



Minutes of 2<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC)

Date: 20/08/2018

Time: 11:00 am


Venue: College Council Hall

1. The meeting started with a welcome note by the Dean and Chairperson, Dr. Dimple Mehta.
2. Dr. Sunil Oza, IQAC Coordinator narrated the agenda of meeting and reported about the meetings of work of IQAC working committee.  
He also briefed about meeting with IQAC, C. U. Shah University.
3. Dr. Sunil Oza invited Dr. Sanjay Mehta, Chairperson, IQAC Working Committee to brief about the progress of work and presented the plan of action as follows.
  - a. Present Activities: Amendment
    - i. The Revised Basic Course Workshop (RBCW) in Medical Education Tehnologies Workshop (MET) for faculty is being conducted once in a year
    - ii. The Academic meet to be conducted twice in a month.
    - iii. The MET CME to be conducted once in two months.
    - iv. The E learning module will be conducted twice in a year.
    - v. The Research Methodology Workshop for first year residents is to be conducted once in a year.
    - vi. The Research Methodology Workshop for faculty is to be conducted once in a year.
    - vii. The Mentorship program for students is being conducted by GROW model. The phase 3 / GROW Mode being implemented.
  - b. Future plan:
    - i. The formation of Research/Academic Cell comprising of experts in the field to collaborate internal and external funding, allocation of research fund and award for excellence in academic / research field, for promotion of academic and research activities in the institution.
    - ii. ICT enable classrooms for to facilitate teaching / learning. Auditorium or Lecture hall 4 to be designed specifically for arrangement of Conference, CME, Oration or Guest lectures.
    - iii. Three Institutional publications to be initiated:
      - (1) Institutional Annual Report for publication of articles related to academic or research achievements.
      - (2) Student's magazine "Kshanika" for publication of literary activities like poem, short stories, sketches.
      - (3) Utsav Souvenir, a magazine highlighting events and competition held during the annual function.



- iv. Alumni Association: The registration of association to be completed as early as possible. Activities related to Alumni Association to be planned from this year.
  - v. Introducing Online Feedback system for I-MBBS students from current academic year.
  - vi. Gradual digitalization and introduction of e-governance. Use of institutional domain and mail for all official communications at all the levels in administration and academics.
4. Dr. Dimple Mehta invited all members for the input and suggestions.
  5. The minutes of the IQAC Working Committee meeting held on 19-3-2018, 2-4-2018, 3-4-2018, 28-7-2018 and 1-8-2018 were unanimously approved.
  6. Dr. K. K. Swami proposed incentives in the form of funding and promotion to the faculties for carrying out research. He emphasized for policy on Institutional Research and in house Research Methodology Workshop for faculties.
  7. Dr. Jayshree Desai suggested for collaboration of medical and social research. She also suggested to form a committee for publication of the Institutional publications.
  8. Dr. Suhasini Nagda suggested to collect the monthly report from the departments comprising of academic and research activities. Dr. Sunil Oza discussed about the form which is being formulated to collect data for academic and research activities which will be helpful in furnishing AQAR.
  9. Dr. Suhasini Nagda also suggested to organize Research week during which one hour lecture would be taken daily starting from history up to latest advances in research.
  10. Dr. Sunil Oza suggested to depute 2 Quality representatives (Q-R) from each department for smooth functioning and coordination of NAAC working committee.
  11. Dr. Dimple Mehta recommended award for the appreciation of faculty and students who have published their research. She also suggested to “Faculty of the Month” award for the faculties for their extra ordinary contribution to the institution. The committee members unanimously agreed to the Dean’s recommendation.
  12. There were some other topics / issues discussed which were not pertinent to the functioning of IQAC and are not summarized herewith

The meeting ended at 12:30 pm with a formal vote of thanks by IQAC coordinator, Dr. Sunil Oza.

  
23/8/18  
Dean,  
C.U. Shah Medical College  
Surendranagar.