



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, Swach 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 Ophthalmic 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

Sathya Murthy B.
Signature of the Chairperson, IQAC

Chairperson IQAS
Rajarajeswari Medical College & Hospital
Mysore Road, Bangalore





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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.

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





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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. SATYA MURTHY. B.

Satya Murthy B.

Signature of the Chairperson, IQAC
Chairperson IQAS

Rajarajeswari Medical College & Hospital
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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 Preview journals made at national level – 96
- No of Peer Preview 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

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Signature of the Coordinator, IQAC

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