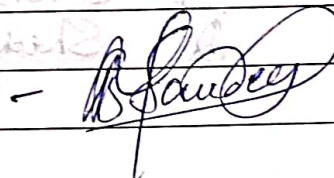


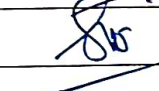


IOAC Meeting.Date: 29/7/24.Agenda : To get acquainted with the functioning of the committee.

- To understand the system and steps involved in quality assurance and enhancement.
- Allotment of responsibilities and future course of action.

Attended by.

- ① Dr. Santosh Belal - 
- ② Dr. Sapna D - Jagna
- ③ Dr. Shilpa
- ④ Dr. Rey. H. R - 
- ⑤ Dr. Sonu. Kotyan - 
- ⑥ Dr. Shobak M - 

Minutes of meeting / outcome.

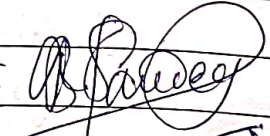
- Understood the importance of documentation in each and every steps.
- It was suggested to seek guidelines and support by following the framework as quoted in PCI and also by other colleges and universities.
- Staff was asked to work on the framework for the functioning of IOAC.
- Next meeting scheduled for next month.

# IOAC Meeting

Date: 4/9/2024

Agenda - Documentation of LH/NLH and practical classes of the students in accordance to the NCISM frame work.

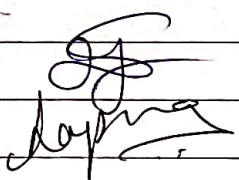
Attended by

Dr. SANDEEP BEKARI - 

Dr. Sowmya Kalyan

Dr. Shudhanya

Dr. Shilpa

Dr. Sapna D - 

Minutes of meeting outcome

- It was discussed that, with the commencement of fresh batch of 2<sup>nd</sup> year and 1<sup>st</sup> year (Junior batches) documentation of LH/NLH/practical classes is mandatory for student as well as staff.
- Student log book and departmental / staff log book has to be maintained in the following pattern.

Student log book

Date	time	subject	faculty name	LH/NLH	topic covered

T-1  
mets

- Same for department / staff log book, documentation of each and every class. The data entered by student in log book should co-incide with the data entered by the staff.
- It was also suggested to go for software based or App based documentation of attendance, hour utilization / teaching plan.
- Activity under NLM, to be photographed with geo-tag and stored as soft-copy in the department PC.

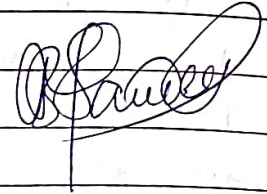
# IQAC Meeting

date : 30/10/24.

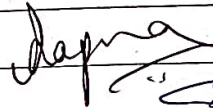
Agenda : To discuss regarding documentation of OPD and IPD cases of hospital.  
- Problems faced in documentation of cases in the hospital software.

Attended by -

Dr Sandeep Behal - A



Dr. Sapna . D



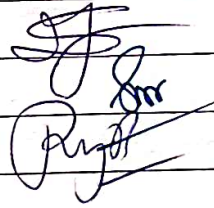
Dr. Sonu . Kotijar



Dr. Shipra

Dr. Shankar M

Dr. Raj . R



Minutes of meeting / outcome

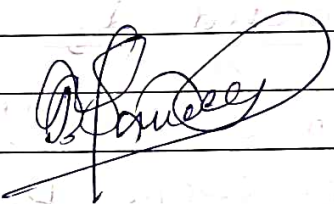
- Consultants / Internees / Reception put forth the problems related to documentation of cases in the hospital software.
- Old patients when diagnosed with new disease, were unable to put with new diagnose.
- All these problems were discussed and change of software at hospital for documentation of OPD and IPP cases were suggested.

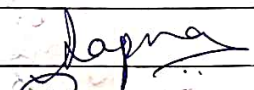
# IQAC Meeting


Date : 5/12/2024

Agenda : To discuss regarding the admission procedure and maintaining quality with respect to leave policy and documentation of leave for the students.

Attended by :

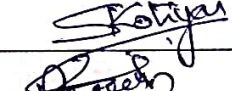
Dr. Sandeep Belwal - 


Dr. Sapna D - 


Dr. Rajni R - 

Dr. Shilpa - 

Mrs. Vinodhya - 

Dr. Soujanya Kotiyar - 

Ms. Shagha M - 

Dr. Shashank M - 

## Minutes of meeting / outcome.

- The attendance of students need to be updated to the parents.
- Some students will be missing the class for some academic / extra-curricular and any activity related to the college; the management of attendance of students in such scenarios was also discussed and it was suggested that with software update at office, remarks against each day's attendance is possible.
- Implementation of student diary for the purpose of leave, mentor-mentee meeting and also for record of P.A marks and Term test marks to be made mandatory.

# IOAC Meeting

Date: 20/1/2025.

- Agenda :-
- Proper documentation of any program being conducted by any department.
  - Remedial measures for the student who scored less marks in preparatory exams.

Attended by

Dr. Sandeep Bhalal - R. Bhalal

Dr. Sapna D - Sapna

Dr. Sharda - Sharda

Dr. Soujanya Totyari - Soujanya

Ms. Sneha - Sneha

Minutes of meeting / outcome

- It was discussed that any program being conducted by any department should be properly documented right from having hard copies of flyer, banner, registration list of participants, expenses / income generated, feedback forms. Similarly soft copies of the same along with the photos / videos of the program to be maintained by the department.
- It was observed that many students have scored less marks in preparatory exams and as remedial steps re-exam for more students was conducted. The parents were also informed of the same, to ensure better outcomes.