MBBS to be filed separately
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	To modify reports- add photos and attendance
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	To modify reports To attach samples of evaluation checklists Add photos
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	Report to be prepared
12	Add-on courses	Report to be prepared for Rapid review
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Parent feedback analysis to be added
15	Faculty achievements, awards and recognitions	n/a
16	Faculty Publications	Satisfactory
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	To add index
18	Faculty FDP certificates	To be updated and indexed


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19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	N/A
21	Funded research by students and faculty	Intramural funding details to be updated
22	Self-funded Research conducted by faculty/students	To attach IEC approvals for ongoing post graduate dissertations and thesis certification for completed dissertations
23	Fellowships/ Additional degree by faculty	N/A
24	Books/chapters published by faculty	N/A
25	Certificates of Faculty as resource persons	Satisfactory
26	Conferences/workshops/ trainings/CMEs conducted by departments	To modify the reports for filing
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc	To update equipment list according to NMC norms


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Finance – Discussed with the Finance Manager to obtain data on the following for 2023-2024

- Government scholarships & Institutional fee waivers (Number of students benefitted)
- Annual budget
- Expenditure for allocated for Infrastructure development and augmentation
- Library Expenditure
- Expenditure for Academic support and Physical facilities
- Annual maintenance of ERP
- Audited statement
- Internal and external audit reports
- Grants received for general development

Admin – Discussed the following for 2023-2024 data

- Students' admission
- Demand ratio
- Students admitted from other states and abroad
- No of males and female students
- Approval letter from respective SRA
- Affiliation letters for UG and PG from respective university


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Day 2: Date: 19/09/2024

Time: 10:00 am to 4:00 pm

Departments visited: Microbiology, Forensic Medicine, General Medicine, General Surgery, Pediatrics and HR

DEPARTMENT OF MICROBIOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Schedules of CRMI postings to be filed.
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Extension Activities -To include CRMI and post graduate student names in the reports
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated for 2023-2024
11	Value Added Courses	The course title to be modified and report to be prepared
12	Add-on courses	Satisfactory
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory


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15	Faculty achievements, awards and recognitions	Satisfactory
16	Faculty Publications	Satisfactory
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Satisfactory
18	Faculty FDP certificates	Satisfactory
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Intramural funding details to be updated
22	Self-funded Research conducted by faculty/students	Satisfactory
23	Fellowships/ Additional degree by faculty	Satisfactory
24	Books/chapters published by faculty	N/A
25	Certificates of Faculty as resource persons	To update with data for 2023-2024
26	Conferences/workshops/ trainings/CMEs conducted by departments	Sample of filled certificates to be filed with the reports
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms

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Day 2: Date: 19/09/2024

DEPARTMENT OF FORENSIC MEDICINE

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Satisfactory
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Satisfactory
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated for 2023-2024
11	Value Added Courses	Not done
12	Add-on courses	Report to be prepared for the Add on course (Gender, Sexuality and rights)
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Nil
16	Faculty Publications	Nil
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Satisfactory


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18	Faculty FDP certificates	Satisfactory
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Nil
23	Fellowships/ Additional degree by faculty	Nil
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Nil
26	Conferences/workshops/ trainings/CMEs conducted by departments	To prepare report for FDP on Medico legal issues for clinical Practice
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 2: Date: 19/09/2024

DEPARTMENT OF GENERAL MEDICINE

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	To be updated for 2023-2024
4	Clinical postings for students/ interns	Separate files to be maintained for MBBS/ CRMI/ PG schedules
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Camps to be updated with reports and list of students participated from 2022 to 2024.
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Documentation of Skill lab posting schedules, Skill evaluation checklists (samples of filled checklists)
7	Question papers	Sample University question papers to be filed for 2023-2024.
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated for 2023-2024
11	Value Added Courses	Not done
12	Add-on courses	Report to be prepared for the Add on course (ECG interpretation)
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	To be updated for 2023-2024
16	Faculty Publications	To be updated for 2023-2024

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17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	To be updated for 2023-2024
18	Faculty FDP certificates	To be updated for 2023-2024
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	To be updated for 2023-2024
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	To be updated for 2023-2024
21	Funded research by students and faculty	To be updated for 2023-2024
22	Self-funded Research conducted by faculty/students	To be updated for 2023-2024
23	Fellowships/ Additional degree by faculty	To be updated for 2023-2024
24	Books/chapters published by faculty	To be updated for 2023-2024
25	Certificates of Faculty as resource persons	To be updated for 2023-2024
26	Conferences/workshops/ trainings/CMEs conducted by departments	To be updated for 2023-2024
27	Mentor – Mentee logbook	Mentor logbooks to be updated till 2024 and retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 2: Date: 19/09/2024

DEPARTMENT OF GENERAL SURGERY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	To maintain separate files for UG and PG schedules
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Skill lab activity can be extended for faculty as FDP (Suturing and Knotting)
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	Attendance to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated for 2023-2024
11	Value Added Courses	Not done
12	Add-on courses	Report to be prepared for the Add on course (Suturing workshop)
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Satisfactory
16	Faculty Publications	Satisfactory

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17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Indexing of the events to be done for 2023-2024
18	Faculty FDP certificates	Satisfactory
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Indexing of the 2023-2024 data to be done
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Indexing of the 2023-2024 data to be done
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Nil
23	Fellowships/ Additional degree by faculty	Indexing of the 2023-2024 data to be done
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Nil
26	Conferences/workshops/ trainings/CMEs conducted by departments	CME on Neck Swelling can be shown as Good clinical practice seminar for metric 3.2.2.
27	Mentor – Mentee logbook	Mentor logbooks to be updated till 2024 and retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 2: Date: 19/09/2024

DEPARTMENT OF PEDIATRICS

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Duly signed posting schedules to be filed.
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Extension activities – Reports to be updated for 2023-2024 activities
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Reports to be prepared
7	Question papers	Samples of University question papers to be filed.
8	Slow learners list, remedial classes schedules, attendance, assignments	Academic year 2023-24 data is not filed, to be updated with the following: List of slow learners Schedule for remedial classes duly signed by HOD Assignment titles Attendance of remedial classes to be maintained To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated for 2023-2024


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11	Value Added Courses	Not done
12	Add-on courses	Not done
13	Cross Cutting Issues	Report of programs on cross cutting issues to be filed
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Satisfactory
16	Faculty Publications	To be updated till 2024
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Satisfactory. Separate event reports can be prepared for Rangoli and Poster competitions
18	Faculty FDP certificates	Satisfactory
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	To be updated for 2023-2024
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	To be updated for 2023-2024
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Nil
23	Fellowships/ Additional degree by faculty	Nil
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Nil
26	Conferences/workshops/ trainings/CMEs conducted by departments	CME on Neck Swelling can be shown as Good clinical practice seminar for metric 3.2.2.
27	Mentor – Mentee logbook	Mentor logbooks to be updated till 2024 and retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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HR Dept.

Discussed with the HR manager to obtain the following data for 2023-2024

- List of fulltime faculties as per NMC norms
- List of non-teaching staff
- Appointment orders and joining reports of fulltime teachers
- Performance appraisal samples of teaching and non-teaching staff
- List of beneficiaries of welfare measures
- Reports of administrative training conducted for staff


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Day 3: Date: 20/09/2024

Time: 10:00 am to 4:00 pm

Departments visited: OBG, Orthopedics, ENT, Dermatology
and Committees

DEPARTMENT OF OBG

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained (To check with other departments)
3	Teaching schedules – Theory and Practical	File not evidenced
4	Clinical postings for students/ interns	Schedules for 2023-2024 to be updated.
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	No documents were evidenced.
7	Question papers	Sample of University Question papers to be filed
8	Slow learners list, remedial classes schedules, attendance, assignments	None evidenced. All documents needs to be updated
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	GDM in Pregnancy – Brochure with content for 16 hours, Report, attendance and sample filled certificates to be filed.
12	Add-on courses	Cervical and Ovarian Malignancy - Report, attendance and sample filled certificates to be filed
13	Cross Cutting Issues	To be updated
14	Parent Teacher Meeting	To be updated
15	Faculty achievements, awards and recognitions	To be updated


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16	Faculty Publications	To be updated
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	To be updated
18	Faculty FDP certificates	To be updated
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	To be updated
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	To be updated
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	File not evidenced
23	Fellowships/ Additional degree by faculty	To be updated
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	To be updated
26	Conferences/workshops/ trainings/CMEs conducted by departments	To be updated
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 3: Date: 20/09/2024

DEPARTMENT OF ORTHOPEDICS

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Timetables with Dean / VP signature and seal to be filed
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	N/A
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Evaluated OSCE sheets to be filed
7	Question papers	Sample of University Question papers to be filed
8	Slow learners list, remedial classes schedules, attendance, assignments	None evidenced. All documents needs to be updated
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	None
12	Add-on courses	Plastering technique - Report, attendance and sample filled certificates to be filed
13	Cross Cutting Issues	To separate UG and PG
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	To be updated
16	Faculty Publications	Indexing to be done
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Indexing to be done
18	Faculty FDP certificates	To add certificated of all departmental faculty


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19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Nil
23	Fellowships/ Additional degree by faculty	Satisfactory
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Satisfactory
26	Conferences/workshops/ trainings/CMEs conducted by departments	Satisfactory
27	Mentor – Mentee logbook	Updated logbook to be retained in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 3: Date: 20/09/2024

DEPARTMENT OF DERMATOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	CRMIs and PG to be added in extension activities
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Reports with photos, attendance with date and signature of the faculty to be filed for all the skill based activities
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	N/A
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	Hair cosmetics - Brochure with content for 16 hours, Report, attendance and sample filled certificates to be filed.
12	Add-on courses	Sun screens can be considered for add-on course
13	Cross Cutting Issues	To be updated
14	Parent Teacher Meeting	N/A
15	Faculty achievements, awards and recognitions	To be updated
16	Faculty Publications	2 publications filed
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Indexing to be done
18	Faculty FDP certificates	To be updated


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19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Research protocol, IEC approval letters of ongoing PG dissertations and certification for completed dissertations
23	Fellowships/ Additional degree by faculty	Satisfactory
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Satisfactory
26	Conferences/workshops/ trainings/CMEs conducted by departments	Reports to be filed
27	Mentor – Mentee logbook	N/A
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 3: Date: 20/09/2024

DEPARTMENT OF ENT

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Schedules duly signed by HOD to be filed
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Satisfactory
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Satisfactory
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	<ul style="list-style-type: none"> • Attendance of remedial classes to be maintained • To file question papers separately and change the title to 'Remedial exam' • Outcome analysis of remedial measures to be prepared • Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	None
12	Add-on courses	None
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Satisfactory
16	Faculty Publications	1 publication filed


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17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Satisfactory
18	Faculty FDP certificates	Satisfactory
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Research protocol, IEC approval letters of ongoing PG dissertations and certification for completed dissertations
23	Fellowships/ Additional degree by faculty	Satisfactory
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Satisfactory
26	Conferences/workshops/ trainings/CMEs conducted by departments	Reports to be filed
27	Mentor – Mentee logbook	Updated mentor log book to be kept in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Committees

Internal Complaints committee

- To organize gender sensitization programs
- To meet quarterly

Library Committee

- To organize library orientation programs for faculty (K-Hub sensitization)
- To extend RF ID for faculty in due course

Hostel Committee/ Anti Ragging Committee

- Anti ragging duty schedule for faculty

Women Empowerment Cell

- To organize gender/ women centric programs

Curriculum Committee

- Curriculum enrichment through Interdisciplinary, value-added (VAC) and add-on courses (AoC) can be discussed and topics for VAC and AoC can be discussed and finalized in curriculum committee/ Academic council/ College council
- Feedback analysis and action taken can also be discussed in in curriculum committee/ Academic council/ College council

Examination committee

- To conduct review of internal exam question papers periodically
- Ensure internal assessment marks are filed in all departments
- To document internal exam related grievances too.

Alumni Association

- To conduct annual general body meeting on the day of graduation and minimum four executive committee meetings per year
- To organize alumni activities

Mentoring committee

- To ensure mentor mentee meetings are conducted regularly and documented in the mentor log books

NSS committee

- To increase the student members
- To take initiatives for registering in Unnat Bharat Abhiyan

Career guidance cell

- Conduct of NEET training and career counseling programs every year
- Discuss with Dept. of Pharmacology reg. Rapid review program – Pharmacology made easy for NEET. Similar programs can be conducted by eligible depts.

To include Schedule of meetings in SOPs of Committees


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Day 4: Date: 21/09/2024

Departments visited- Community Medicine, Ophthalmology, Anesthesiology, Psychiatry, IQAC

Closing meeting

DEPARTMENT OF COMMUNITY MEDICINE

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Outreach activity calendar for AY 2023-24 to be done
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Satisfactory
7	Question papers	University question papers to be filed
8	Slow learners list, remedial classes schedules, attendance, assignments	<ul style="list-style-type: none"> To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated
11	Value Added Courses	Completed
12	Add-on courses	None
13	Cross Cutting Issues	To be updated
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Nil
16	Faculty Publications	Filed



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17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Nil
18	Faculty FDP certificates	To be updated
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Research protocol, IEC approval letters of ongoing PG dissertations and certification for completed dissertations
23	Fellowships/ Additional degree by faculty	Satisfactory
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Satisfactory
26	Conferences/workshops/ trainings/CMEs conducted by departments	To be updated
27	Mentor – Mentee logbook	Updated mentor log book to be kept in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 4: Date: 21/09/2024

DEPARTMENT OF OPHTHALMOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Field visit reports to be prepared
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Filled evaluation sheets to be filed
7	Question papers	University question papers to be filed
8	Slow learners list, remedial classes schedules, attendance, assignments	<ul style="list-style-type: none">Attendance register to be maintained for remedial classesTo file question papers separately and change the title to 'Remedial exam'Outcome analysis of remedial measures to be preparedSample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	To be updated
11	Value Added Courses	None
12	Add-on courses	None
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Nil
16	Faculty Publications	Filed

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DEAN
TAGORE MEDICAL COLLEGE & HOSPITAL
RATHINAMANGALAM, MELAKOTTAIYUR POST,
Chennai-600 127.



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

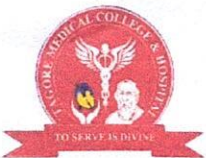
Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	To be updated
18	Faculty FDP certificates	Filed
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Research protocol, IEC approval letters of ongoing PG dissertations and certification for completed dissertations
23	Fellowships/ Additional degree by faculty	To be updated
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	To be updated
26	Conferences/workshops/ trainings/CMEs conducted by departments	To be updated
27	Mentor – Mentee logbook	Updated mentor log book to be kept in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 4: Date: 21/09/2024

DEPARTMENT OF ANAESTHESIOLOGY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Satisfactory
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	Mechanical ventilation skill training for faculty – Report to be prepared
7	Question papers	Satisfactory
8	Slow learners list, remedial classes schedules, attendance, assignments	<ul style="list-style-type: none"> To file question papers separately and change the title to 'Remedial exam' Outcome analysis of remedial measures to be prepared Sample answer sheets and assignments to be filed
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	Brochure with content for 16 hours, report to be prepared for course in code Blue
12	Add-on courses	BLS – Report to be prepared
13	Cross Cutting Issues	Satisfactory
14	Parent Teacher Meeting	Satisfactory
15	Faculty achievements, awards and recognitions	Satisfactory
16	Faculty Publications	Filed
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	Satisfactory

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18	Faculty FDP certificates	Filed
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory
21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	Research protocol, IEC approval letters of ongoing PG dissertations and certification for completed dissertations
23	Fellowships/ Additional degree by faculty	Nil
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	To be updated
26	Conferences/workshops/ trainings/CMEs conducted by departments	Satisfactory
27	Mentor – Mentee logbook	Updated mentor log book to be kept in the department
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms


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Day 4: Date: 21/09/2024

DEPARTMENT OF PSYCHIATRY

File No.	FILE	REMARKS
1	Phase-wise Annual Time Table	Satisfactory
2	Lesson plans	Uniform format to be maintained
3	Teaching schedules – Theory and Practical	Satisfactory
4	Clinical postings for students/ interns	Satisfactory
5	Schedules for field visits, animal house, herbal garden visits by respective departments	Reports to be prepared for outreach activities
6	Details of the following (if applicable): Skills Lab posting, Learner Doctor Method, Certifiable skills, Early Clinical Exposure, Integrated schedules, Family Adoption Program, etc.	N/A
7	Question papers	N/A
8	Slow learners list, remedial classes schedules, attendance, assignments	N/A
9	Mid-course improvement schedules, question papers, answer sheets	N/A
10	Students' achievements, awards	Satisfactory
11	Value Added Courses	None
12	Add-on courses	None
13	Cross Cutting Issues	To be updated
14	Parent Teacher Meeting	N/A
15	Faculty achievements, awards and recognitions	To be updated
16	Faculty Publications	Nil
17	Certificates of Faculty conference presentations/ participations in workshops, seminars, CMEs.	To be updated
18	Faculty FDP certificates	To be updated
19	Certificates of NPTEL/SWAYAM/ MOOC Courses by Faculty	Satisfactory
20	Certificates of NPTEL/SWAYAM/ MOOC Courses by students	Satisfactory

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21	Funded research by students and faculty	Nil
22	Self-funded Research conducted by faculty/students	None
23	Fellowships/ Additional degree by faculty	Nil
24	Books/chapters published by faculty	Nil
25	Certificates of Faculty as resource persons	Nil
26	Conferences/workshops/ trainings/CMEs conducted by departments	Reports to be filed
27	Mentor – Mentee logbook	N/A
28	Faculty details- List of faculty with biodata and certificates	Profiles to be maintained in uniform format
29	Optional- Department profile with details of infrastructure etc.	To update equipment list according to NMC norms

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IQAC

- Uniform format for Lesson plans
- Common template for assessment of remedial measures outcomes
- Common form for parents' feedback
- A common template for Certificates and Invitation/Brochure of all the events
- Uniform template for Faculty profile
- Timely documentation of all event reports- All departments to be sensitized/mandated to submit the event report in a uniform format to the IQAC within a week of conduct of the event
- Event Endorsement/approval by IQAC can be made mandatory for all events (a good practice)

For AQAR:

Documents to be prepared for 10 value added courses, 7 Add on courses, 7 Gender sensitization programs, 3 FDPs, Capability enhancement programs identified.

Faculty publications and conference presentations needs improvement

e-learning/e-content development training for faculty – two programs can be conducted every year (90-95% faculty involvement)

Faculty can be mandated to attend one FDP, complete one MOOC course per year.

Documentation needs to be strengthened in all departments.

Audited by

Dr. N. Vanitha Rani

Accreditation Mentor

PS Quality Certifications, Chennai.

&

Dr. Sujatha V

Member Secretary, IQAC

Tagore Medical College and Hospital


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