

RajaRajeshwarai Medical College and Hospital

Proceedings **Internal Quality Assurance Cell**

The 1st meeting for the year 2014-15 of IQAC was held on **16/10/2014** by 11,00AM at MMC Board Room of the college.

IQAC co ordinator welcomed the members to the meeting.

- At the outset the Chairperson appreciated all the members for their team work in securing “A” grade by NAAC and they also opined the same spirit should continue in coming years in terms of keeping good quality at all level of academic and administrative matters.

After due discussion, the following resolutions were made.

The committee suggested implementing the following in he academic year 2014-15.

1. It was decided to hold total 4 IQAC regular meetings and 3 different stakeholders’ meeting- faculty and non-teaching staff, alumni and parent teacher meet in an academic year.
2. To conduct 2 institutional level seminar on quality issues.
3. It is decided to start certificate course in Head & Neck Oncology, Prenatal Medicine
4. To start new super specialty programmes like MCH – neurosurgery. DM neonatology, Emergency medicine, Transfusion medicine.
5. Encourage faculty to obtain extra mural funds from government agencies like DST, DBT, ICMR. etc.
6. Encourage faculty to enhance their global skills and competencies.
7. Optimum utilization of learning resources.
8. Students talent may be further nurtured beyond academic excellence.
9. Provision of appropriate residential accommodation to all categories of employees.

10. Providing Comprehensive health care to the needy persons.
11. To inculcate medical ethical values among students and faculty.
12. Suggested to collect feedback from Alumni, Parents, Employers and Students at regular intervals analyze and to prepare report and place before the appropriate authority and to take action as per the report.
13. Suggested to encourage more number of faculties to participate in State/National/International Level conferences and symposiums and present papers and also to attend as resource persons.
14. It was decided to conduct faculty Development programme (FDP) to equip the teachers with skills and knowledge that are essential for inculcating entrepreneurial values in students and guiding and monitoring their progress and invite relevant subject resource persons.
15. It was also suggested to have training programmes to administrative staff with respect to Language & Computer skills.
16. It was suggested that HODs and faculty members should involve in curriculum revision, syllabus development and to become members of the Board of Studies to contribute more to the academia.
17. Suggested research and development committee to monitor the activities of research with 4 perspectives- Research promotion, Research facilities, Resource mobilization and publications. Encourage the teachers to publish in journals notified on UGC website. To encourage the faculties to publish books and chapters for which appropriate incentives to be provided.
18. Committee accepted **“Integrated Teaching” and “Teacher Quality”** as **two best practices** for this current year.
19. **It was decided to carry out following activities during 2014-15 towards quality enhancement of the institution**
 - To enhance student centric methods in teaching learning process
 - To enhance gender equity , environment, citizenship role
 - To initiate Teacher and student performance monitoring mechanism
 - To implement rigorously decentralization , participative discussion in governance

- Effective and efficient feedback system ,outcome from this is used for system improvement

20. It was decided to implement following activities in the institution as innovative methods

- For the overall development of students enrichment courses like personality developments to be conducted
- To hold English & Kannada speaking classes for the students to help them better interact with the teachers as well as patients.
- Initiate numerous awards to motivate & boost the student performance in academics & improve student performance

20 Chairperson of IQAC suggested all the Associate Deans to appraise activities conducted by the respective committees under him in the subsequent meetings.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
 Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

Dr. Sathyamurthy B.
 Signature of the Chairperson, IQAC
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 Mysore Road, Bangalore



RajaRajeshwari Medical College and Hospital

Proceedings Internal Quality Assurance Cell

The 2nd meeting for the year 2014-15 of IQAC was held on 22/01/2015 by 11.00 AM at MMC Board Room of the college.

At the outset IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC to the meeting.

Reviewed the points executed in the last meeting held on **16/10/2014** and appreciated the members for having taken proper initiative in progressing the academic responsibility.

- 1 Necessary steps are being taken to start new super speciality programs
- 2 Orientation programmes faculty development programmes were conducted,
- 3 Training is provided to teaching and non-teaching staff in utilizing ICT facilities.
- 4 Feedback system strengthened and CPA cards introduced
- 5 Seed money provided to the faculty to conduct research activities.

The committee proposed to implement the following in the academic year 2014-15.

1. Instructed all the HODs to submit budgetary requirements for library books/ sports/ Lab/ Furniture for the department, for the current academic year 2014-15.
2. Members of Women Empowerment Cell are Informed to have workshops and to conduct programmes on gender sensitization and prevention of sexual harassment.
3. Informed all the HODs to have certificate / diploma courses on relevant subjects as per current scenario.
4. HODs are also informed to conduct value added courses relevant to the subject.



5. Informed accounts department to undertake timely financial audit and also to attend to the audit observations.
6. Placement officer is informed to have training for campus interviews and keep record of Alumni progression in higher education and placements.
7. Reviewed Alumni activities and advised to collect more of financial contribution from members and also their participation as a resource person.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Name Dr. SATHYA MURTHY. B.


 Signature of the Coordinator, IQAC


 Signature of the Chairperson, IQAC
Chairperson IQAS
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Proceedings **Internal Quality Assurance Cell**

The 3rd meeting for the year **2014-15** of IQAC was held on 23/04/2015 by 11.00AM at MMC Board Room of the college.

IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC.

Reviewed the points executed in the last meeting held on 22/01/2015

1. HODs submitted budgetary requirement of their department concerned and also Library books, lab equipment's, pertaining to the departments,
2. Women empowerment cell conducted workshops and programmes and gender sensitization.
3. Two new certificate programmes and enrichment courses and problem based learnings were conducted.
4. Internal audit was conducted by accounts departments and previous year observation to were attended to.
5. It was observed that Alumni is active and few members contributed financially and participated as resource person.

The committee recommended initiating the following in the forthcoming academic session.

1. Suggested to encourage more number of students to participate in NSS, NCC events and also participate in HIV Aids awareness, Swatch Bharath programs.
2. Reviewed student support, progression, and advised to admit more number of students out-side the state and student belonging to SC, ST, OBC and Physically Challenged categories as per government norms.
3. Suggested placement and competitive examination cell to provide guidance for post-graduate PG CET, coaching for UPSC examination and to have skill development, bridge courses, yoga and meditation, etc...



4. Reviewed financial support provided by the institution in the forms of scholarships and free ships in support of students and advised student's welfare committee to see that more number of students are benefitted by such schemes of the institution as well as govt.
5. Reviewed the work of student's grievance redressal committee and advised transparent, time bound effective redressal.
6. Advised to make Institutional campus more eco-friendly and to have more number of innovations and best practices in the institution

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruti. B.N
Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

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Proceedings Internal Quality Assurance Cell

The 4th and final meeting of the year 2014-15 of IQAC was held on 30/07/2015 by 11.00 AM at MMC Board Room of the college.

IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC.

Reviewed the points executed in the last meeting held on 23/04/2015

1. Students participated in HIV Aids awareness & Swatch Bharath programs.
2. As per the reservation policy students were admitted to the institution
3. placement and competitive examination cell continuously provides guidance for post graduate PG, CET, and classes were held for skill development, yoga and meditation,
4. Action is being taken to provide scholarships from institution and also from government.
5. Appreciated environment awareness creation activities and measures taken for environmental consciousness.
6. IQAC coordinator brought to the notice of the committee the outcome achieved on the action plan chalked out by the IQAC in the beginning of the year towards quality enhancement which are as follows

Plan of Action	Achievements
<ul style="list-style-type: none"> • To enhance student centric methods in teaching learning process • To enhance gender equity , environment, citizenship role • To initiate Teacher and student performance monitoring mechanism 	<ul style="list-style-type: none"> • Value added courses, problem based learning, group discussion ,effective use of internet in learning initiated • Activities initiated to meet the objectives • Feedback systems, CPA cards initiated

<ul style="list-style-type: none"> To implement rigorously decentralization, participative discussion in governance Effective and efficient feed back system, outcome from this is used for system improvement 	<ul style="list-style-type: none"> IQAC, established and implemented Feedback recommendations are implemented
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7. The chairperson appreciated the action being taken on the implementation of innovative methods as decided in the first meeting which are as follows.

Plan	Action Taken
<ul style="list-style-type: none"> For the overall development of students enrichment courses like personality developments are conducted 	<ul style="list-style-type: none"> Faculty from all the departments have prepared good enrichment courses for improving the personality of the students.
<ul style="list-style-type: none"> English & Kannada speaking classes are held for the students to help them better interact with the teachers as well as patients. 	<ul style="list-style-type: none"> Separate staff are appointed to improve the language skills of students both English & kannada. This helps in improving the communication skills of students for interacting with the patients
<ul style="list-style-type: none"> To improve student performance numerous awards have been conceptualized to as to motivate & boost the student performance in academics 	<ul style="list-style-type: none"> Separate awards have been constituted so as to improve student performance in academics. Overall toppers & subject toppers receive special awards during the graduation day

8. The IQAC have reviewed the total Annual Quality Assurance Report for the year 2014-15 and gives its approval to place before the governing council.

IQAC reviewed AQAR for 2014-15 and following are the activities conducted by different committees as per the suggestions of IQAC in the first meeting held on date **16/10/2014**

- New certificate programmes started - 02
- Enrichment courses conducted 80 and PBL conducted - 145
- Total number of permanent faculty - 474
- No of faculty with Ph.D – 06



- No of state level workshops/seminars attended by faculty –52
- No of National level workshops/seminars attended by faculty – 30
- No of paper presented at state level by faculty – 25
- No of paper presented at national level by faculty – 16
- Faculty attended as resources persons in the workshop at state level – 26
- Faculty attended as resources persons in the workshop at national level - 06
- Total number of actual teaching days during the academic year 2014-15 - 250
- Average percentage of students attendance – 80%
- MBBS Result- total pass percentage is – 57.37%
- Initiatives undertaken towards faculty development number of programs conducted and number of faculty benefitted.
 - a. Refresher courses - All the faculty were benefitted
 - b. UGC – Faculty Improvement Programme - All the faculty were benefitted
 - c. HRD programmes - 25 faculty were benefitted
 - d. Orientation programmes - 212 faculty were benefitted
 - e. MET workshop for faculty - 90 faculty were benefitted
 - f. Staff training conducted by the university - 07 faculty were benefitted
 - g. Staff training conducted by other institutions - 06 faculty were benefitted
 - h. PG research methodology work shop . - 64 faculty were benefitted
- No of Major projects taken by the faulty – 06
- No of Peer Preview journals made at national level – 46
- No of Peer Preview journals made at international level - 51
- Research publications through e-journals – 03
- No of conference proceedings were attended. - 15
- Revenue generated through consultancy during the year 2014-15 – Rs. 47,000.
- No of faculty served as experts/chairpersons/resource persons - 40
- Total budget sanctioned for research by management – Rs. 28,750
- Total budget sanctioned for research through funding agencies – Rs. 55,45,000
- No of patents received - 00
- No of faculty received awards at national level- 06



- No of faculty received awards at state level- 0
- No of extension activities conducted – 82
- No of text books purchased – 762
- No of Reference books purchased –107
- No of Print Journals purchased – 160
- No of DVD 's Digital Data base purchased - 105
- No of computers purchased - 10
- Total amount spend on infrastructure maintenance – Rs. 205.35/-lacks
- No of students enrolled in the institution – 225
- No of students from outside state – 58
- No of students from international – 4
- No of SC students – 17, No of ST student – 03, No of OBC students – 79,
- No of students benefited by competitive examinations – 92
- No of students benefited by career guidance – 10
- No of students availed scholarship from govt – 16
- No of students availed scholarship from institution – 00
- No of grievances heard – None
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implementation, teacher quality analyzed and report submitted to governing council.
- Committee observed that financial audit has been conducted regularly.
- Committee also observed that Alumni of the institution is active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Name Dr. SATHYA MURTHY. B.

Shruthi B.N
 Signature of the Coordinator, IQAC

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Proceedings **Internal Quality Assurance Cell**

The 1st meeting for the year **2015-16** of IQAC was held on 15/10/2015 by 11.00AM at MMC Board Room of the college.

Agenda: -

1. To start new courses and value added courses in each department.
2. Adopting innovative practices by the institution/ IQAC.
3. Collecting feedback from stakeholders by HODs
4. Conducting/participating in extension activities by faculties and students.

IQAC coordinator welcomed honorable chairman and members present in the meeting.

Chairman IQAC expressed his satisfaction about the activities carried out in the institution by all committee members during 2014-15 and informed all members to work with same enthusiasm during current year also.

Reviewed the points executed in the previous meetings and action taken is ratified.

After due discussion, as per agenda the following resolutions were made.

1. HODs were informed to start value added courses in their respective department during current year.
2. HODs were instructed to collect feedback from stakeholders- Parents, Alumni, Teachers, Students, and Employers regarding teaching learning process and feedback from patients regarding hospital services.
3. It is informed to HODs to conduct extension activities department wise through NSS unit and independently by the institution. It was also informed to encourage students and faculty to participate in extension activities conducted by Govt. and Non-Govt. agencies, programs related to Aids awareness, Gender issues and Swatch Bharath.



4. With the permission of the chairman following points were discussed and resolutions passed.

1) It was decided to implement following activities in the institution as innovative methods

- ICT facilities for students and staff in the library for advance learning.
- LCD projectors in classrooms

2) “Internal quality assurance system” and “Continuous performance assessment” two best practices for the current year to be adopted.

5. It was decided by the committee members to carryout following activities towards quality enhancement of the institution during 2015-16.

1. To identify slow and advanced learners in all subjects of UG programs and initiate remedial drill.
2. Identify implement and evaluate student centric methods in teaching learning process.
3. Establish method of analysis of results of student pass percentage in all the subjects and use it for improving the performance of the program output.
4. To maintain transparency and effective mechanism for internal assessment examination and resolve any such grievances.
5. To intensify outgoing students, placement/progression to higher education mechanism

The meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N

Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY B.

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Proceedings Internal Quality Assurance Cell

The 2nd meeting for the year **2015-16** of IQAC was held on 21/01/2016 by 11.00 AM at MMC Board Room of the college.

IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC for the meeting and encouraged members to support and strengthen IQAC.

Reviewed the points executed in the last meeting held on 15/10/2015 & appreciated the members for having taken proper initiative in progressing the academic responsibilities.

Reviewed pints:

1. Necessary steps are being taken to start value added programs
2. Central library feedback collected & Alumni Feedback and Service feedback by patients obtained.
3. 5 School Health Checkup, 3 Anganawadi Health Checkup, 2 Immunization camp, 9 Indradhanush Immunization camp, 1 Dental camp and 1 OBG Camp conducted as part of extension activities
4. Action is being taken to install LCD projectors in classrooms.

The committee proposed to implement the following in the academic year 2015-16.

1. It was decided to conduct Faculty Development Programs to equip teachers with skills by inviting relevant subject resource persons.
2. Faculty members were advised to publish books and journals with ISBN number.
3. It is suggested to supports students in giving coaching to appear for competitive examinations

4. It was suggested to have MOU for promotion of research activities and to get patented.
5. It is informed to the entire chairman's of the committees to conduct relevant activities pertaining to their committee.
6. It was decided to conduct meeting of Alumni and motivate them to support for students.
7. It was also decided to conduct workshop on "Intellectual Property Rights".

The meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Name Dr. SATHYA MURTHY. B.

Shruthi. B.N
 Signature of the Coordinator, IQAC

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Proceedings **Internal Quality Assurance Cell**

The 3rd meeting for the year **2015-16** of IQAC was held on 28/04/2016 by 11.00 AM at MMC Board Room of the college.

IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC.

Reviewed the points executed in the last meeting held on 21/01/2016

Reviewed points:

1. As part of Faculty Development programs following activities conducted
 - UG orientation programme conducted.
 - PG Research Methodology Workshop conducted.
 - Medical Education Unit- One day teachers training program & - Orientation programme for thesis Guidance conducted.
 - Short course for teachers in educational methodology conducted by RGUHS.
2. At International level 77 & National level 54 Peer Review Journals were conducted. 15 e-journals publication were made, 21 conference proceedings were attended.
3. Coaching for competitive examination started and 97 students registered.
4. All the committees started conducting activities pertaining to their committees.
5. One workshop in on "Intellectual Property Rights" conducted.

The committee decided to implement the following in the academic year 2015-16.

1. It is advised to create awareness about student support services that are available in the institution.



2. It is decided to monitor the teaching learning process by IQAC.
3. It is suggested to initiate seed money from the institution to promote research.
4. It was recommended to implement ERP package for the better operation of Academic, Administration, Accounts & Examination activities.
5. To instruct the placement officer to provide training for campus interviews and related recruitments procedures.

The meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

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Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

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RajaRajeshwarai Medical College and Hospital

Proceedings Internal Quality Assurance Cell

The 4th and final meeting of the year **2015-16** of IQAC was held on 21/07/2016 by 11.00 AM at MMC Board Room of the college.

At the outset IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC.

Reviewed the points executed in the last meeting held on 28/04/2016-

Reviewed pints:

1. Awareness about students supports services is being regularly done through distribution of pamphlets and advertising in newspaper and through electronic media.
2. monitor the teaching learning process by IQAC is under process.
3. ERP package implemented in Academic, Administration, Accounts & Examination. Section.
4. Placement officer conducted practice test and meeting was held to plan the activity.
5. As decided in the first meeting dated ----following are the activities conducted towards quality enhancement.
 - Committee for slow and advanced learners constituted and initiated effective measures for the same.
 - Students centric methods are effectively implemented in all the subjects which includes self learning methods, group discussion, learning by observing, assisting and by doing Internet and ICT facilities including WI-FI are strongly encouraged.
 - The institution has established unique methods of result analysis by which the performance ranking of the subjects are arrived at and underperforming subjects are focused for improvement.
 - Necessary efforts and mechanism are established to resolve such grievances.



- The institution has constituted placement and competitive examination cell which provides appropriate training to outgoing students for skill upgradation and knowledge enhancement and makes them more employable. Similar efforts are made for the students to perform better in competitive examination
6. The chairperson appreciated the action being taken on the implementation of innovative methods as decided in the first meeting which are as follows.

Plan	Action Taken
ICT facilities for students and staff in the library for advance learning.	Internet facility & wifi enabled campus helps in faster communication & advanced learning
LCD projectors in classrooms	LCD projectors & air conditioned classrooms provide better learning environment & helps in proper learning by students. Seminars & journal clubs are held regularly at the dept level. Interdepartmental meetings are held in the auditorium periodically by rotation to update the knowledge of the students & faculty.

7. The IQAC have reviewed the total Annual Quality Assurance Report for the year 2015-16 and gives its approval to place before the governing council.

IQAC reviewed AQAR for 2015-16 and following are the activities conducted by different committees as per the suggestions of IQAC in the first meeting held on date 15/10/2015.

- New certificate programmes started - 02
- Enrichment courses conducted 75 and PBL conducted - 135
- Total number of permanent faculty - 492
- No of faculty with Ph.D – 04
- No of state level workshops/seminars attended by faculty –83



- No of National level workshops/seminars attended by faculty – 38
- No of paper presented at state level by faculty – 38
- No of paper presented at national level by faculty – 19
- Faculty attended as resources persons in the workshop at state level – 22
- Faculty attended as resources persons at national level - 09
- Total number of actual teaching days during 2015-16 - 252
- Average percentage of students attendance – 80%
- MBBS Result- total pass percentage is – 64.64%
- Initiatives undertaken towards faculty development number of programs conducted and number of faculty benefitted.
 - a. HRD programmes - 25 faculty were benefitted
 - b. Orientation programmes - 216 faculty were benefitted
 - c. MET workshop for faculty - 150 faculty were benefitted
 - d. Staff training conducted by the university - 09 faculty were benefitted
 - e. Staff training conducted by other institutions - 10 faculty were benefitted
 - f. PG research methodology work shop . – 68 faculty were benefitted
- No of Major projects taken by the faulty – 06
- No of Peer Preview journals made at national level – 97
- No of Peer Preview journals made at international level - 77
- Research publications through e-journals – 03
- No of conference proceedings were attended. - 15
- No. of collaborations at international level- 01, National level – 04
- No of faculty served as experts/chairpersons/resource persons - 38
- Total budget sanctioned for research by management – Rs. 17,500
- Total budget sanctioned for research through funding agencies – Rs. 3,45,000.
- No of patents received - 00
- No of faculty received awards at national level- 14
- No of extension activities conducted – 82
- No of text books purchased – 6028
- No of Reference books purchased – 457
- No of Print Journals purchased – 159
- No of DVD 's Digital Data base purchased - 105
- No of computers purchased - 10
- Total amount spend on infrastructure maintenance – Rs. 246.33/-lacks



- No of students enrolled in the institution – 169
- No of students from outside state – 51
- No of students from international – 7
- No of SC students – 05, No of ST students – 02, No of OBC students – 02, No of students benefited by competitive examinations – 97
- No of students benefited by career guidance – 07
- No of students availed scholarship from govt – 35
- No of grievances heard – None
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implemation, teacher quality analyzed and report submitted to governing council.
- Committee observed that financial audit has been conducted regularly.
- Committee also observed that Alumni of the institution is active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities

The meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N


 Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.


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RajaRajeshwarai Medical College and Hospital

Proceedings **Internal Quality Assurance Cell**

Agenda:-

- Plan of action for the year 2016-17 for quality enchament in the institution.
- Innovative methods to be adopted during 2016-17 .
- Two Best Practices to be adopted for 2016-17.

Questions

The 1st meeting for the year **2016-17** of IQAC was held on 13/10/2016 by 11.00AM at MMC Board Room of the college.

IQAC Co-ordinator welcomed all the members present in the meeting.

After due discussion as per agenda, the following resolutions were made.

1. It was decided to carryout following activities towards quality enhancement of the institution during 2016-17.

- Increase effective implementation of value added and enrichment courses across all departments and to encourage enrolment of students.
- Initiate activities regarding gender equity, environment, human values and professional ethics.
- Make efforts for linkages and MOU with other institution / NGOs / Corporates.
- Initiate Yoga and meditation as value adding for personality development.
- Initiate improvements in physical facilities for teaching learning.

2. It was decided to implement following activities in the institution as innovative methods

- Immediate supplementary examinations after declarations of results (RGUHS)
- Grievance redressal cell for staff & students





- Employees state insurance scheme medical service.(ESI)
3. Committee accepted “**Student Mentorship program**” and “**HELINET facility in Library for advanced learning. Resources**” two best practices for the current year.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

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Proceedings **Internal Quality Assurance Cell**

Agenda:-

- Review of Activities of different committees

The 2nd meeting for the year 2016-17 of IQAC was held on 19/01/2017 by 11.00 am at MMC Board Room of the college.

At the outset IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC and encouraged members to support and strengthen IQAC.

Following are the points discussed held and decisions taken:

- 1. Minutes of 1st meeting were reviewed and ratified.**
- 2. Associate Deans present in the meeting appraised committee about the activities conducted by different committees under each of them.**

Library Advisory Committee

- Reviewed about subscribed print journals supply status of the years 2015 & 2016 and advised to member coordinators to process print journals subscription for the year 2017 also as per Management direction immediately to regularize the same.
- Reviewed the **Extension Activities** of the Library; Books Exhibition & Orientation. conducted
 - a) Conducted on library Books Exhibition on 25th & 26th of October 2016
 - b) Orientation Workshop conducted on 21/10/2016



Faculty Development Committee

- UG orientation programme held.
- PG Research Methodology Workshop conducted.
- Medical Education Unit- One day teachers training program conducted.
- Medical Education Unit Faculty Development Committee- Orientation programme for thesis Guidance held, Short course for teachers in educational mythology conducted by RGUHS

Student Council Committee

- Necessary arrangements made to Allow the usage of own books in the central library till 12 am during exams

Magazine Committee

- Reminder circulars were sent for the articles, selection of articles carried out,

Alumni Association Advisory Committee

- Planned for alumni meet in February

Parents Teachers Meeting Committee for Pre- Clinical

- I MBBS Admissions and allotment of mentors done.

Parents Teachers Meeting Committee for Para - Clinical

- Parents Teachers meeting was conducted on 05/10/2016. Parents of 26 students attended. Interaction with the parents done. Feedback forms collected.

Parents Teachers Meeting Committee for Clinical

- 27/9/16- Parent teacher committee meeting was held.

Committee for Cultural Activities

- Founder's day, Kannada Rajyothsava celebrated.

Placement & Competitive Examination Committee

- Counseling committee meeting held.
- Notifications Display
- Counseling to interns conducted.

Committee for extension activities.

- 3 Health Camp, 8 school Health Camp, 1 health camp in padmashree inauguration,
- Health camp in church conducted.

Physical education committee

- In the month of September sports activities conducted for staff and students inviting all the RajaRajeswari Group of institutions of Moogambigai Charitable and Educational Trust successfully.

Feedback analysis committee

- Central library feedback collected.
- Alumni Feedback collected,
- Service feedback by patients collected,

Chairman appreciated activities conducted by each of the committees and asked other committees chairman to submit their reports during next meeting.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY B.

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Proceedings

Internal Quality Assurance Cell

Agenda:-

- Review of Working of Super Specialty Departments
- Review of Action taken on Plan of Action of 2016-17.
- Review of progress under innovative methods to be implemented.

The 3rd meeting of the year 2016-17 of IQAC was held on 20/04/2017 by 11.00AM at MMC Board Room of the college.

At the outset IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC .

- 1. Minutes of 2st meeting were reviewed and ratified.**
- 2. Committee reviewed the working of super specialty departments and enquired about the problems encountered in implementing activities of new department and suggested to bring such problems to notice of the IQAC to get possible solution.**
- 3. IQAC coordinator brought to the notice of the committee the outcome achieved on the action plan chalked out by the IQAC in the beginning of the year towards quality enhancement as follows**

Plan of Action	Achievements
Increase effective implementation of value added and enrichment courses across all departments and to encourage enrolment of students.	All departments have designed and implemented value added enrichment courses in their department and all students are encouraged to enroll for such courses.

Initiate activities regarding gender equity, environment, human values and professional ethics.	Activities are initiated as per the plan.
Make efforts for linkages, MOU with institution.	Continuous efforts are under way.
Initiate Yoga and meditation as value adding for personality development.	Yoga teacher is appointed and intensive actions are in place to integrate yoga at appropriate level.
Initiate improvements in physical facilities.	This is ongoing activity all through the year, maintenance of entire campus, buildings, library, IT and sports facilities are in placed.

4. The chairperson appreciated the action being taken on the implementation of innovative methods as decided in the first meeting as follows.

Plan	Action Taken
Immediate supplementary examinations after declarations of results (RGUHS)	Immediate supplementary examination has been started by the Rajiv Gandhi University provides a good opportunity for students to improve their academic performance & to join the mainstream branch.
Grievance redressal cell for staff & students.	Grievance redressal committee constituted by the institute helps in proper clearance of the all the grievances of students & faculty regularly
Employees state insurance scheme medical service.(ESI)	ESI scheme provides good medical services for the patients enrolled. This ensures a constant source of patients for the hospital in turn providing opportunity for students to improve the clinical skills.



5. IQAC Chairman informed IQAC Co-ordinator to present AQAR for the 2016-17 during next and last meeting of the year without fail.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Name Dr. SATHYA MURTHY. B.

Shruthi. B.N
Signature of the Coordinator, IQAC

S. Sathya Murthy
Signature of the Chairperson, IQAC
Chairperson IQAS
Rajarajeswari Medical College & Hospital
Mysore Road, Bangalore





RajaRajeshwarai Medical College and Hospital

Proceedings Internal Quality Assurance Cell

Agenda:-

- Review of Annual Quality Assurance Report for the year 2016-17
- Action Plan for 2017-18

The 4th and final meeting of the year 2016-17 of IQAC was held on 27/07/2017 by 11.00AM at MMC Board Room of the college.

At the outset IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC .

- 1. Minutes of 3rd meeting were reviewed and ratified.**
- 2. The IQAC have reviewed the total Annual Quality Assurance Report for the year 2016-17 and approval was given to place before the governing council.**

IQAC reviewed AQAR for 2016-17 and following are the activities conducted by different committees as per the suggestions of IQAC.

- New certificate programmes started - 02
- Enrichment courses conducted 80 and PBL conducted - 150
- Total number of permanent faculty - 541
- No of faculty with Ph.D – 5
- No of state level workshops/seminars attended by faculty – 95
- No of National level workshops/seminars attended by faculty – 41
- No of paper presented at state level by faculty – 41
- No of paper presented at national level by faculty – 20
- Faculty attended as resources persons in the workshop at state level – 35
- Faculty attended as resources persons in the workshop at national level - 11
- Total number of actual teaching days during the academic year 2016-17 - 248
- Average percentage of students attendance – 80%





- MBBS Result- total pass percentage is – 62.77%
- Initiatives undertaken towards faculty development, number of programs conducted and number of faculty benefitted.
 - a. HRD programmes - 28
 - b. Orientation programmes - 222
 - c. MET workshop for faculty - 150
 - d. Staff training conducted by the university - 10
 - e. Staff training conducted by other institutions - 12
 - f. PG research methodology work shop . - 72
- No of Major projects taken by the faculty – 03
- No of Peer Review journals made at national level – 48
- No of Peer Review journals made at international level - 28
- Research publications through e-journals – 20
- No of conference proceedings were attended. - 15
- No of faculty served as experts/chairpersons/resource persons - 57
- Total budget sanctioned for research by management – Rs. 17,500
- Total budget sanctioned for research through funding agencies – Rs. 15,25,000
- No of patents received - 00
- No of faculty received awards at national level- 12
- No of faculty received awards at state level- 0
- No of extension activities conducted – 57
- No of text books purchased – 36
- No of Reference books purchased –100
- No of Print Journals purchased – 158
- No of DVD 's Digital Data base purchased - 10
- No of computers purchased - 10
- Total amount spend on infrastructure maintenance – Rs. 256.43/-lacks
- No of students enrolled in the institution – 222
- No of students from outside state – 88
- No of students from international – 3
- No of SC students – 14
- No of ST students – 04
- No of OBC students – 38



- No of students benefited by competitive examinations – 95
- No of students benefited by career guidance – 3
- No of grievances heard – None
- It is proposed to start undergraduate
 1. Bsc Opthametric Technology
 2. Bsc Imaging Technology
 3. Bsc Renal Dialysis Technology
 4. Bsc. Anesthesia Technology
 5. Bsc Respiratory Care Technology
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implementation, teacher quality analyzed and report submitted to governing council.
- Committee observed that financial audit has been conducted regularly.
- Alumni of the institution is active

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
 Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

Dr. Sathya Murthy B.
 Signature of the Chairperson, IQAC
Chairperson IQAS
 Rajarajeswari Medical College & Hospital
 Mysore Road, Bangalore





Rajarajeswari Medical College and Hospital

Proceedings **Internal Quality Assurance Cell**

Agenda:-

- Action Plan towards enhancement of Quality in the institution for the academic year 2017-18.
- Activities need to be conducted by IQAC during the year 2017-18.
- Introduction of new certificate courses/ enrichment courses.
- Best practices to be adopted during the year 2017-18.
- Any other subjects with the permission of the chair

Questions

The 1st meeting for the year **2017-18** of IQAC was held on 12/10/2017 by 11.00AM at MMC Board Room of the college.

IQAC Chairman welcomed all the members present in the meeting.

After due discussion as per agenda, the following resolutions were made.

1. It was decided to carryout following activities towards quality enhancement of the institution during 2017-18.

- Strengthen coaching for competitive examination to student.
- Encourage students to participate in co-curricular activities.
- Support students by way of providing financial support through scholarship through govt. and institution.
- Strengthen HR management by way of filling vacant posts.
- Create more opportunity for collaboration
- Strengthen parents - teacher association

2. Decision was taken to conduct following activities through IQAC.

3. It was informed to all HODs to start value added courses and new certificate courses in their respective department during the current year.
4. Committee accepted **“Integrated Teaching UG”** and **“Continuous Performance Assessment”** two best practices for the current year.



5. New certificate programs are introduced. It is also informed to increase enrolment of such students in certificate and add on courses. All departments shall maintain value added and transferable skills offered by departments

5. With the permission of the chair after long discussion it was decided to take action on the following points during academic year 2017-18.

- It was suggested that HODs and faculty members should involve in curriculum revision, syllabus development and to become members of the Board of studies to contribute more to the academia.
- The college provides budget for maintenance of physical and academic support facilities also student receive scholarships and freeships by the government and institution.
- Suggested Research and Development committee to monitor the activities of research with 4 perspectives- Research promotion, Research facilities, Resource mobilization and publications. Encourage the teachers to publish in journals notified on UGC website. To encourage the faculties to publish books and chapters for which appropriate incentives to be provided.
- It was suggested to identify and slow learners and advanced learners in the beginning and to have remedial actions problem based learning and enrichment courses.
- Faculty development committee is advised to undertake different type of faculty development programs and depute all eligible teaching and non-teaching staff for different training program organized in the institution and also at other institution.
- It is decided to appoint teachers with Ph.D where ever relevant, and prefer teachers from outside the state. Also informed to establish mechanism to document list of awards received by faculties.
- Also suggested to encourage the teachers to get funds for research from various funding agencies.
- Suggested to encourage faculty to serve as experts, chairpersons or resource persons and also to have more of number collaboration with National/International Level agencies and to have linkages.
- Suggested to encourage more number of faculty to participated in State/National/International Level conferences and symposiums and present papers and also to attend as resource persons. Initiate more faculty in development activities.
- Committee appreciated faculties receiving awards at National Level in the field of research.
- Advised infrastructure committee to avail more budget for Infrastructure Augmentation and maintenance of Library and sports complex
- It is suggested to encourage more number of students to participate in events and also participate in HIV, Aids awareness, Swatch Bharath, gender equity programs.

- Reviewed the work of student's grievance redressal committee and advised transparent, time bound effective redressal.
- Suggested Placement and Competitive Examination Cell to provide guidance for post-graduate PG CET, coaching for UPSC examination and to have skill development, bridge courses, yoga and meditation etc...
- The college as functional and registered alumina association and has conducted annual alumni meet and maintained audited account statement. Reviewed Alumni activities and advised to collect more of financial contribution from members and also their participation as resource persons.
- The accounts are audited by both internal and external audit mechanism and the college as complied with the observations.
- Women empowerment cell advice to have more number of gender sensitizing programs and empower women with life skills.
- Advised to make Institutional campus more eco-friendly and to have more number of innovations and best practices in the institution
- Reviewed whether financial audit has to been undertaken by the accounts section and advised for timely internal and external audit and also to attend to the audit observations.
- The institution organised guest lecture on rights of citizen, universal values, human values and national integration
- Following undergraduate program started
 1. Bsc Ophthalmetric Technology
 2. Bsc Imaging Technology
 3. Bsc Renal Dialysis Technology
 4. Bsc. Anesthesia Technology
 5. Bsc Respiratory Care Technology
- New certificate programs are introduced. It is also informed to increase enrolment of such students in certificate and add on courses. All departments shall maintain value added and transferable skills offered by departments.
- It is decided to appoint teachers with Ph.D where ever relevant, and prefers teachers from outside the state. Also informed to establish mechanism to document list of awards received by faculties

Chairman informed the members that action taken on above points will be reviewed, in forthcoming meetings; all concerned are informed to come with action taken reports.



Meeting concluded with vote of thanks by IQAC Chairman.

Attested by

Name DR. SHRUTHI B.N

Name Dr. SATHYA MURTHY. B.

Shruthi. B.N
Signature of the Coordinator, IQAC

Dr. Sathya Murthy. B.
Signature of the Chairperson, IQAC
Chairperson IQAS
Rajarajeswari Medical College & Hospital
Mysore Road, Bangalore



RajaRajeshwari Medical College and Hospital

Proceedings Internal Quality Assurance Cell

The 2nd meeting for the year 2017-18 of IQAC was held on 18/01/2018 by 11.00 AM at MMC Board Room of the college.

IQAC Chairman welcomed all the members present in the meeting.

Reviewed the points executed in the previous meetings and action taken is ratified.

1. For quality enhancement of the institution as per plan following actions are taken.
 - Competitive examination coaching class started – 95 students registered for the same.
 - Action plan for co-curricular activities prepared and circulated among all students and faculties.
 - Management issued order for providing financial support to students by way of scholarship/ free ship.
 - Presently there are no vacancy in the institution.
 - Committee for Parents teacher association prepared action plan for parents teacher meet in all departments and was circulated to all HODs.
2. IQAC Conducted following activities
3. It is planned to start five new programs UG & one certificate course during the year. Action is being taken to conduct 40 enrichment courses and 70 PBL.
4. In practicing best practices circular instruction sent to all the concerned.
5. Some of the faculty members already nominated for BOS in other colleges
6. Participation of faculties in conferences and symposiums is under progress and faculties have attended many conferences as resource persons.
7. Remedial classes are being conducted for slow learners to perform well in their academics and advance learners are provided with opportunity's to participate in conferences, workshops and also facility for coaching for competitive examination career counseling etc.

8. FDP committee started its activities and has conducted many training programs. Faculties from the institution are deputed to training organized by university and other institutions
9. During the year 7 major research projects and 12 Minor projects under taken by faculties.
10. To carry out research activities Rs 35.30 lakhs funded by agencies and Rs 10.lakhs provided by the management.
11. Many faculties chaired conferences & also visited as resource persons.
12. Students and faculties participated in HIV Aids awareness, Swatch Bharath programs.
13. Women empowerment cell conducted awareness program on regarding prevention of sexual harassment act and bad evils of raging.
14. Student's grievance redressal cell collected information from students regarding grievances. It is observed that no serious grievances received.

The committee proposed to implement the following for the remaining part of the academic year.

- a. Suggested to collect feedback from Alumni, Parents, Employers, teachers and Students at regular intervals on different aspects of quality culture, analyze and to prepare report and place before the Governing council and take action as per the suggestion made in the governing council meeting.
- b. Advised to admit more number of students out-side the state and student belonging to SC, ST, OBC and Physically Challenged as per government norms.
- c. It was decided to have training programmes to administrative staff with respect to language & computer skill.
- d. Management has suggested to have collaboration and linkages with other institutions of national, international repute for promoting research activity to strengthen academic linkage and also decided to have separate budget for promotion of research activities.
- e. Suggested to review the individual, departmental and institutional results and there upon to concentrate more on slow learners to improve the result.
- f. Suggestion was given to initiate students support activities.
- g. It is informed to get government sponsored researched project and to increase number of projects per teacher. Like previous year's intellectual property rights and institutional innovative practices guest lecture was conducted. Number of papers per teacher published in the journals evaluated. Number of books and

chapters authored is assessed. To sensitive the students to social issues and holistic development extension activities are conducted in the community. These activities are conducted with GO's and NGO's, Red cross society, community and industry. Students participating in extension activities such as Swatch Bharath needs awareness and gender issues are implemented. Faculty and student exchange is practiced

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
 Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

Dr. Sathya Murthy B.
 Signature of the Chairperson, IQAC
Chairperson IQAS
 Rajarajeswari Medical College & Hospital
 Mysore Road, Bangalore



RajaRajeshwarai Medical College and Hospital

Proceedings Internal Quality Assurance Cell

Agenda:-

- Review of the points executed in the last meeting.
- Review of Working of Super Specialty Departments

The 3rd meeting of the year 2017-18 of IQAC was held on 13/04/2018 by 11.00AM at MMC Board Room of the college.

IQAC Chairman welcomed all the members present in the meeting.

Reviewed points executed in the last meeting.

Reviewed points:

- Feedback collected from all stakeholders and analysis carried out report generated and will be placed in the next Governing council meeting.
- During the year SC-30, ST-02, OBC- 77, students admitted.
- Training program was organized for administrative staff about computer skill.
- Collaboration with six agencies and linkages with two organizations created during the year.
- Towards students support activities counseling and competitive examination center is functioning in the institution. Cultural and sports activities conducted regularly.

The committee proposed to implement the following for remaining period of the academic year .

1. Recommends to continuously improve on innovative teaching methods.
2. It was decided to conduct stakeholder meeting-faculty and non-teaching alumni and parent teacher meet before the commencement of 4th meeting.
3. Reviewed work of infrastructure committee and suggested to submit proposal for requirements of the infrastructure augmentation including sports, library , ICT and physical facility.
4. Recommends to intensify the efforts of improving the digital infrastructure and equipment's

5. Recommends the continued utilization of software's for improving the governance in academic and administrative processes.
6. Recommends utilizing financial support from alumni association for institutional growth.
7. Informed to continue parent teacher meet, alumni meet and activities.
8. Recommends to practice such innovative activities to have positive impact on the functioning of institution.
9. Institution has functional MoUs with international institutions. The college provides budget for infrastructure up gradation. Library as LMS software, collection of rare books and budget for purchase of books and journals
10. Faculties are provided with financial support to attend the conferences. The college conducts at least two professional development training activities for their staff. The accounts are audited by both internal and external audit mechanism and the college as complied with the observations. Several quality initiatives for promotion of quality culture.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
 Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

Dr. Sathya Murthy B.
 Signature of the Chairperson, IQAC
Chairperson IQAS
 Rajarajeswari Medical College & Hospital
 Mysore Road, Bangalore



RajaRajeshwarai Medical College and Hospital

Proceedings **Internal Quality Assurance Cell**

Agenda:-

- Review of Annual Quality Assurance Report for the year 2017-18

The 4th and final meeting of the year 2017-18 of IQAC was held on 26/07/2018 by 11.00AM at MMC Board Room of the college.

IQAC Chairman welcomed all the members present in the meeting.

1. Minutes of 3rd meeting were reviewed and ratified.
2. The IQAC have reviewed the total Annual Quality Assurance Report for the year 2017-18 and approval was given to place before the governing council.

IQAC reviewed AQAR for 2016-17 and following are the activities conducted by different committees as per the suggestions of IQAC.

- New certificate programmes started - 06
- Enrichment courses conducted 40 and PBL conducted - 70

Total number of permanent faculty - 550.

No of faculty with Ph.D – 5

No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - 09

- No of state level workshops/seminars attended by faculty –
- No of National level workshops/seminars attended by faculty –
- No of paper presented at state level by faculty –
- No of paper presented at national level by faculty –
- Faculty attended as resources persons in the workshop at state level –
- Faculty attended as resources persons in the workshop at national level -
- Total number of actual teaching days during the academic year 2017-18 – 250
- Average percentage of students attendance – 80%
- MBBS Result- total pass percentage is -
- Initiatives undertaken towards faculty development, number of programs conducted and number of faculty benefitted.
 - a. HRD programmes -
 - b. Orientation programmes -
 - c. MET workshop for faculty -
 - d. Staff training conducted by the university -
 - e. Staff training conducted by other institutions -
 - f. PG research methodology work shop . -



- No of Major projects taken by the faculty – 07, (2-completed)
- No of Minor projects taken by the faculty- 12 ongoing 3-completed.
- No of Peer Review journals made at national level – 96
- No of Peer Review journals made at international level - 75
- Research publications through e-journals – 02
- No of conference proceedings were attended. – 193
- No of conference organized by the institution, at international level-09
- No of conference organized by the institution, at state level-09
- No of faculty served as experts/chairpersons/resource persons - 42
- Total budget sanctioned for research by management – Rs. 10.00 lakhs
- Total budget sanctioned for research through funding agencies – Rs. 35.30 lakhs
- No of patents received - 00
- No of faculty received awards at national level-
- No of faculty received awards at state level-
- No of extension activities conducted –06
- No of text books purchased – 14
- No of Reference books purchased –67
- No of Print Journals purchased – 157
- No of DVD 's Digital Data base purchased -
- No of computers purchased - 15
- Total amount spent on infrastructure maintenance – Rs. /-lacks
- No of students enrolled in the institution –
- No of students from outside state – 54
- No of students from international – 00
- No of SC students – 30
- No of ST students – 02
- No of OBC students – 77
- No of students received Financial support from government -78
- No of students benefited by competitive examinations – 95
- No of students benefited by career guidance – 1
- No of grievances heard – None
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implementation, teacher quality analyzed and report submitted to governing council.
- Committee observed that financial audit has been conducted regularly.
- Alumni of the institution is active
- The college provides budget for maintenance of physical and academic support facilities also student receive scholarships and freeships by the government and institution. The college has established competitive examinations and encourage counseling cell. The placement of outgoing students is monitored and encourage





including national / international examination. The students have received several awards for their performance in sports and cultural activities. The college as functional and registered alumina association and has conducted annual alumni meet and maintained audited account statement.

- Women empowerment cell as conducted gender equity promotion programs. The college as separate budget for waste management and green initiatives. The institution organized guest lecture on rights of citizen, universal values, human values and national integration.

Meeting concluded with vote of thanks by IQAC coordinator.

Attested by

Name DR. SHRUTHI B.N

Shruthi B.N
Signature of the Coordinator, IQAC

Name Dr. SATHYA MURTHY. B.

Dr. Sathya Murthy B.
Signature of the Chairperson, IQAC
Chairperson IQAS
Rajarajeswari Medical College & Hospital
Mysore Road, Bangalore

