

MC/Acad/2020

31/12/2020

Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 30/12/2020 at 2:30pm

As per the requirement of the NAAC, a meeting of the Committee (IQAC) was held on 30/12/2020 (Wednesday) at 2:30pm at Conference Hall, 1st floor, UEMS, to discuss the preparation and submission of Annual Quality Assurance Report to NAAC.

The following points were discussed and decided that:-

- 1) Annual Report of College: The data/information may be procured from the college Annual Report (2019-20) for compilation and preparation of the AQR.
- 2) NAAC inspection: Tentatively is due in Sept, 2021.
- 3) Period of Report: 1st June, 2019 to 31st May, 2020.
Last date of submission is 31/01/2021.
- 4) 1st DRAFT: 1st DRAFT of the Report to be submitted by 10th Jan, 2021 (on whatsapp). All the members were requested to send the report (DRAFT).

At the end, the Coordinator, IQAC emphasized/requested that fast preparation of the report is needed to meet the deadline.

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

S/G
SD (Mond)

Coordinator/Director,
IQAC.
Principal
LP

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(S)g
SD
SD. (Mud)

Coordinator/Director,
IQAC.
Principal
LP

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
DILSHAD GARDEN, DELHI - 110095

MC Acad. NAAC 2021

Dated: 26th June, 2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING HELD ON 25th June, 2021 AT 3:00 PM.

As per the requirement of the NAAC, an Online (Google Meet) meeting of the Committee (duly re-constituted on 19th June, 2021) for Internal Quality Assurance Cell (IQAC) comprising of internal and external members of the Committee, was held on 25th June, 2021 (Friday) at 3:00 pm under the Chairmanship of Prof. A.K. Jain, Principal, University College of Medical Sciences, Delhi, to discuss the plan of action in the beginning of academic year: quality enhancement and the outcome to be achieved by the end of the academic year.

Prof. Amitesh Aggarwal, Coordinator (IQAC) extended welcome to Prof. A.K. Jain, Principal, UCMS and Chairperson (IQAC), and the members to the meeting of the IQAC for the year 2021.

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

- **Management Information System (MIS):** The Committee showed active interest to update the College website and incorporating MIS in the system. Prof. Sonal Sharma was asked to form a team to prepare a timeline to evolve the system and prepare a blueprint in this regard within 15 days. Dr. A.K. Bansal was also directed to take a proactive role with the help of the faculty members and also submit the list of logistic requirements within a week time. (Action: Prof. Sonal Sharma)
 - **Structured feedback from various stake holders (Students; Teachers; Alumni; Parents):** The Committee discussed this point at a length and felt that structured feedback system needs to be revived. Google feedback form may be used for students' feedback. Prof. Amir was advised to ensure that feedback from every stakeholder must be procured and the report of the same must be prepared for inclusion in the IQAC report. Prof. Sumita to supervise this activity with help from Prof. Amir. It was suggested that MEU office should be active and Prof. Amir may ensure its functionality. He was also asked to identify young faculty members to share the responsibilities. Prof. Sumita Halder to supervise and prepare an action plan for submission. (Action: Prof. Sumita; Prof. Amir)
- Regarding the feedback from the Alumni, Prof. Manish Gupta and Prof. Arvind will extend their cooperation to Prof. Amir. Also, Interns and PGs after completion their courses, their appointment data should also be available in the Academic Section. Google form or other mechanism may be evolved. Prof. Manish to provide action plan for data capturing through Alumni Association regarding the placement and academic progression of UG, PG students. A detailed action plan to be submitted within 15 days for the same. (Action: Prof. Manish Gupta)
- The Committee welcomed the idea to hold a meeting via online one batch at a time with parents (stakeholders) with different back grounds. The Principal has suggested that it may not be possible to meet everyone, so it shall be good to interact online with randomly selected students. The interaction sessions with students should be recorded and noted. Prof. Vandana Roy (external member) also suggested to hold an interaction session for students directly who have not been performing well in the class as well as in the examinations. A detailed action plan to be submitted within 15 days for the same. (Action: Prof. Sumita Halder)
- **Prophylactic immunization against communicable diseases for UG:** The Committee felt that it is a prime responsibility to immunise the students in the earnest. The Department of Community Medicine should create a team, plan and a schedule to vaccine the UG/PG students of the College. Prof. Sanjay Chaturvedi agreed and suggested the Committee that the immunisation should be 'must/optional' basis. The committee suggested to identify the faculty members from Medicine department to form a team for induction to hold immunization programme. (Action: Prof. Sanjay Chaturvedi)
 - **Institutional social responsibility activities in the neighbour-hood community:** On this topic, after seeing suggestions from the members, Prof. Kiran Guleria showed interest and ready to take lead. She suggested to hold a Public Health Lecture on different topic on regular intervals (offline/ online). She shall take suggestions/idea from the other departments also to organize such activity. She may submit action plan for the year in next meeting. (Action: Prof. Kiran Guleria)
 - **Providing training and guidance for competitive examinations and career counselling by the Institution:** In this matter, Prof. Amir conveyed to the committee that as we have already online classes which can be scaled up for online training content. The committee advised Prof. Amir to make it in structure way for future under MEU. (Action: Prof. Amir)
 - **Students participation in extension and outreach activities (NSS/NCC/ etc):** The College has no 'NCC' and 'NSS' is not functional presently. To revive the NSS, the Section Officer, Academic was asked to take out the relevant papers and files pertaining to NSS and placed in the next meeting. (Action: SO, Academics)
 - **It was decided that IQAC meeting shall meet on every alternate Friday.**
 - **All coordinators to submit action plans to IQAC before next meeting for discussion.**

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.

(Prof. A.K. Jain)
Principal & Chairperson, IQAC



NOTICE

For information that the Core-Teams for AQAR preparation 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:

PART A (Section: Institutional Profile)

Chief Coordinator : **Prof. Amitesh Aggarwal**

Team-A (Section 1: Curricular Aspects)

Chief Coordinator : **Prof. Sumita Halder**
Dr. Proteesh Rana, Pharma
Dr. Preeti Diwakar, Pathology

Team-B (Section 2: Teaching Learning & Evaluations)

Chief Coordinator : **Prof. Mrinalini Kotru**
Dr. Poonam, Pathology
Dr. Kanniyapam, Pathology

Team-C (Section 3: Research, Consultancy and Extension)

Chief Coordinator : **Prof. Pooja Dewan**
Dr. Purna Batra, Paediatrics
Dr. Mohit Mehndiratta, Biochem.

Team-D (Section 4: Infrastructure and Learning Resources)

Chief Coordinator : **Dr. Vikram Bhaskar**
Dr. Sweta, Paediatrics
Dr. Sumaira Khalil, Paediatrics

Team-E (Section 5: Student Support and Progression)

Chief Coordinator : **Prof. Khan Amir Maroof**
Dr. Sanjeev, Physiology
Dr. Charu, Microbiology

Team-F (Section 6: Governance, Leadership and Management)

Chief Coordinator : **Prof. Sonal Sharma**
Dr. Nadeem Tanveer, Pathology
Dr. Pragya Jain, Pathology

Team-G (Section 7: Innovations and best practices)

Chief Coordinator : **Prof. Rahul Sharma**
Dr. Shukla Das, Microbiology
Dr. Priyanka Gogoi, Pathology

Team-H (PART B 8.1: Key indicators)

Chief Coordinator : **Prof. Alpana Raizada**
Dr. Asha Yadav, Physiology
Dr. Smita Nath, Medicine

ASSISTANT REGISTRAR
(ACADEMIC)

Copy to for information and necessary action to:

- 1) The Member concerned/External experts;
- 2) The Coordinator, IQAC, UCMS;
- 3) The AR, JR/ Principal's office, UCMS.

jm:

UNIVERSITY COLLEGE OF MEDICAL SCIENCES DILSHAD GARDEN, DELHI - 110095

MC/Acad./NAAC/2021/

Dated: 16th Aug., 2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING HELD ON 13th Aug., 2021 AT 2:30 PM.

As per the requirement of the NAAC, a meeting of the Committee comprising of the Chief Coordinators (Team-wise) for Internal Quality Assurance Cell (IQAC) was held on 13th Aug., 2021 (Friday) at 2:30 pm under the Chairmanship of Prof. A.K. Jain, Principal, University College of Medical Sciences, Delhi, regarding preparation and submission of AQAR to NAAC; and action taken report of the last meeting i.e. 25th June 2021.

Prof. Amitesh Aggarwal, Coordinator (IQAC) extended welcome to Prof. A.K. Jain, Principal, UCMS and Chairperson (IQAC), and the Chief Coordinators (Team-wise) for Internal Quality Assurance Cell (IQAC) to the meeting of the IQAC for the year 2021.

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

- **Management Information System (MIS):** Prof. Sonal Sharma conveyed the Committee that a team has been formed to prepare a blueprint. The team is already actively working on the area incorporating the MIS. It was also informed that contents of the website should be rationalized and the plan to implement the space enhancement or change of the web-portal may be suggested. The expenditure related to the IT may be done/incurred on immediate basis followed by the creation of the IT department and filling up the vacant posts. Re-vamping of the College website and navigation should be made easier. The Committee also directed Prof. Sonal Sharma to create stepwise plan for web-site re-vamping. Outsourced services may be hired in this regard. IP based services may also be extended in the College. Payroll, online application and file tracking system may also be add-on (Action: Prof. Sonal Sharma & Dr. A.K. Bansal)
- **Structured feedback from various stake holders (Students; Teachers; Alumni; Parents):** As discussed in the last meeting that the structured feedback system must be revived on an immediate basis for faculty members (Teachers), students & parents. Alumni feedback is also mandatory which must be taken via google form. In this regard, the Committee directed that a comprehensive report should be prepared and made available in the next meeting. Prof. Sumita to supervise this activity. Prof. Amir was again advised to ensure the functionality of the MEU of the College and suggest the name of the young faculty members for sharing the responsibilities. (Action: Prof. Sumita; Prof. Amir)

As directed in the last meeting, Prof. Manish Gupta is advised to submit the detailed action plan in the next meeting regarding the feedback from the Alumni. (Action: Prof. Manish Gupta & Prof. Arvind)

Regarding to hold the interaction sessions with the students and the parents via online one batch at a time, Prof. Sumita Halder is advised to submit the detailed action plan in the next meeting. (Action: Prof. Sumita Halder)

The Academic Section has been directed to create batch-wise data of the undergraduate and postgraduate students and also an unique ID should be given against the each student at the entry level. A software for the MBBS students may also be revived. (Action: S.O., Academic Section)

- **Prophylactic immunization against communicable diseases for UG:** Regarding to hold the immunization program for the students (UG/PG), the department of Community Medicine has been directed to draft a proposal and submit it in the next meeting. (Action: Prof. Sanjay Chaturvedi)
- **Institutional social responsibility activities in the neighbour-hood community:** As discussed in the last meeting, Prof. Kiran Guleria conveyed the Committee that a calendar mentioning year plan shall be placed before the Committee in the next meeting which shall be comprising of online public health lectures for community. First lecture may be held on 11th Sept., 2021 (Saturday) for the community which shall be aired on 'YouTube'. (Action: Prof. Kiran Guleria)
- **Providing training and guidance for competitive examinations and career counselling by the Institution:** As discussed earlier, Prof. Amir is advised to draft a plan and submit it in the next meeting. (Action: Prof. Amir)
- **Students participation in extension and outreach activities (NSS/NCC/etc):** On the basis of the previous papers and notices, a draft may be prepared proposing for deputing a programmer and a teacher to assist. (Action: SO, Academics)

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.

hgf
23/8/21


(Prof. A.K. Jain)
Principal & Chairperson, IQAC

Slg
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MC/Azad/2021

11/10/2021

Minutes of Meeting - IQAC

Held on 11/10/2021 at 2:30pm

A meeting of the IQAC Committee comprising of the Chief Coordinators (Team-wise) was held on 11/10/2021 at 2:30pm at Seminar Room, Dept of Biochemistry, UCMS, regarding preparation and submission of A&AR to be submitted to NAAC; and action taken report of the last meeting held on 13/8/2021.

- All the chief coordinators (Team-wise) have presented the preparedness ~~the~~ of the (criticisms and also discussed the issues/points of A&AR form.
- The coordinator (IQAC) sorted out issues/points raised in the meeting and it has been requested to the chief coordinators to get the A&AR form completed in all respect as early as possible, and the same may be placed before the Committee ^(pre. within 2 weeks) the next meeting.

The above information is being sent to the notice of the Principal, UCMS.

Sh
11/10/2021

Coordinator (IQAC)

Principal