

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

MC/Acad./NAAC/2017/

Dated: 25<sup>th</sup> July, 2017

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**MINUTES OF THE MEETING HELD ON 24<sup>th</sup> July, 2017 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 24<sup>th</sup> July, 2017 (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, Prof. I/c/. Acad. Act.	Member
• Prof. Navjeevan Singh, Deptt. of Pathology	Member
• Prof. S.N. Bhattacharya, HOD, Dermatology	Member
• Prof. Neelima Shankar, HOD, Physiology	Member
• Dr. Rahul Sharma, Assoc. Prof., Comm. Medicine	Member
• Dr. Khan Amir Maroof, Assoc. Prof. Comm. Medicine	Member
• Mr. Jay Chanda, Joint Registrar	Member
• Dr. Amitesh Aggarwal, Assoc. Prof., Deptt. of Medicine	Coordinator/Director

In addition to the above, the following were also attended the meeting:

- Prof. A.K. Jain, HOD, Deptt. of Orthopaedics, UCMS & GTBH;
- Prof. Meera Sikka, HOD, Deptt. of Pathology, UCMS;
- Prof. B.D. Banerjee, – Chairman, RPAC, UCMS;
- Prof. Sonal Sharma, Deptt. of Pathology, UCMS;
- Dr. Rafat Ahmed, Prof., Deptt. of Biochemistry, UCMS;
- Dr. A.K. Bansal, Deptt. of BMI, UCMS;
- Ms. Geeta Paliwal - I/C, Library, UCMS.

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
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, 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.

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

- **Quarterly Meeting Schedule:** The members of the committee have suggested that a schedule may be prepared for the IQAC meetings which shall be held on quarterly basis.
- **Induction of new members:** With the permission of the Chair, new members, i.e., Prof. Piyush Gupta, Deptt. of Paediatrics, and Mr. Jay Chanda, Joint Registrar.
- **To explore external members:** The Committee has observed that above external members could not attend the IQAC meeting(s) due to their inability or pre-occupation at their institution, the committee members have unanimously decided that two external members to be explored and co-opted in the IQAC.

- **MIS Solution:** The Committee accepted the challenge to look for a complete MIS Solution for the College as a step towards creating a paperless office and facilitate online use of resources by the faculty and students. It has been suggested that MIS solution provider shall be outsourced. The House has constituted a committee of the following member :

1)	Prof. A.K. Sharma	-	Chairperson
2)	Prof. S.N. Bhattacharya	-	Member
2)	Prof. Farah Khaliq	-	Member
3)	Dr. Ajay Bansal	-	Member
4)	Mrs. Geeta Paliwal	-	Member

- **Curriculum Committee:** The Committee has strongly suggested that the Curriculum Committee of the College be reformed on immediate basis.
- **Link Telemedicine facility:** The IQAC recommended that tele-medicine facility presently available in the College must be expanded/linked to the other institution also through the internet to facilitate the other Institution for its utilization.
- **Feedback from students:** Henceforth, the College must take feedback from each student in every semester and department-wise. The department should ensure the confidentiality of the data and also its processing to communicate the feedback to the Principal, UCMS. The feedback should be used only for purpose of improvement and not for punitive action. Dr. Khan Amir Maroof has been assigned the responsibility for its implementation at every stage.
- **Policy for vaccination:** The committee recommended that for mass immunization (Hepatitis 'B') 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 Joint 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.

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

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