



INTERNAL QUALITY ASSURANCE CELL MEETING

MINUTES

Place: Council room

Date: December 21, 2021

Time 11 am-1 pm

ATTENDEES:

1. Dr. George Varghese K, Principal
2. Dr. Sunil S. (NAAC Coordinator)
3. Dr. Biju Sebastian (Criteria 2)
4. Dr. Thomas George V (Criteria 6)
5. Dr. Eapen Thomas (Criteria 1)
6. Dr. Elizabeth Joseph (Criteria 5)
7. Dr. Anuna Laila Mathew (Criteria 7)
8. Dr. Vinod Mathew (Criteria 4)
9. Dr. Nebu George (Criteria 3)
10. Dr. Rino Roopak (Criteria 8)
11. Dr. Anju Mathew (Core team)
12. Dr. Sunu Alice Cherian (Core team)

The meeting started with a silent prayer. Dr. George Varghese presided the meeting.

Dr. Sunil S., NAAC coordinator summarized the NAAC documentation preparation processes. He informed the members of the present status of NAAC process and advised each department to complete and update the necessary documentation process till date .

Dr. Elizabeth Joseph said that extra manpower and infrastructure are required to contribute to NAAC as the clinical and academic work is more. Dr. Thomas George said that regardless of the shortage of infrastructure or manpower all the staff should contribute to all the inspections in the college.

Dr. Sunil S. said that each criterion has points and we should pay more attention to those that give more points.

Criterion 1 -80, Criteria 2 -280, Criteria 3 – 120, Criteria 4 – 100,
Criteria 5 – 120, Criteria 6 – 100, Criteria 7 – 100, Criteria 8 - 100

Dr. Thomas George enquired about the current available documents point status for each criterion. All agreed to strive for achieving more grade

Dr. Sunil S. said that all the documents of the year 2021 has not been received from all the departments yet. All the documents should be updated. All subcommittees (Criterion wise) should conduct meetings every third week to update the documents.

He also said that feedback from all the students, alumni, parents, staff has not been received yet.

Dr. Sunil suggested that the internal examination valuation process can be centralized to be more effective and time bound. In between clinics and academics, correcting answer papers are sometimes difficult. A certain date can be fixed for correction and all the invigilators can correct at a specified room in college. Dr. Thomas George, Dr. Eapen Thomas And Dr.Elizebath agreed to this. Dr. George



Varghese and Dr. Biju Sebastian said that this can be presented during the curriculum/academic committee meeting and if passed by the committee members, it can be approved.

Dr. Sunil S. said that all the departments should conduct and attend the CDE/Conferences and interdepartmental activities, More research and publications to be promoted among faculties and students

A fund should be kept for faculty to attend conferences and to those who have published articles in indexed journals.

Dr. Nebu George said that Pushpagiri Medical College has set aside ₹8,00,000 for research grant, conferences and publications. Dr. George Varghese said that an original Research Expert Committee is to review the publication and three cash awards (totalling ₹25,000) can be given. Financial Support for conferences will also be considered.

Dr. Thomas George said that the department of Periodontics and research Development committee are planning to conduct a CDE on patent application and grant application.

Dr, Sunil said that all the faculty eligible for PhD guideship should apply. The plagiarism checker software installed in the library , should be utilized by all staff and students and entered in the register provided. The plagiarism report and author contributor form should be submitted to the research development committee before submission to journal by the first/corresponding author.

The role of the first author and corresponding author was discussed by the members present. Dr. George Varghese said that a publication committee should be constituted and guidelines formed regarding publication.

Dr. Eapen Thomas suggested collaboration with neighbouring colleges for research.

Dr. Sunil said that faculty, PGs and students should apply for ICMR, KSTEC and other funded projects as and when they are available.

Dr. George Varghese K
Principal

Dr. Sunil S.
NAAC coordinator



Minutes of Internal Quality Assurance Committee meeting on 17-02-21 at 1pm in the college council room

Attendance

Rev Dr. Aby Vadakkumthala

Dr.George Varghese

Dr. Biju Sebastian

Dr. Benley George

Dr. Omal P.M

Dr.Eapen Thomas

Dr.Elizabeth Joseph

Dr.S.Sunil

The meeting started with prayer

Dr.George Varghese Sir updated the status of NAAC preparation. He reminded the second cycle inspection due date.

Dr. Biju Sebastian elaborated the department academic updates. The dual mode of teaching due to covid 19 pandemic were analysed.

Dr. Benley George updated the administrative activities.

Dr.Sunil described about the virtual National Oral Pathologist day celebrations scheduled on 25-02-21

Dr.Elizabeth highlighted the student affair activities

Dr.Omal updated the curriculum/academic committee activities.

The infrastructure development plans by Rev Fr. Aby Achen was wellappreciated by the members.

The meeting ended at 2.30 pm



Minutes of Internal Quality Assurance [NAAC-6 Committee] meeting on 24-03-21 at 1pm in the college council room

Attendance

Dr.Thomas George

Dr.S.Sunil

Dr.Saumya

Dr.Ambil

Dr.Anju Mathew

Dr.Nithin Prathap

The meeting started at 1 pm

Dr. Thomas George updated the NAAC -6 committee activities. The documents pertaining to different members were discussed.

Dr. Anju asked one more weektime to complete the assigned work.

Dr.Sunil emphasized the importance of faculties participating in Faculty development programmes and encouraged many faculties to enrol in various such programmes.

Dr.Nithin was assigned to update the financial audited records from the finance section.

Meeting ended at 2pm



Minutes of Internal Quality Assurance Committee meeting on 04-02-21 at 1.30pm in the College council room

Members Present : Dr. George Varghese (Principal),

Dr. Sunil S, Dr. Benley George, Dr. Eapen Thomas, Dr. Biju Sebastian, Dr. Omal P M,

Dr. Thomas George, , Dr.Elizabeth, Dr. Suja Joseph

The meeting started with silent prayer.

Dr. George Varghese sir asked all HODs to elaborate the academic activities of the departments.

Dr. Biju Sebastian addressed the revised schedule of KUHS exam schedule.

Dr. Elizebath told about the dept inspection

The meeting ended at 3 pm



Minutes of Internal Quality Assurance Research Committee meeting on 24-05-21 at 1.30pm in the College council room

Dr. George Varghese

Dr.S.Sunil

Dr. Nebu George

Dr. Biju Sebastian

Dr.Sunu

Dr.Saumya

Dr. Eapen Thomas

Dr.Subbalekshmi

Dr. Benley George

The meeting started with prayer.

Dr. George Varghese sir asked Dr.Nebu to analyse the research document submissions.

The ethical committee presentation of the last year by the college pgs and faculties were analysed.

The CDE programme for the First PGS for Research and Statistical analysis were discussed.

The committee urged all faculties and pgs to publish more articles.

Dr. Nebu asked the HODs to utilize the Pushpagiri Research Centre facilities for research.

The student project submission details were addressed by Dr.Sunu.

Dr. Eapen Thomas addressed about the IJADSR journal.

The meeting ended at 3 pm