

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
DILSHAD GARDEN, DELHI-110095

MC/Acad./NAAC/2016/

Dated: 4th Oct., 2016

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING HELD ON 3rd Oct., 2016 AT 2:00 PM.

As per the requirement of the NAAC, a meeting of the Committee constituted for Internal Quality Assurance Cell (IQAC) comprising of the following members was held in the Principal's Chamber on 3rd Oct., 2016 (Monday) at 2:00 pm under the Chairmanship of Prof. V.P. Gupta, Principal, University College of Medical Sciences, Delhi.

The following members were present:

• Prof. V.P. Gupta, Principal	Chairperson
• Prof. S.V. Madhu, HOD, Medicine	Member
• Prof. Navjeevan Singh, Deptt. of Pathology	Member
• Prof. S.N. Bhattacharya, HOD, Dermatology	Member
• Prof. Neelima Shankar, HOD, Physiology	Member
• Dr. Rahul Sharma, Asso. Prof., Comm. Medicine	Member
• Dr. Khan Amir Maroof, Assoc. Prof. Comm. Medicine	Member
• Mr. S.K. Dogra, Deputy Registrar	Member
• Dr. Puneeta Saxena, Associate Professor Deptt. of Mathematics, Shaheed Rajguru College of Applied Sciences for Women, University of Delhi, Vasundhara Enclave, New Delhi, Delhi-110096	External Expert
• Dr. Arvind Narayan, President UCMS Alumni Association	External Expert
• Dr. Amitesh Aggarwal, Assoc. Prof., Deptt. of Medicine, UCMS & GTBH	Coordinator/Director

Due to pre-occupation, the following external expert members could not attend the meeting:

Prof. Manoj K. Singh, Prof. of Pathology AIIMS, New Delhi.	External Expert
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Dr. Amitesh Aggarwal, Coordinator (IQAC) extended welcome to Prof. V.P. Gupta, Principal, UCMS and Chairperson (IQAC), and Hon'ble members of the Internal Assurance Cell (IQAC) to the meeting of the IQAC for the year 2015.

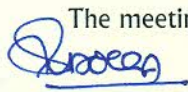
Thereafter, the following issues were taken up for discussion with the permission of the Chair.

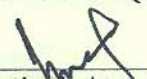
- Introduction of external members by the Chairperson.
- The Chairman (IQAC) shared the NAAC grading with the IQAC members awarded to the Institution followed by the Peer Team visit during 1st to 3rd Aug., 2016. The NAAC has also pointed-out some discrepancies which were also discussed with the possible remedies in the meeting.
- As per the Agenda-Point No.1 – all the members of committee have agreed to have the amount for Rs.3.00 Lakhs as seed money to meet the strengthening expenditure of the IQAC. This amount may be sanctioned from the College budget and be settled after the utilization by the Coordinator (IQAC). An approval shall be obtained by submitting a separate proposal for this purpose. The amount must be utilized as per the UGC guidelines/rules prescribed for the establishment of the IQAC.
- Agenda-Point No.2, the feedback from the students is already being taken by the some of the departments for last several years. All the committee members have emphasised on the implementation of the feedback (in generalized form) at the departmental level on regular basis. The students can mention the name of the teacher while writing the feedback. A log-in for students and as well as parents may be introduced at a later stage for online purpose. Dr. Khan Amir Maroof, will coordinate for implementation of the feedback system. The Chairman directed Dr. Amir to prepare the feedback-form within a month to facilitate the departments for its compliance.
- Agenda-Point No.3, a formal request may be sent to the Medical Director, GTBH, for providing security and proper lightning in the Campus specially hostel area as it is under the preview of the GTBH. Further, a request to extend the MRI facility may also be sent to the Medical Director.

- Agenda-Point No.4 to 6, 11, the small teaching modules, like, workshops, seminars, conferences etc., may be introduced to sensitize the students (UGs/PGs) and stack-holders regarding the quality control. An IQAC workshop, seminar under the MEU may be organized in the College.
- Agenda-Point No.7, 12,13, the committee members strongly recommended that regarding the online display of the publications in respect of the faculty member of the Institution, a separate committee may be constituted for its feasibility, implementation and examination at the College level. The publications shall be maintained by the I/c Library, UCMS. The Deptt. of BMI will provide the edit mode for the faculty members for the modification of their publications. Chairman, RPAC shall implement the online submission of RPAC data with individual and summative details in coordination with I/C Library and DBMI. Dedicated software for this purpose may be purchased.
- Agenda-Point No.8, the members suggested that the College must take more steps to initiate for MoUs, national/international collaborations, promoting the mentoring, organizing public lectures, and community outreach programmes etc. The committee also agreed that the College has already such best practices which need proper documentation in future.
- Agenda-Point No.9, regarding the telemedicine transmission for clinical activities, a committee is required to be revised. The committee advised that all the guest lectures and lecture at college level must be archived for future reference and records which will be useful for the students.
- Agenda-Point No.10, a Workshop is being organized by the College under MEU for this purpose.
- Agenda-Point No.14, in this regard, the College has already taken initiative to purchase the land for the development of the rural and urban centres for its strengthening.
- Agenda-Point No.15, the members of the Committee agreed that vacancy position of the hostel accommodation is quite transparent and it is not required to make it online.
- Agenda-Point No.16, the computer facility is being extending by the College for its students. Now, a laser printer may be installed with the computers for students' use.
- Agenda-Point No.17, the committee agreed that mass immunization (Hepatitis 'B') may be held for all UG, PG, faculty members and the College staff members along their spouse. The proposal will be chalked-out by the office of the Deputy Registrar of the College.
- Agenda-Point No.18, the point already discussed at point no.3.
- In addition to the Agenda, it has been decided that transport facility shall be extended to the students from the College Library to the Hostels during late night. A driver shall be deployed with a vehicle (Maruti Van) by the General Section of the College.
- As suggested by the Dr. Arvind Narayan, President, UCMS Alumni Association, the committee agreed that students with psychiatric problem/disorder may directly be referred to the Deptt. of Psychiatry for their counselling and support. UGC Guideline regarding the hiring of counsellor to be looked into by Deputy Registrar of the College.

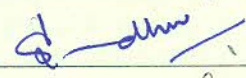
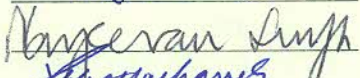
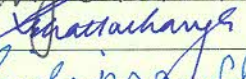
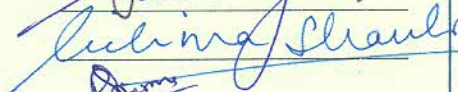

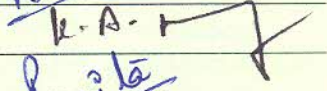
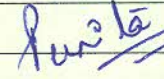
At the end, Chairperson emphasized that only through fast implementation of the decision taken by the IQAC; quality assurance can be incorporated as culture of UCMS.

The meeting ended with a vote of thanks to the Chair and members of IQAC.


(Mr. S.K. Dogra)
Deputy Registrar
Member (Administration), IQAC

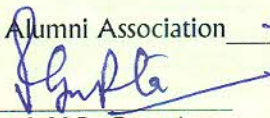

(Dr. Amitesh Aggarwal)
Assoc. Prof., Deptt. of Medicine
Coordinator/Director, IQAC

- 1) Prof. S.V. Madhu, HOD, Medicine:
- 2) Prov. Navjeevan Singh, Deptt. of Pathology:
- 3) Prof. S.N. Bhattacharya, HOD, Dermatology:
- 4) Prof. Neelima Shankar, HOD, Physiology:
- 5) Dr. Rahul Sharma, Assoc. Prof. of Comm. Med.:
- 6) Dr. Khan Amir Maroof, Assoc. Prof. of Comm. Med.:
- 7) Dr. Puneeta Saxena, Associate Professor
Deptt. of Mathematics, Shaheed Rajguru
College of Applied Sciences for Women, University of Delhi,

- 8) Dr. Arvind Narayan, President, UCMS Alumni Association




(Prof. V.P. Gupta)
Principal & Chairperson, IQAC