# UNIVERSITY COLLEGE OF MEDICAL SCIENCES
## DILSHAD GARDEN, DELHI - 110095

MC/Acad./IQAC/2019/                         25th Nov., 2019

## MINUTES OF THE IQAC MEETING HELD ON
## 14TH NOVEMBER, 2019 (THURSDAY)

A meeting of the IQAC Committee comprising of the following members was held on 14th November, 2019 (Thursday) at 2:30pm in the Conference Room, 1st Floor, College Block, UCMS, to discuss the aspects which would facilitate optimal functioning, better planning, coordination and monitoring of various functions within the Institution :

| | | |
|---|---|---|
| Chairperson | : | Prof. Anil K. Jain, Principal |
| Member (Administration) | : | Mr. Jay Chanda, Joint Registrar |
| Member (External) | : | Dr. Vandana Roy, Director Professor & Head, Deptt. of Pharmacology, MAMC, New Delhi. |
| Members (Faculty) | : | Prof. S.V. Madhu, HOD, Endocrinology |
| | | Prof. Sanjay Gupta, HOD, Surgery |
| | | Prof. Arun K. Sharma, HOD, BMI |
| | | Prof. S.N. Bhattacharya, HOD, Dermatology |
| | | Prof. R.S. Rautela, Deptt. of Anaesthesia |
| | | Prof. Shalini Rajaram, Deptt. of Gynae. |
| | | Dr. Rajesh Kalra, GTBH |
| | | Prof. Pooja Dewan, Deptt. of Paediatrics |
| | | Prof. Sonal Sharma, Deptt. of Pathology |
| | | Dr. Alpana Raizada, Deptt. of Medicine |
| | | Dr. Khan Amir Maroof (MEU),Com. Med. |
| | | Dr. Sumita Halder, Deptt. of Pharmacology |
| | | Dr. Manish Gupta, Deptt. of Physiology |
| Nominee of Alumni | : | Dr. Arvind Kumar, Deptt. of For. Med. |
| Senior Administrative Officer | : | Mr. Sumeet Arora, Asstt. Registrar |
| Nominee of Students | : | President, Students' Union, UCMS |
| Coordinator/Director | : | Dr. Amitesh Aggarwal, Assoc. Prof., Endocrinology |
| Secretarial Services | : | Mr. Sanjay Kumar, Section Officer, Academic |

In addition to the above, the following faculty members were invited to attend the meeting:

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|---|---|
| 1) Prof. Piyush Gupta, Paediatrics | 5) Prof. Archana Sighal, Dermatology |
| 2) Prof. Asha Yadav, Physiology | 6) Dr. Mohit Mahindirata, Biochemistry |
| 3) Prof. Rupma Saha, Microbiology | 7) Dr. Nadeem Tanveer, Pathology |
| 4) Prof. Shukla Das, Microbiology | |

Due to pre-occupations, the following members could not attend the meeting :

| | | |
|---|---|---|
| Member (Administration) | : | Mr. Jay Chanda, Joint Registrar |
| Member (External) | : | Dr. Vandana Roy, Director Professor & Head, Deptt. of Pharmacology, MAMC, New Delhi. |
| Members (Faculty) | : | Prof. Arun K. Sharma, HOD, BMI |
| | | Prof. S.N. Bhattacharya, HOD, Dermatology |
| | | Prof. R.S. Rautela, Deptt. of Anaesthesia |
| | | Prof. Shalini Rajaram, Deptt. of Gynae. |
| | | Dr. Rajesh Kalra, GTBH |
| | | Dr. Alpana Raizada, Deptt. of Medicine |
| | | Dr. Khan Amir Maroof (MEU),Com. Med. |

Nominee of Alumni       :  Dr. Arvind Kumar, Deptt. of For. Med.

1) Prof. Meera Sikka, Pathology     5)    Dr. Amit Khatri, P & P Dentistry
2) Prof. Neelam Vaney, Physiology    6)    Dr. Rahul Sharma, Comm. Med.
3) Prof. Farah Khaliq, Physiology    7)    Dr. A. K. Bansal, DBMI
4) Dr. Satender Singh, Physiology

       Mr. Sanjay Kumar, Section Officer, Academic Section, assisted the meeting for its deliberations.

       Prof. Anil K. Jain, Chairperson, IQAC and the Principal, UCMS welcomed warmly all the members, who have attended the meeting followed by brief the agendas and aspects of the IQAC meeting by Dr. Amitesh Aggarwal, Coordinator, IQAC, UCMS.

       Dr. Amitesh shared the aims and function/objectives of the IQAC and also presented the re-structuring the committee as per the revised guidelines of the NAAC to the Committee.

       Thereafter, Coordinator, IQAC, presented the composition of the core-teams which have been formed and proposed its formal approval. These Core-Teams will be headed by the senior teachers as Chief Coordinator who shall coordinate with departments/administrative sections of the College to ask the information required in the IQAC prescribed form. These Core-Teams shall have the teachers to assist the Chief Coordinator. The compositions of the core-teams are as follows:

**Team-A (Criterion I: Curricular Aspects)**
| | | |
|---|---|---|
| Chief Coordinator | : | Prof. Neelam Vaney |
| Co-coordinator | : | Dr. Manish Gupta, Physiology |
| | : | Dr. Farah Khaliq, Physiology |

**Team-B (Criterion II: Teaching Learning & Evaluations)**
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|---|---|---|
| Chief Coordinator | : | Dr. Shalini Rajaram |
| Co-coordinator | : | Dr. Sumita Haldar |
| | : | Dr. Nadeem Tanveer |

**Team-C (Criterion III: Research, Consultancy and Extension)**
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|---|---|---|
| Chief Coordinator | : | Prof. Meera Sikka |
| Co-coordinator | : | Prof. Pooja Dewan |
| | : | Dr. Rumpa Saha |

**Team-D (Criterion IV: Infrastructure and Learning Resources)**
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|---|---|---|
| Chief Coordinator | : | Prof. Sanjay Gupta |
| Co-coordinator | : | Prof. Arun Sharma |
| | : | Dr. Satendra Singh |
| | : | Dr. Rajesh Kalra |

**Team-E (Criterion V: Student Support and Progression)**
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|---|---|---|
| Chief Coordinator | : | Prof. Khan Amir Maroof |
| Co-coordinator | : | Dr. Alpana Raizada |
| | : | Dr. Asha Yadav |

**Team-F (Criterion VI: Governance, Leadership and Management)**
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|---|---|---|
| Chief Coordinator | : | Prof. Sonal Sharma |
| Co-coordinator | : | Prof. Archana Singhal |

**Team-G (Criterion VII: Institutional values and and best practices)**
| | | |
|---|---|---|
| Chief Coordinator | : | Prof. SN Bhattacharya |
| Co-coordinator | : | Prof. Shukla Das |
| | : | Dr. Rahul Sharma |

The committee discussed every aspect of the IQAC at a length and showed their commitment, dedication and enthusiastic attitude to get this task completed before the deadline, as the College has to submit the AQAR latest by 31$^{st}$ Dec., 2019.

For the purpose of sharing information and other related conversations, a Whatsapp group has been created.

The Committee unanimously decided that the last date for compilation of the information for AQAR fixed for 10$^{th}$ Dec., 2019. The next meeting has also been fixed for 30th Nov., 2019 (Saturday) and the assigned tasks shall be discussed in this meeting.

The meeting ended with thanks to the Chair.


Section Officer
(Academic)

Asstt.Registrar
(Academic)


Joint Registrar

( could not attend meeting

Coordinator, IQAC

PRINCIPAL

## MINUTES OF THE IQAC MEETING HELD ON
## 30TH NOVEMBER, 2019 (Saturday)

A subsequent meeting of the IQAC Committee comprising of the following members was held on 30th November, 2019 (Saturday) at 11:00am in the Conference Room, 1st Floor, College Block, UCMS, to discuss the assigned task and other aspects:

| | | |
|---|---|---|
| Chairperson | : | Prof. Anil K. Jain, Principal |
| Member (Administration) | : | Mr. Jay Chanda, Joint Registrar |
| Member (External) | : | Dr. Vandana Roy, Director Professor & Head, Deptt. of Pharmacology, MAMC, New Delhi. |
| Members (Faculty) | : | Prof. S.V. Madhu, HOD, Endocrinology |
| | | Prof. Sanjay Gupta, HOD, Surgery |
| | | Prof. Arun K. Sharma, HOD, BMI |
| | | Prof. S.N. Bhattacharya, HOD, Dermatology |
| | | Prof. R.S. Rautela, Deptt. of Anaesthesia |
| | | Prof. Shalini Rajaram, Deptt. of Gynae. |
| | | Dr. Rajesh Kalra, GTBH |
| | | Prof. Pooja Dewan, Deptt. of Paediatrics |
| | | Prof. Sonal Sharma, Deptt. of Pathology |
| | | Dr. Alpana Raizada, Deptt. of Medicine |
| | | Dr. Khan Amir Maroof (MEU),Com. Med. |
| | | Dr. Sumita Halder, Deptt. of Pharmacology |
| | | Dr. Manish Gupta, Deptt. of Physiology |
| Nominee of Alumni | : | Dr. Arvind Kumar, Deptt. of For. Med. |
| Senior Administrative Officer | : | Mr. Sumeet Arora, Asstt. Registrar |
| Nominee of Students | : | President, Students' Union, UCMS |
| Coordinator/Director | : | Dr. Amitesh Aggarwal, Assoc. Prof., Endocrinology |
| Secretarial Services | : | Mr. Sanjay Kumar, Section Officer, Academic |

In addition to the above, the following faculty members were invited to attend the meeting:

1. Prof. Archana Sighal, Dermatology     4. Mr. Pradeep Kumar, I/c., Library
2. Prof. Farah Khaliq, Physiology         5. Mrs. Neelam Bagga, SO, Estab.
3. Dr. Satender Singh, Physiology

Due to pre-occupations, the following members could not attend the meeting :

| | | |
|---|---|---|
| Member (External) | : | Dr. Vandana Roy, Director Professor & Head, Deptt. of Pharmacology, MAMC, New Delhi. |
| Members (Faculty) | : | Prof. Arun K. Sharma, HOD, BMI |
| | | Prof. S.N. Bhattacharya, HOD, Dermatology |
| | | Prof. Shalini Rajaram, Deptt. of Gynae. |
| | | Dr. Rajesh Kalra, GTBH |
| | | Prof. Pooja Dewan, Deptt. of Paediatrics |
| | | Dr. Alpana Raizada, Deptt. of Medicine |
| | | Dr. Sumita Halder, Deptt. of Pharmacology |
| Nominee of Alumni | : | Dr. Arvind Kumar, Deptt. of For. Med. |
| Secretarial Services | : | Mr. Sanjay Kumar, Section Officer, Academic |
| Nominee of Students | : | President, Students' Union, UCMS |

Prof. Anil K. Jain, Chairperson, IQAC & Principal, UCMS welcomed all the members followed by request to Dr. Amitesh Aggarwal, Co-ordinator, IQAC, UCMS to brief the agendas of the meeting.

Thereafter, the following important aspects/points were presented by the Co-ordinator, IQAC which were discussed/ deliberated by the Committee:

a) Feedback Form: is an important aspect of the IQAC which needs to be collated from all the Departments in a structured format. For this task, the Chairperson requested Dr. Khan Amir Maroof, Deptt. of Community Medicine to send a reminder to all the Departments to supply the feedback form duly completed in all respects and compile it. Suggestion was made to make feedback user friendly by using Google form.

b) IQAC Regular Meet: The Committee unanimously decided to fix the dates for regular periodic meetings of IQAC.

c) Regarding Annual Report: As per requirement of the IQAC, the Committee strongly suggested to ask all the faculty members of the Departments to submit their full information in annual report including their H-index. The office of the Principal shall coordinate this matter.

d) Regarding Tracking of Placement of PG/UG students: It has been observed that several agencies seeks the information/data of the undergraduate and postgraduate students who have passed from this institution and joined other colleges/institutions for higher studies. But, the College does not maintain the data as no students report/contact the college. In this regard, committee feels that a system to be formalized to keep the data/information of the UG/PG students who have been placed for higher studies/employment.

e) Section-wise Meet: The Committee also recommended that for the compilation of AQAR, the coordination between the sections is mandatory so a meeting comprising of all the in charges of the sections should be held on everyday basis from Thursday onwards (i.e. 05/12/2019).

The Committee decided the next meeting to be fixed for 9th Dec., 2019 (Monday) and the allotted tasks shall be discussed in this meeting.

The meeting ended with thanks to the Chair.

Section Officer
(Academic)

Asstt.Registrar
(Academic)

Joint Registrar

Coordinator, IQAC

PRINCIPAL