

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.Elizabeth 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