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INTERNAL QUALITY ASSURANCE COMMITTEE

CIRCULAR

Ref. 01/IQACM/TMCH/ 2021

This is to inform that the first IQAC meeting is to be convened with following agenda as on 21/1/2021, between 11:00 am to 12:00 noon at IQAC room.

AGENDA OF THE MEETING

- Welcoming the members
- Defining the vision and mission for IQAC
- Delineating the functions of IQAC
- Framing IQAC policy
- NAAC SSR preparation
- Any other

Copy to

The Dean

Administrative officer

All IQAC members

IQAC Coordinator
IQAC Co-ordinator
Tagore Medical College & Hospital
Rathinamangalam, Melakottaiyur P.O.
Chennai-600 127.

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



Minutes of the IQAC meeting

Venue: IQAC room, TMCH, Chennai 600127

Date: 21/1/2021

Time: 11.00 AM

The first IQAC meeting commenced with a welcome note by the Dean. The following issues were discussed by the members.

Agenda 1: The members were extended a warm welcome. The Chairperson IQAC asked the members to extend their full cooperation in upgrading the standards of TMCH by IQAC

Agenda2:1. The IQAC will aid in the escalation of TMCH into an institute of excellence by providing constant inputs and guidance.

2. For this, there will be constant feedback from members and feedback analysis from beneficiaries, to provide recommendations for further effective functioning. Assistance will be provided for the implementation of recommendations. And reviews will be done on the standards of implementation of the recommendations.

Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	Defining Vision, mission and functions of IQAC	The IQAC chairperson discussed with the members and suggested on framing the vision and mission and defining the functions of IQAC	IQAC - Coordinator	January 2021
2.	Framing IQAC policy	To draft a policy for IQAC reflecting on the standard operating procedure of IQAC	IQAC - Coordinator	January 2021

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3.	NAAC SSR preparation	IQAC to coordinate with the NAAC criteria core committees and the NAAC coordinator toward SSR preparation	IQAC - Coordinator	December 2021
4	Any other	Framing of Policies and quality benchmarks	IQAC - Coordinator	June 2021

Next meeting to be proposed in six months.

Dr. Gopalan, IQAC coordinator, delivered thanked the members and adjourned the meeting by 12.00 noon.

IQAC Coordinator

IQAC Co-ordinator
Tagore Medical College & Hospital
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DEAN

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INTERNAL QUALITY ASSURANCE COMMITTEE

CIRCULAR

Ref. 02/IQACM/TMCH/ 2021

This is to inform that the second IQAC meeting is to be convened with following agenda on 12/07/2021 at 11:00 am in the IQAC room.

AGENDA FOR THE MEETING

- To finalize the Policies and standards for the academic, administrative and student support activities of the Tagore Medical College Hospital
- To finalize the committees of the Tagore Medical College Hospital
- Planning for next academic calendar 2021-2022
- Planning for conduct of quality initiative programs
- Progress of NAAC SSR preparation
- Others if any

IQAC Coordinator

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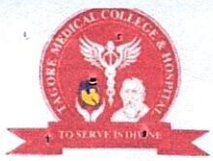
The Dean

Administrative officer

All IQAC members

IQAC Co-ordinator
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Minutes of the IQAC meeting

Venue: IQAC room, TMCH, Chennai 600127

Date: 12/07/2021

Time: 11.00 AM

The second IQAC meeting commenced with a welcome note by the Dean. The following issues were discussed by the members.

Following agenda was discussed in this meeting

1. To discuss the agenda for the functioning of IQAC at Tagore Medical College hospital
2. To finalize the Policies and standards, committees for the academic, administrative and student support activities of the Tagore Medical College Hospital
3. Planning for next academic calendar 2021-2022
4. Conduct of quality initiative programs by IQAC
5. NAAC SSR progress
6. Any other.

Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	Finalizing the Policies of TMCH	The IQAC chairperson held discussion with the members on the new policies drafted and the revisions done in the existing few policies. The policies to be finalized and uploaded in the institutional website for dissemination of information to all the stakeholders	IQAC - Coordinator, Website incharge IT manager	December 2021

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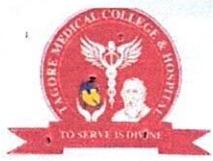


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2.	Constitution of academic, administrative and student support committees	The IQAC chairperson insisted on all the committees to be made functional and monitored by the IQAC for their regular activities Copies of the minutes of the meetings of all the committees to be sent to IQAC for documentation and followup	IQAC - Coordinator Heads and secretaries of the respective Committees	December 2021
3.	NAAC SSR preparation	IQAC to coordinate with the NAAC criteria core committees and the NAAC coordinator and conduct periodic reviews on the status of the SSR.	IQAC - Coordinator	December 2021
4	Plan for academic calendar 2021-2022	IQAC to facilitate the preparation of the academic calendar in coordination with Academic council and the calendar committee	IQAC - Coordinator Academic calendar preparation committee	August 2021
5	Conduct of Quality initiative programs	IQAC to organize seminars/workshops to enhance teaching/learning, research and accreditation related activities of the faculty	IQAC - Coordinator	December 2021

Next meeting was proposed to be held within six months.


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Dr. Gopalan, IQAC coordinator delivered the vote of thanks and adjourned the meeting at
12.00 noon.

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE COMMITTEE

CIRCULAR

Ref. 03/IQACM/TMCH/ 2021

This is to inform that the third IQAC meeting is to be convened with following agenda on 03/12/2021, at 10:00 am, in the IQAC room.

AGENDA FOR THE MEETING

- Conduct of new PG programs
- Functioning of the committees
- Preparation of annual report 2021-2022
- Conduct of quality programs in 2022
- Progress of NAAC SSR preparation
- Others if any

IQAC Coordinator

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Administrative officer

All IQAC members

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Minutes of the IQAC meeting

Venue: IQAC room, TMCH, Chennai 600127

Date: 03/12/2021

Time:10.00 AM

The third IQAC meeting commenced with a welcome note by the Dean. The following issues were discussed by the members.

Following agenda was discussed in this meeting

1. To discuss the agenda for the functioning of IQAC at Tagore Medical College hospital
2. NAAC SSR progress
3. Any other.

Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	Conduct of seven new PG programs	To involve all faculty members to extend their full support, in the commencement of the PG courses. Identifying a PG coordinator	IQAC - Coordinator PG- Heads of the respective departments	December 2021
2.	Functioning of the committees	Monitoring the activities of the committees and preparation of annual report -2021 - 2022	IQAC coordinator Committee heads and secretaries	March 2022
3.	NAAC SSR preparation	IQAC to coordinate with the NAAC criteria core	IQAC - Coordinator	January 2022


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		committees and the NAAC coordinator and conduct periodic reviews on the status of the SSR.		
4	Conduct of Quality initiative programs for 2022	IQAC to organize seminars/workshops to enhance teaching/learning, research and accreditation related activities of the faculty. To devise an action plan	IQAC - Coordinator	January 2022

Next meeting is proposed to be held within six months.

Dr. Gopalan, IQAC coordinator delivered the vote of thanks and adjourned the meeting at 12.00 noon.

IQAC Coordinator

IQAC Co-ordinator
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INTERNAL QUALITY ASSURANCE COMMITTEE

CIRCULAR

Ref. 04/IQACM/TMCH/ 2021

This is to inform that the fourth IQAC meeting is to be convened with following agenda on 25/03/2022, at 10:30 am in the IQAC room.

AGENDA FOR THE MEETING

- Planning for next academic calendar 2022-2023
- Internal grants for CME/ Workshop/ Conference
- Conduct of prize exams.
- Increase the number of public awareness programmes
- Inclusion of integrated teaching methods in UG curriculum.
- Arrangements for welcoming and inclusion of PGs in radiodiagnosis, ENT and Anaesthesia departments.
- Applying for new PG courses in the department of Pharmacology, Microbiology, Paediatrics, DVL, Thoracic medicine.
- SSR preparation for NAAC
- Any other

IQAC Coordinator

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The Dean

Administrative officer

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Minutes of the IQAC meeting

Venue: IQAC room, TMCH, Chennai 600127

Date: 25/3/2022

Time:10.30 AM

The fourth IQAC meeting commenced with a welcome note by the Dean. The following issues were discussed by the members.

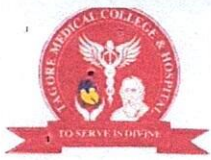
Following agenda was discussed in this meeting

1. Planning for next academic calendar 2022-2023
2. Internal grants for CME/ Workshop/ Conference
3. Conduct of prize exams.
4. Increase the number of public awareness programmes
5. Inclusion of integrated teaching methods in UG curriculum.
6. Arrangements for welcoming and inclusion of PGs in radiodiagnosis, ENT and Anaesthesia departments.
7. Applying for new PG courses in the department of Pharmacology, Microbiology, Paediatrics, DVL, Thoracic medicine.
8. NAAC SSR status
9. Any other

Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	Planning for next academic calendar 2022-2023	Academic calendar to be prepared by the concerned committee and reviewed by the to the Head of the institution and the IQAC board	IQAC coordinator Academic Calendar committee	June 2022

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2.	Internal grants for CME/ Workshop/ Conference	Internal grants shall be provided for conduct of CME/ Workshop/ Conferences by the PG departments. HODs to make submission of proposals to IQAC 1 month before the programme.	IQAC coordinator Heads of the concerned departments	June 2022
3.	Conduct of prize exams.	Prize exams to be conducted in all departments to encourage students to go beyond exam based reading and explore new frontiers IQAC to follow up	Department heads Examination committee IQAC coordinator	April 2022
4	Increase the number of public awareness programmes	To conduct more number of public awareness programs at frequent intervals like rallies, role plays, posters involving faculties, students, NGOs and public people to enhance public knowledge on various treatable conditions and their treatment options available at TMCH. IQAC to follow up	Department of Community medicine Outreach and extension activities committee IQAC coordinator	June 2022
5	Inclusion of integrated teaching methods in UG curriculum	HODs to devise a plan for inclusion of integrated teaching methods in the UG curriculum. IQAC to follow up	Academic & curriculum committee Heads of the departments	June 2022

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			IQAC coordinator	
6	Arrangements for welcoming and inclusion of PGs in radiodiagnosis, ENT and anaesthesia departments.	To make the necessary infrastructural and diagnostic arrangements in the above said departments to aid applying for PG courses.	Heads of the departments IQAC coordinator	June 2022
7	Applying for new PG programs in the department of Pharmacology, Microbiology, Paediatrics, DVL, Thoracic medicine.	IQAC to coordinate with the concerned department heads and the NMC cell to apply for new PG programs	IQAC coordinator NMC cell - incharge Heads of the concerned PG departments	June 2022
8	NAAC SSR status	IQAC to conduct review of SSR status	IQAC coordinator NAAC criteria members	May 2022

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Next meeting is proposed to be held within six months.

Dr D.H. Gopalan, IQAC coordinator delivered the vote of thanks and adjourned the meeting at 12.00 noon.

IQAC Coordinator

IQAC Co-ordinator
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All IQAC members

INTERNAL QUALITY ASSURANCE COMMITTEE

CIRCULAR

Ref. 05/IQACM/TMCH/ 2021

This is to inform that the fifth IQAC meeting is to be convened with following agenda on 12/07/2022 at 10:30 am in the IQAC room.

AGENDA FOR THE MEETING

- Applying for ISO certification for Environmental managing system.
- Applying for ISO certification for efficient energy management system in TMCH.
- Applying for ISO certification for Quality management system (Education) .
- SSR preparation for NAAC
- Any other

IQAC Coordinator

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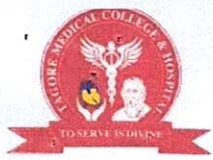
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Minutes of the IQAC meeting

Venue: IQAC room, TMCH, Chennai 600127

Date: 12/ 7/2022

Time:10.30 AM

The fifth IQAC meeting commenced with a welcome note by the Dean. The following issues were discussed by the members.

Following agenda was discussed in this meeting

1. Applying for ISO certification for Environmental managing system.
2. Applying for ISO certification for efficient energy management system in TMCH.
3. Applying for ISO certification for Quality management system (Education) .
4. SSR preparation for NAAC
5. Any other

Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	Applying for ISO certification for Environmental managing system.	To apply for validation and ISO certification of waste management, water conservation and recycling system, green environment, campus sustainability and maintenance , related process and resource management.	IQAC coordinator Maintenance Head	Dec. 2022
2.	Applying for ISO certification for efficient energy management system in TMCH.	Applying for validation and ISO certification of power and energy, optimization and system process and resource management.	IQAC coordinator Maintenance Head	Dec 2022

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3.	Applying for ISO certification for Quality management system (Education)	To validate and update ISO certification for M.B.B.S and M.D/M.S degrees issued by the institute	IQAC coordinator	Dec. 2022
4	NAAC SSR status	IQAC to conduct review of SSR status	IQAC coordinator NAAC criteria members	Dec. 2022

Next meeting is proposed to be held within six months.

Dr. Gopalan, IQAC coordinator delivered the vote of thanks and adjourned the meeting at 12.00 noon.

IQAC Coordinator
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INTERNAL QUALITY ASSURANCE COMMITTEE

CIRCULAR

Ref. 06/IQACM/TMCH/ 2021

This is to inform that the sixth IQAC meeting is to be convened with following agenda on 24/11/2022

AGENDA FOR THE MEETING

- Welcoming the new IQAC chairperson.
- Discussion regarding SSR preparation for NAAC
- Any other

IQAC Coordinator

IQAC Co-ordinator

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Administrative officer

All IQAC members

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Minutes of the IQAC meeting

Venue: IQAC room, TMCH, Chennai 600127

Date: 24/11/2022

Time: 10.30 AM

The sixth IQAC meeting commenced with a welcome note by the Dean. The following issues were discussed by the members.

Following agenda was discussed in this meeting

1. Welcoming the new IQAC chairperson.
2. Discussion regarding SSR preparation for NAAC
3. Any other

Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	Welcoming the new IQAC chairperson.	<p>Following the resignation of Dr. Kumudha Lingaraj, Dean, TMCH, the IQAC was reconstituted with the new dean Dr. J. Muthu Kumaran as the Chairperson of the IQAC.</p> <p>The members welcomed the new chairperson and the IQAC coordinator briefed the activities of the IQAC.</p> <p>The Chairperson thanked the IQAC coordinator and the members and assured that he would extend his support and guidance for the successful functioning of the IQAC.</p>	IQAC coordinator	Nov. 2022

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2.	NAAC SSR status-Discussion	IQAC coordinator introduced the NAAC criteria members to the new chairperson. The criteria core members presented the status of the SSR preparation to the IQAC team.	IQAC coordinator NAAC criteria members	Nov. 2022
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Next meeting is proposed to be held within six months.

Dr. Gopalan, IQAC coordinator thanked the chairperson and the members and adjourned the meeting at 11:30 am.

IQAC Coordinator

IQAC Co-ordinator
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