

## NAAC Criterion 6: Governance, Leadership and Management

### 6.5 Internal Quality Assurance System

#### 6.5.3: The Institution adopts several Quality Assurance initiatives





# PES Institute of Medical Sciences & Research

Kuppam- 517 425, Chittoor Dist., Andhra Pradesh

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## Minutes of the meetings of IQAC



# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

Ref : PESIMSR/ESTAB/ 27 /2024-25

Date: 01.07.2024

## IQAC MEETING

Date: 01.07.2024

Place: College Council Hall, PESIMSR, Kuppam

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Review of Previous Meeting Held on 27th March 2024
2. NAAC Documentation Status for Various Criterion
3. NAAC Documentation for Preparation & Submission of SSR in August 2024
4. Analysis of Stakeholders' Feedback
5. Review of Quality Indicators & Documentation Status as per NABH Guidelines in Hospital
6. Infrastructure Development as per NAAC & NABH Criteria
7. Review of Mentor-Mentee Programme, Delivery & Feedback
8. Review of Anti-Ragging Measures for New Batch Admission in September/October:

## MINUTES OF MEETING







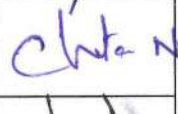


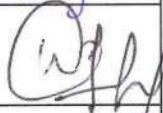
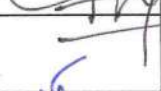
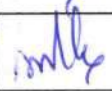

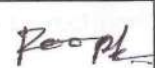
- The minutes of the previous meeting were reviewed and confirmed by Dr. H.R. Krishna Rao and Key actions and outcomes from the previous meeting were also discussed
- Updates were provided on the progress of NAAC documentation across all criteria by Dr.V.S.S.R.Ryali
- Discussions on any challenges faced and strategies to address them were highlighted by Dr.HareeshKumar R.S&Regular progress updates to be shared in upcoming meetings.
- The timeline for the submission of the Self Study Report (SSR) was emphasized By Dr. Hareesh Kumar and the Key areas needing immediate attention were identified.
- The analysis of feedback from students, faculty, and other stakeholders was reviewed by Dr. Sujatha.K and the areas for improvement were suggested by Dr. Nagesh Raju.G
- Regular monitoring of the implementation of feedback-related improvements.
- The current status of documentation as per NABH guidelines was reviewed By Dr. Subramanya N.K& discussions on the quality indicators and any gaps present to be rectified .He also highlighted the continuous monitoring and updating of quality indicators. Progress on infrastructure development aligned with NAAC and NABH criteria was also discussed which requires further development. Regular updates to be provided in upcoming meetings.
- The effectiveness of the Mentor-Mentee program was reviewed&Feedback from participants was discussed to identify areas for enhancement by Dr. Sreelatha
- Dr. Gurudatta S Pawar highlighted that Anti-ragging measures were in place & any Additional steps to ensure a ragging-free environment will be implemented to ensure campus has zero tolerance to ragging
- The meeting ended with Dr. R Krishna Rao, Dean & Principal, Chairman thanking all the members

1<sup>st</sup> July 2024

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

The following Members were Present

S.NO.	NAME	DESIGNATION	TITLE	SIGNATURE
1.	Dr. H.R.Krishna Rao	Dean & Principal	Chairman	
2.	Prof. Ajoy Kumar	COO, PES Group Institutions	Management Representative	
3.	Dr.Subramanya.N.K.	Medical Superintendent	Member	
4.	Dr. V.S.S.R. Ryali	Vice Principal & Professor & HoD of Psychiatry	Member	
5.	Dr. Hareesh Kumar.R.S.	Vice Principal & Professor of Forensic Medicine	Coordinator	
6.	Dr.Gurudatta.S.Pawar	Professor & HoD, Forensic Medicine	Member	
7.	Dr.Chitra Nagaraj	Professor & HoD, Community Medicine	Member	
8.	Dr.Nagesh Raju.G.	Professor & HoD, Pharmacology	Member	
9.	Dr.Nagakiran K V	Professor & HoD, Orthopedics	Member	
10.	Dr.Ramaswamy A S	Professor & HoD, Pathology	Member	
11.	Dr. Sreelatha.P.	Professor. Psychiatry	Member	
12.	Dr.Sujatha K	Professor, Anatomy	Member	
13.	Dr.K.Achint	PES Alumni	External Member	
14.	Dr.RoopKumar.C.	PES Alumni	Invited Member	

  
DEAN & PRINCIPAL

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Cc to  
MD / AMD  
Medical Superintendent  
Vice Principal (Academics/Admin)  
All the HoDs  
Concerned  
O/c

1<sup>st</sup> July 2024

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2024-25

Date: 27.03.2024

## IQAC MEETING

Date: 27.03.2024

Place: College Council Hall, PESIMSR, Kuppam

Time: 03:00 PM - 04:00 PM

### **Agenda:**

- 1: Review of Previous Meeting Held on 11th July 2023
- 2: Conduct of MBBS Practical Exams with Video Recording as per NMC Guidelines
- 3: Feedback from Various Stakeholders
- 4: Review of Various Quality Indicators in NABH Accreditations
- 5: Improvement of Patient Care & Increase of PG Seats in Clinical Departments
- 6: Faculty Distribution of Workload Appropriately
- 7: Effective Use of Software for Delivery & Utilization in MCQ Tests for UG Students
- 8: Review of Monthly Tests as a Part of Improvement of Students
- 9: Review of Mentor-Mentee Programme
- 10: Review of Result Analysis of University Exam Results
- 11: Improvements Required for Skill Lab
- 12: Review of Various Gaps in Criterion & Methods of Improvisation
- 13: Status of NAAC Documentation at Departmental Levels

## MINUTES OF MEETING

- Dr. H.R. Krishna Rao reviewed the minutes of the previous meeting and discussed the actions taken on the decisions made.  
All pending items from the previous meeting were addressed. Action points were marked as either completed or carried forward to the next meeting.
- Dr. H.R. Krishna Rao emphasized the necessity of adhering to the NMC guidelines for conducting MBBS practical exams with video recording was done as per protocol . It was decided that the upcoming MBBS practical exams also may have mandatory video recordings. The necessary equipment and procedures have already been put in place was highlighted By Dr.V.S.S.R.Ryali
- Feedback from students, faculty, and other stakeholders was reviewed to assess the overall satisfaction and areas needing improvement. The feedback was noted, and relevant departments were instructed to take action on the highlighted issues by Dr. Sujatha.K
- The status of quality indicators as per NABH accreditation standards was reviewed.  
Departments were advised to maintain compliance with NABH standards, with a focus on continuous improvement in quality indicators by Dr.V.S.S.R.Ryali

27<sup>th</sup> March 2024

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

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- Strategies for improving patient care and increasing the number of postgraduate seats in clinical departments were discussed. It was agreed that departments should implement improvements in patient care if required which can be monitored regularly.
- The distribution of workload among faculty members was analysed to ensure equitable distribution. The committee decided to redistribute the workload where necessary to ensure balanced responsibilities among faculty members.
- The use of software tools for conducting MCQ tests (Microsoft teams) which is used for undergraduate students was discussed & found satisfactory.
- The effectiveness of monthly tests in improving student performance was reviewed by Dr.Chitra Nagaraj & Dr.Nagesh Raju.G ,It was decided to continue with monthly tests, with a focus on providing constructive feedback to students for continuous improvement.
- The functioning of the mentor-mentee program was reviewed, with a focus on its effectiveness in supporting students by Dr. Ramaswamy & Dr. Sreelatha The program was found to be effective, but suggestions were made for more frequent interactions and better documentation.
- The analysis of the university exam results was discussed to identify trends and areas of concern. Departments were instructed to focus on areas where students are consistently underperforming and develop strategies for improvement by Dr. H.R.Krishna Rao
- The status of the skill lab and the need for improvements were discussed by Dr. Subramanya N.K ,It was decided to upgrade the skill lab with new equipment and resources to enhance practical training.
- The gaps identified in various criteria for accreditation and the methods for closing these gaps were discussed. Departments were asked to identify specific gaps and propose solutions for improvement, with deadlines for implementation.
- The status of NAAC documentation at the departmental level was reviewed by Dr.V.S.S.R Ryali ,Departments were reminded to complete their NAAC documentation promptly. A follow-up review will be conducted in the next meeting.
- The meeting ended by Dr. H.R.Krishna Rao ,Dean & Principal, Chairman ,thanked all the members



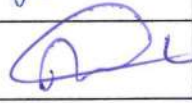
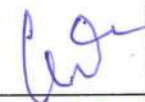
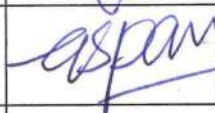
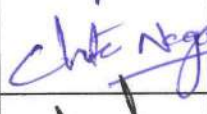
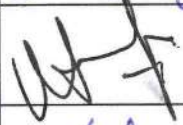

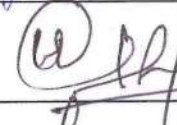

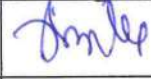

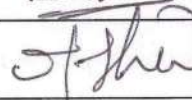
## **Adjournment:**

The meeting was adjourned at 4:00 PM

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

The following Members were Present

S.NO.	NAME	DESIGNATION	TITLE	SIGNATURE
1.	Dr. H.R. Krishna Rao	Dean & Principal	Chairman	
2.	Prof. Ajoy Kumar	COO, PES Group Institutions	Management Representative	
3.	Dr.Subramanya.N.K.	Medical Superintendent	Member	
4.	Dr. V.S.S.R. Ryali	Vice Principal & Professor&HoD of Psychiatry	Coordinator	
5.	Dr.Gurudatta.S.Pawar	Professor &HoD, Forensic Medicine	Member	
6.	Dr.Chitra Nagaraj	Professor &HoD, Community Medicine	Member	
7.	Dr.Nagesh Raju.G.	Professor &HoD, Pharmacology	Member	
8.	Dr.Nagakiran K V	Professor &HoD, Orthopedics	Member	
9.	Dr.Ramaswamy A S	Professor &HoD, Pathology	Member	
10.	Dr. Sreelatha.P.	Professor. Psychiatry	Member	
11.	Dr.Sujatha K	Professor, Anatomy	Member	
12.	Dr.Kirtan Krishna	PES Alumni	External Member	
13.	Dr.Irshad Ahmed	PES Alumni	Invited Member	

  
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Vice Principal (Academics/Admin)  
All the HoDs  
Concerned  
O/c

27<sup>th</sup> March 2024

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2023-24

Date: 11.07.2023

## IQAC MEETING

Date: 11.07.2023

Place: College Council Hall, PESIMSR, Kuppam

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Review of Previous Meeting Held on 21st February 2023
2. Feedback from various stakeholders (students, faculty)
3. Effective Mentor-Mentee Programme Delivery
4. NAAC Document Status for Various Criterion
5. Conduct of CME in Postgraduate Departments as a Part of Faculty Development
6. Improvement of Hostel infrastructure for New Batch Admission
7. Anti-Ragging Measures for New Batch Students
8. Effective Implementation of CBME Curriculum as per NMC Guidelines - Effective Integration/Development of OSPE/OSCE Stations
9. Effective Implementation of Research Protocols in Research Proposals by Both Staff & PG Students
10. Use of DOT Software for Interns for Preparation for PGNEET

## MINUTES OF MEETING

- The minutes of the previous meeting were reviewed and approved by Dr.H.R.Krishna Rao  
Action points from the previous meeting were discussed, and their status was evaluated by Dr.V.S.S.R. Ryali
- Analysis of Stake holder Feedback, Key areas of improvement was identified & Suggestions for addressing these areas were discussed, with action points assigned to the respective departments by Dr. Ramaswamy A.S.
- The existing mentor-mentee programme was evaluated for effectiveness by Dr. Sujatha.K, recommendations were made to enhance the engagement between mentors and mentees. Strategies for more frequent and structured interactions were also proposed by Dr. Nagesh Raju.G
- The importance of extracurricular activities in the holistic development of students was emphasized. Plans for upcoming cultural and sports events were outlined by Dr. Gurudatta S Pawar & Dr. Nagakiran  
Responsibilities were assigned to ensure smooth execution of these activities.
- The status of NAAC documentation for each criterion was reviewed.  
Gaps in documentation were identified, and deadlines were set for their completion.  
Teams responsible for each criterion were instructed to ensure timely submission.

11<sup>th</sup> July 2023

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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- The conduct of Continuing Medical Education (CME) programmes in postgraduate departments was discussed. The schedule for upcoming CME sessions was finalized by Dr. Chitra Nagaraj
- It was decided to integrate these sessions as a regular part of faculty development programmes.
- Dr. Gurudatta S Pawar emphasized on the development of hostel infrastructure for the new batch of students. Construction timelines and challenges were discussed. Contingency plans were suggested to accommodate incoming students if needed.
- Anti-ragging measures for the new batch were discussed. A review of the existing anti-ragging policies and their effectiveness was conducted by Dr.H.R. Krishna Rao  
It was decided to conduct orientation sessions and regular checks to ensure a ragging-free environment.
- The progress on the implementation of the Competency-Based Medical Education (CBME) curriculum was reviewed. The development of OSPE/OSCE stations was discussed, with an emphasis on their integration into the curriculum by Dr. Chitra Nagaraj & Dr. Sujatha. K  
Action points were assigned to ensure effective implementation.
- The adherence to research protocols in proposals by staff and postgraduate students was evaluated.
- Guidelines for strengthening the review process were discussed.  
A committee was formed to oversee the implementation of these protocols.
- The use of DOT software for interns in preparation for PGNEET were discussed.  
Training sessions for interns on the effective use of the software were addressed by the PES Alumni members
- The meeting concluded with a summary of the decisions made and the tasks assigned.
- The meeting concluded with Dr.H.R. Krishna Rao Dean & Principal, Chairman, thanking all the members

## **Adjournment:**

Meeting adjourned at 4:00 P.M

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

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6.	Dr.Chitra Nagaraj	Professor &HoD, Community Medicine	Member	
7.	Dr.Nagesh Raju.G.	Professor &HoD, Pharmacology	Member	
8.	Dr.Nagakiran K V	Associate Professor, Orthopedics	Member	
9.	Dr.Ramaswamy A S	Professor &HoD, Pathology	Member	
10.	Dr. Sreelatha.P.	Professor. Psychiatry	Member	
11.	Dr.Sujatha K	Professor, Anatomy	Member	
12.	Dr.Caranj.S.V.	PES Alumni	External Member	
13.	Dr.Surekha.B.	PES Alumni	Invited Member	

  
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Concerned  
O/c

11<sup>th</sup> July 2023

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2023-24

Date: 21.02.2023

## IQAC MEETING

Date: 21.02.2023

Place: College Council Hall, PESIMSR, Kuppam

Time:03:00 PM -04:00 PM

### **Agenda:**

1. Review of the Meeting Held on 30th August 2022
2. Periodic Monitoring of Feedback from Stakeholders
3. Conduct of CME (Continuous Medical Education) in Postgraduate Departments for Effective Faculty Development
4. Documentation and Review of Various Criteria as per NAAC Guidelines
5. Planning for Conduct of Revised Basic Course Workshop for Faculty Development
6. Planning for Conduct of Research Methodology Workshop
7. Review of Hospital Services and College Infrastructure to Enhance PG Seats
8. Effective Delivery of Mentor-Mentee Programmes
9. Application of DOT Software for Interns for NEET PG Preparation
10. Progress and Review of Quality Indicators in Hospital and Lab for NABH and NABL Activities

### MINUTES OF MEETING

- The previous meeting's minutes were reviewed and approved without any amendments by Dr.H.R. Krishna Rao  
Follow-up actions from the previous meeting were discussed, and updates were provided on the completion of assigned tasks.
- Dr.V.S.S.R Ryali discussed that feedback from stakeholders, including students, faculty, and other staff, should be collected periodically.  
A schedule for the collection and analysis of feedback was agreed upon, with a focus on identifying areas for improvement.
- The need for regular CME sessions in postgraduate departments was emphasized to ensure ongoing faculty development by Dr. Chitra Nagaraj  
A proposal for the next CME session was presented, and potential dates were discussed. Responsibilities were assigned to department heads to organize and facilitate these sessions.
- Dr. Sreelatha .P highlighted the importance of proper documentation and periodic review as per NAAC guidelines  
Each department was reminded to update and maintain records relevant to their criteria. A review team was formed to oversee the documentation process and ensure compliance with NAAC standards.
- The workshop on the Revised Basic Course for faculty development was discussed.  
A tentative schedule was proposed, and the necessary resources and faculty involvement were considered by Dr. Chitra Nagaraj & Dr. Sujatha.K  
A sub-committee was formed to plan and execute the workshop.
- The importance of research methodology training for faculty and students was highlighted.  
Dates for the workshop were proposed, and potential trainers were identified.  
A committee was set up to handle the logistics and organization of the workshop.

21<sup>st</sup> Feb 2023

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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- An assessment of the current hospital services and college infrastructure was discussed to explore the possibility of increasing PG seats by Dr.H.R. Krishna Rao &Dr. Channabasavapatil
- Suggestions were made regarding areas needing improvement to meet the criteria for seat enhancement.  
A task force was established to review and implement necessary changes.
- The status of the mentor-mentee programs was reviewed by Dr. Gurudatta S Pawar  
Suggestions were made to improve the effectiveness and reach of these programs.  
It was decided that periodic assessments of the program would be conducted to ensure its success.
- The introduction and application of DOT software for NEET PG preparation among interns was discussed by Dr. Ramaswamy. A.S  
A demonstration session for the interns was planned to familiarize them with the software.
- It was agreed that the software would be integrated into the current training programs.
- The progress on achieving the quality indicators for NABH and NABL accreditation was reviewed.  
Departments were asked to report on their compliance with the quality standards.

Continuous monitoring and regular audits were emphasized to maintain accreditation standards.

The meeting concluded with a summary of the decisions made and the tasks assigned.

Dr.H.R. Krishna Rao ,Dean & Principal , Chairman thanked all the members

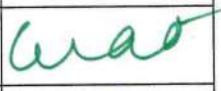

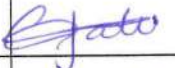

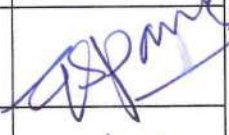
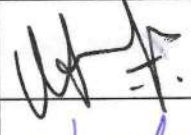
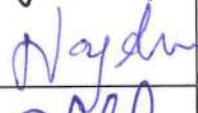




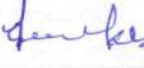
## **Adjournment:**

Meeting adjourned at 4:00 P.M

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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DEAN & PRINCIPAL

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Kuppam - 517 425, Chittoor Dist. A.P.

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21<sup>st</sup> Feb 2023

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2022-23

Date: 30.08.2022

## IQAC MEETING

Date: 30.08.2022

Place: Council Hall, PESIMSR, Kuppam

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Review of the meeting held on 24th February 2022.
2. Periodic monitoring of feedback from stakeholders.
3. Effective implementation of MCQs for students using the learning management system (Online).
4. Review of celebrations of important National days (Independence Day 2022).
5. Indent of new books for the library as per CBME curriculum.
6. Innovation of new teaching-learning methods (Computer Assisted Learning lab in the Pharmacology Department).
7. Effective delivery of Mentor-Mentee programmes.
8. Conduct of health camps to increase inpatients.
9. Improve patient care as per NABH guidelines.
10. Improvement of laboratory services as per NABL guidelines.
11. Effective documentation with implementation of various criterions as per NAAC guidelines.

## MINUTES OF THE MEETING

- The minutes of the previous meeting were reviewed and confirmed by Dr.V.S.S.R. Ryali ,the action points were discussed, and it was noted that most of the decisions had been implemented successfully.
- Dr.H.R. Krishna Rao emphasized the importance of regularly collecting and analysing feedback from students, faculty, and other stakeholders to improve academic and administrative processes. A schedule for periodic feedback collection was proposed.
- Dr.H.R. Krishna Rao discussed the progress in implementing MCQs through the online learning management. It was agreed that more training sessions would be conducted for faculty to ensure the effective creation and delivery of MCQs.
- Dr. Gurudatta Pawar reviewed the Independence Day celebrations, appreciating the efforts put in by all departments. Suggestions for enhancing participation and the significance of such events were made.
- The need for updating the library's resources in line with the CBME (Competency-Based Medical Education) curriculum was discussed by Dr. Chitra Nagaraj It was decided that each department would provide a list of required books, which would be procured accordingly.
- The Pharmacology Department's initiative to establish a Computer Assisted Learning lab was acknowledged by Dr. Nagesh Raju.G

30<sup>th</sup> August 2022

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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- The current status of the Mentor-Mentee programme was reviewed by Dr. Sujatha .K,it was decided to increase interactions between mentors and mentees and to monitor the progress more closely.
- The committee discussed the importance of conducting regular health camps in nearby areas to improve community health and increase the number of inpatients. A plan was proposed to collaborate with local organizations for these camps.
- Dr. Channabasavapatil reviewed the ongoing efforts to enhance patient care as per NABH (National Accreditation Board for Hospitals & Healthcare Providers) guidelines. Continuous monitoring and training were emphasized to maintain high standards.
- The status of laboratory services was discussed with a focus on compliance with NABL (National Accreditation Board for Testing and Calibration Laboratories) guidelines by Dr. Ramaswamy A.S, It was decided to conduct periodic audits and training for laboratory staff.
- The importance of maintaining accurate and thorough documentation in line with NAAC (National Assessment and Accreditation Council) guidelines was stressed. The committee decided to organize a workshop to train staff on effective documentation practices.
- Dr. R Krishna Rao, Dean& Principal thanked all the members
- The meeting was adjourned at 4: 00 P.M.

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

The following Members were Present

S.NO.	NAME	DESIGNATION	TITLE	SIGNATURE
1.	Dr. H.R.Krishna Rao	Dean & Principal	Chairman	
2.	Prof. Ajoy Kumar	COO, PES Group Institutions	Management Representative	
3.	Dr.Channabasavapatil	Medical Superintendent	Member	
4.	Dr. V.S.S.R. Ryali	Vice Principal & Professor&HoD of Psychiatry	Coordinator	
5.	Dr.Gurudatta.S.Pawar	Professor &HoD, Forensic Medicine	Member	
6.	Dr.Chitra Nagaraj	Professor &HoD, Community Medicine	Member	
7.	Dr.Nagesh Raju.G.	Professor &HoD, Pharmacology	Member	
8.	Dr.Nagakiran K V	Associate Professor, Orthopedics	Member	
9.	Dr.Ramaswamy A S	Professor &HoD, Pathology	Member	
10.	Dr. Sreelatha.P.	Professor. Psychiatry	Member	
11.	Dr.Sujatha K	Professor, Anatomy	Member	
12.	Dr.Caranj.S.V.	PES Alumni	External Member	
13.	Dr.Surekha.B.	PES Alumni	Invited Member	

  
DEAN & PRINCIPAL

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PES Institute of Medical Sciences & Research  
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Cc to  
MD / AMD  
Medical Superintendent  
Vice Principal (Academics/Admin)  
All the HoDs  
Concerned  
O/c

30<sup>th</sup> August 2022

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2022-23

Date: 24.02.2022

## IQAC MEETING

Date: 24<sup>th</sup> February 2022

Place: College Council Hall

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Review of previous meeting held on 28th September 2021.
2. Increase research activities by staff and postgraduate students.
3. Effective documentation of various criteria as per NAAC guidelines.
4. Effective use of the skill lab by both UGs/Interns and PGs.
5. Increase in healthcare services in rural areas by conducting health camps.
6. Effective implementation of the Mentor-Mentee program.
7. Pharmacovigilance center: Improvement of reporting of ADRs.
8. Upgradation of hospital services/lab services to enhance PG seats in clinical departments.
9. Maintenance of criteria as per NAAC guidelines.
10. Documentation in hospitals and laboratories as per NABH/NABL guidelines.
11. Periodic monitoring of feedback from stakeholders.
12. Effective implementation of teaching and learning (SLOs) according to CBME guidelines.

## MINUTES OF THE MEETING

- Dr.H.R.Krishna Rao reviewed the minutes of the previous meeting(28th September 2021)and noted the progress on the action items. The majority of the tasks were reported as completed, with a few ongoing projects that were carried forward to the next period.
- Dr.V.S.S.R.Ryali Ryali highlighted there is a need to encourage more research among faculty and postgraduate students. Workshops and seminars on research methodologies, grant writing, and publication processes were proposed. A target was set to increase the number of research publications and projects in the upcoming academic year.
- Dr. Gurudatta S Pawar emphasized the importance of maintaining accurate and comprehensive documentation to meet NAAC requirements. Department heads were instructed to ensure all documentation is up-to-date and aligns with the latest NAAC guidelines.

24<sup>th</sup> FEB 2022

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KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425





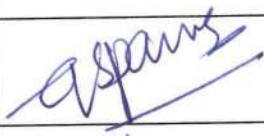
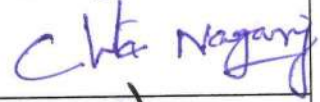
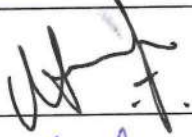
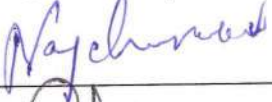
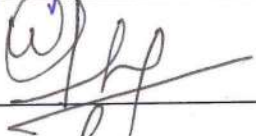
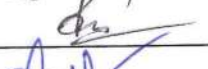
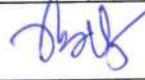
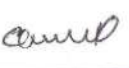

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- Dr. Sreelatha. P discussed about utilization of the skill lab. It was noted that while postgraduate students were actively using the lab, there was a need to encourage undergraduate students and interns to do the same. Regular sessions and assessments were proposed to ensure optimal use of the lab facilities.
  - Dr. Chitra Nagaraj proposed a schedule for conducting health camps in rural areas. It was agreed that faculty and students would participate in these camps to provide healthcare services and raise health awareness among the rural population.
  - The effectiveness of the Mentor-Mentee program was reviewed by Dr. Sujatha. K It was noted that while the program is in place, its impact needs to be assessed more regularly. Mentors were encouraged to maintain close communication with mentees and report on their progress periodically.
  - It was discussed that the reporting of Adverse Drug Reactions (ADRs) needs to be improved. The Pharmacovigilance Center was tasked with conducting training sessions for healthcare professionals to enhance the quality and
  - The committee discussed the necessary upgrades required in hospital and lab services to meet the standards needed for increasing the number of postgraduate seats in clinical departments. A timeline was set for these upgrades to be implemented.
  - The committee reiterated the importance of adhering to NAAC criteria and maintaining the standards required for accreditation. Regular audits and reviews were proposed to ensure compliance.
  - It was emphasized that hospital and lab documentation must align with NABH/NABL guidelines. Regular training for staff involved in documentation was proposed to ensure adherence to these standards.
  - The committee agreed that stakeholder feedback is crucial for continuous improvement. A system was proposed for the periodic collection and analysis of feedback from students, faculty, patients, and other stakeholders.
  - The implementation of CBME (Competency-Based Medical Education) guidelines was reviewed by Dr. Chitra Nagaraj & Dr. Nagesh Raju.G . It was noted that while the guidelines are being followed, there is a need for more structured monitoring and assessment of Student Learning Outcomes (SLOs). Faculty development programs were proposed to enhance the effectiveness of CBME implementation.
  - Dr.H.R. Krishna Rao Dean & Principal ,Chairman IQAC thanked all the members
- The meeting was adjourned at 4:00 P.M

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

The following Members were Present

S.NO.	NAME	DESIGNATION	TITLE	SIGNATURE
1.	Dr. H.R.Krishna Rao	Dean & Principal	Chairman	
2.	Prof. Ajoy Kumar	COO, PES Group Institutions	Management Representative	
3.	Dr. Channabasavapatil	Medical Superintendent	Member	
4.	Dr. V.S.S.R. Ryali	Vice Principal & Professor&HoD of Psychiatry	Coordinator	
5.	Dr.Gurudatta.S.Pawar	Professor &HoD, Forensic Medicine	Member	
6.	Dr.Chitra Nagaraj	Professor &HoD, Community Medicine	Member	
7.	Dr. Nagesh Raju.G.	Professor &HoD, Pharmacology	Member	
8.	Dr. Nagakiran K V	Associate Professor, Orthopedics	Member	
9.	Dr. Ramaswamy A S	Professor &HoD, Pathology	Member	
10.	Dr. Sreelatha.P.	Professor. Psychiatry	Member	
11.	Dr. Sujatha K	Professor, Anatomy	Member	
12.	Dr. Caranj.S.V.	PES Alumni	External Member	
13.	Dr. Surekha.B.	PES Alumni	Invited Member	

Cc to  
MD / AMD, Medical Superintendent  
Vice Principal (Academics/Admin)  
All the HoDs, Concerned, O/c

24<sup>th</sup> FEB 2022

  
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PES Institute of Medical Sciences & Research  
Kuppam - 517 425, Chittoor Dist. A.P.

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2019-20

Date: 28.09.2021

## IQAC MEETING

Date: 28th September 2021

Place: College Council Hall

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Review of the meeting held on 4th March 2021
2. Covid services for patients (Management of complications and patient care following 2nd COVID wave)
3. Extension of online teaching for students
4. Upgradation of hostel facilities for new batch students
5. Appropriate Anti-Ragging measures implementation
6. Review of Revised Basic Course Workshop conducted between 22nd to 24th September 2021
7. Maintenance of appropriate documents for NAAC criterions
8. Monitoring of feedback from stakeholders
9. Maintenance of Eco-Friendly clean environment and green energy management

## MINUTES OF MEETING

- The minutes of the previous meeting held on 4<sup>th</sup> March 2021 were reviewed and approved by Dr.H.R.Krishna Rao  
Action items from the previous meeting were discussed, with updates provided by Dr.V.S.S.R Ryali  
A detailed discussion was held regarding the management of complications and patient care post the second COVID wave.
- It was decided to continue monitoring and updating protocols as per the latest guidelines.
- The committee emphasized the need for training healthcare providers on the latest management techniques.
- Dr. Chitra Nagaraj discussed the continuation of online teaching in the wake of the ongoing pandemic. It was decided to extend online teaching until further notice, with periodic reviews to assess the situation.
- Dr. Ramaswamy highlighted the importance of engaging students through innovative online teaching methods was highlighted.

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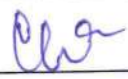
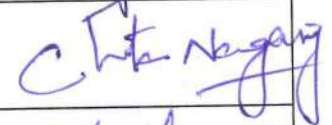

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- A proposal for upgrading hostel facilities for the incoming batch of students was presented by Dr. Gurudatta S. Pawar. The committee agreed on the need for improvements, focusing on hygiene, safety, and comfort.
- The anti-ragging committee reviewed the current anti-ragging measures in place. It was decided to strengthen these measures by conducting awareness sessions and regular monitoring.  
A zero-tolerance policy towards ragging was reiterated, and the need for strict enforcement was emphasized.
- Dr.H.R. Krishna Rao also emphasised that PESIMSR had a history of zero ragging episodes as there was an effective anti-ragging measures in place.  
He also highlighted this for an effective mentor mentee programme  
The Revised Basic Course Workshop conducted between 22<sup>nd</sup> Sep 2021 to 24<sup>th</sup> Sep 2021 was reviewed, and feedback was discussed by Dr. Chitra Nagaraj  
The take home message from this workshop to be implemented for appropriate delivery of CBME curriculum as per NMC norms  
The workshop was deemed successful, with positive feedback from participants.  
Suggestions for improvement were noted for future workshops.
- Dr.H.R. Krishna Rao discussed the importance of maintaining accurate and comprehensive documentation for NAAC accreditation.  
It was decided to conduct regular audits of the documentation process.  
Members were assigned responsibilities for different NAAC criteria to ensure proper documentation. The importance of gathering and analysing feedback from stakeholders was discussed. A systematic approach to collecting feedback from students, parents, faculty, and industry partners was proposed.  
The committee agreed to review feedback periodically and implement necessary changes.
- The committee emphasized the need for maintaining an eco-friendly and clean campus environment.
- Green energy initiatives were discussed, including the installation of solar panels and energy-efficient lighting.
- Meeting Adjourned at 4:00 P.M

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

The following Members were Present

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3.	Dr. V.S.S.R. Ryali	Vice Principal & Professor & HoD of Psychiatry	Coordinator	
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5.	Dr.Chitra Nagaraj	Professor & HoD, Community Medicine	Member	
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7.	Dr.Ramaswamy A S	Professor & HoD, Pathology	Member	
8.	Dr.Mohanarupa.L.	Professor, Pharmacology	Member	
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11.	Dr.Gautham	PES Alumni	External Member	
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PES Institute of Medical Sciences & Research  
Kuppam - 517 425, Chittoor Dist. A.P.

Cc to  
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Medical Superintendent  
Vice Principal (Academics/Admin)  
All the HoDs  
Concerned  
O/c

28<sup>th</sup> September 2021

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2021-22

Date: 04.03.2021

## IQAC MEETING

Date: 4th March 2021

Place: College Council Hall

Time: 03:00 PM - 04:00 PM

### **Agenda**

1. Review of the previous meeting held on 23rd September 2020.
2. Discussion on COVID-19 services in the hospital and methods for improving inpatient care as per NMC guidelines.
3. Review and discussion on NABH implementation and required improvisations.
4. Review and discussion on NABL implementation and required improvisations.
5. Effective delivery of online teaching, especially in Campus Medicine.
6. Maintenance of infrastructure as per NMC norms, addressing deficiencies, and rectification for increasing postgraduate seats in clinical branches.
7. Maintenance of documentation as per NAAC guidelines.
8. Appropriate distribution of faculty workload.

### MINUTES OF MEETING

- Dr.H.R. Krishna Rao reviewed the Previous Meeting Held on 23rd September 2020: and assessed the progress on the action items. It was noted that most of the action items were completed satisfactorily. A few pending tasks were identified, and deadlines were set for their completion.
- Dr.V.S.S.R.Ryali discussed the status of COVID-19 services provided by the hospital. The need for further improvement in inpatient care was emphasized, following the guidelines set by the National Medical Commission (NMC). A subcommittee was formed to develop a detailed plan for improving COVID-19 inpatient care, with a focus on adhering to NMC guidelines. The plan will be presented in the next meeting.
- The implementation of NABH standards was reviewed. The committee identified areas requiring further improvement to meet the required standards.

4<sup>th</sup> March 2021

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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A task force was assigned to address the shortcomings in NABH implementation. The task force will report on progress in the next meeting.

The NABL accreditation process was reviewed, focusing on the laboratory services. The need for certain improvisations was discussed.

It was decided that a review team will be established to work on the identified areas needing improvement. The team will provide updates in subsequent meetings.

- The committee explored strategies for the effective delivery of online teaching, with a special focus on the Campus Medicine program.

It was resolved that additional resources and training sessions would be provided to faculty to enhance online teaching methods. Feedback from students will also be gathered to assess the effectiveness of the changes.

- The infrastructure was reviewed considering the NMC norms. Deficiencies were identified, particularly in areas that could impact the increase in postgraduate seats in clinical branches. A detailed audit of the infrastructure was ordered. The audit report will be discussed in the next meeting to address any deficiencies and plan for rectification.

- The importance of maintaining proper documentation as per NAAC guidelines was emphasized. The current documentation process was reviewed.





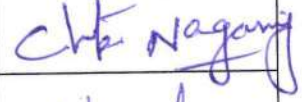

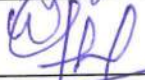
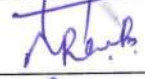


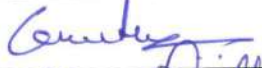
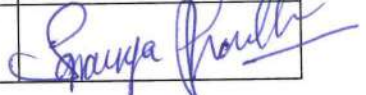
It was agreed that each department would appoint a documentation coordinator to ensure compliance with NAAC guidelines. Regular audits will be conducted to ensure that documentation is up-to-date.

- The workload distribution among faculty members was analysed to ensure it is balanced and appropriate.
- Adjustments in workload distribution were recommended, with an emphasis on ensuring that faculty members are not overburdened. The new distribution plan will be implemented immediately.
- The meeting ended with Dr. H.R. Krishna Rao thanking all the members

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Cc to

MD / AMD

Medical Superintendent

Vice Principal (Academics/Admin)

All the HoDs

Concerned

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4<sup>th</sup> March 2021

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2019-20

Date: 23.09.2020

## IQAC MEETING

Date: 23<sup>rd</sup> September 2020

Place: PESIMSR Council Hall

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Review of the previous meeting held on 18th February 2020.
2. Discussion of hospital protocols during and post-COVID.
3. Conduct of online classes using the learning management system (Campus Medicine).
4. Upgradation of skill labs for training post-COVID.
5. Review of 2nd Curriculum Implementation Programme conducted from 9th to 10th September 2020.
6. Orientation for conduct of upcoming University examination in December 2020.
7. Maintenance of various criterions as per NAAC guidelines.
8. Effective conduct of the Mentor-Mentee programme.
9. Faculty workload distribution.

### MINUTES OF THE IQAC MEETING

- The minutes of the previous meeting were reviewed and approved by Dr.H.R. Krishna Rao  
Action items from the previous meeting were discussed, and progress updates were provided.
- Dr.T.Venugopala Rao had a detailed discussion on the current hospital protocols during the COVID-19 pandemic.  
Strategies for post-COVID operations were discussed, including safety measures and patient management.
- The use of the Campus Medicine learning management system for online classes was evaluated & Discussed by Dr. Ramaswamy.A.S.  
Challenges and successes were discussed, with suggestions for improvement in content delivery and student engagement.
- The need for upgrading skill labs to meet the new training requirements post-COVID was discussed.  
Proposals for the necessary upgrades were presented, focusing on ensuring that students receive hands-on experience while adhering to safety protocols.

23<sup>rd</sup> September 2020

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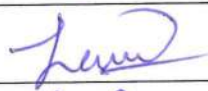
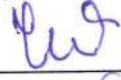

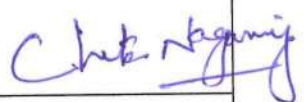
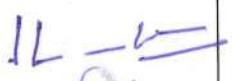
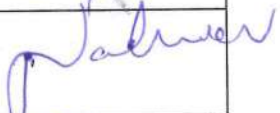

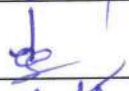
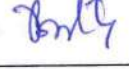

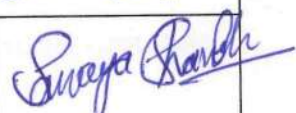
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- The Curriculum Implementation Programme held from 9th to 10th September 2020 was reviewed & discussed by Dr. Chitra Nagaraj  
Feedback from participants was discussed, and the overall implementation was deemed successful.  
Suggestions for future improvements were noted.
- An orientation program for the upcoming University examination in December 2020 was discussed.  
Guidelines for conducting the exams, considering the ongoing pandemic, were outlined.  
A schedule for the orientation was proposed.
- The importance of adhering to NAAC guidelines was emphasized by Dr.H.R. Krishna Rao  
A review of the status of compliance was conducted, with a focus on areas that need improvement.  
A plan to maintain and improve NAAC criterion compliance was discussed.
- The current state of the Mentor-Mentee programme was reviewed.  
Strategies to enhance the effectiveness of the programme were discussed, with an emphasis on regular interaction and support for students.
- The distribution of faculty workload was reviewed.  
Adjustments were proposed to ensure equitable distribution of responsibilities among the faculty members, considering the additional demands of online teaching and COVID-19 protocols.
- The meeting concluded with a reiteration of the commitment to maintaining high standards in education and healthcare services during the ongoing pandemic.
- The meeting ended with Dr. V.S.S.R. Ryali thanking all the members for their valuable feedback
- The meeting was adjourned at 4:00 PM

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

The following Members were Present

S.NO.	NAME	DESIGNATION	TITLE	SIGNATURE
1.	Dr. H.R.Krishna Rao	Dean & Principal	Chairman	
2.	Prof. Ajoy Kumar	COO, PES Group Institutions	Management Representative	
3.	Dr.T.Venugopala Rao	Medical Superintendent	Member	
4.	Dr. V.S.S.R. Ryali	Vice Principal & Professor & HoD of Psychiatry	Coordinator	
5.	Dr.Gurudatta.S.Pawar	Professor & HoD, Forensic Medicine	Member	
6.	Dr. Chitra Nagaraj	Professor & HoD, Community Medicine	Member	
7.	Dr. S Lincoln Deva Kumar	Professor & HoD, Physiology	Member	
8.	Dr. Nagakiran K V	Associate Professor, Orthopedics	Member	
9.	Dr. Ramaswamy A S	Professor & HoD, Pathology	Member	
10.	Dr. Sreelatha.	Professor. Psychiatry	Member	
11.	Dr. Sujatha K	Professor, Anatomy	Member	
12.	Dr. Gautham	PES Alumni	External Member	
13.	Dr. Saranya Shankar	PES Alumni	Invited Member	



**DEAN & PRINCIPAL**

PES Institute of Medical Sciences & Research  
Kuppam - 517 425, Chittoor Dist. A.P.

Cc to  
MD / AMD  
Medical Superintendent  
Vice Principal (Academics/Admin)  
All the HoDs

23<sup>rd</sup> September 2020

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2020-21

Date: 18.02.2020

## IQAC MEETING

Date: 18<sup>th</sup> February 2020

Place: PESIMSR Council Hall

Time: 03:00 PM - 4:00 PM

### **Agenda:**

1. Update of the meeting held on 15th October 2019.
2. Maintenance of criteria parameters.
3. Formation of specific learning objectives as per CBME guidelines.
4. Upgrading of classrooms for the use of the Learning Management System.
5. Discussion of Curriculum Implementation Support Programme (CISP) from 21st May to 23rd May 2019.
6. Upgrade of hostel facilities.
7. Maintenance and documentation as per NABH guidelines.
8. Maintenance and documentation as per NABL guidelines.

### MINUTES OF THE MEETING

- The key decisions and action points from the meeting held on 15th October 2019 were reviewed. Progress on the actions was discussed, with most tasks reported as completed or in progress. Any pending actions were assigned new deadlines.
- The committee discussed the importance of maintaining criteria parameters as per the accreditation requirements. It was decided to assign specific responsibilities to team members for monitoring and ensuring compliance.
- It was proposed that specific learning objectives be formulated in alignment with the Competency-Based Medical Education (CBME) guidelines. A sub-committee was formed to draft these objectives, which will be reviewed in the next meeting.
- The committee discussed the need to upgrade classrooms to facilitate the effective use of the Learning Management System (LMS). It was decided to initiate the procurement of necessary technological tools and infrastructure improvements.

18<sup>th</sup> Feb 2020

# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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- The Curriculum Implementation Support Programme (CISP) held from 21st to 23rd May 2019 was reviewed. Key takeaways were discussed, and it was agreed that the learnings would be integrated into ongoing curriculum activities.
- A discussion was held regarding the upgrading of hostel facilities. The committee decided to conduct a needs assessment and allocate a budget for the necessary improvements. A task force was formed to oversee this project.
- The committee emphasized the importance of adhering to NABH guidelines for maintenance and documentation. It was decided to conduct a regular audit to ensure compliance and to assign roles for continuous monitoring.
- The maintenance and documentation required under NABL guidelines were discussed. The committee agreed to enhance the current practices by providing training to the staff involved and ensuring all documentation is up to date.
- The meeting concluded by Dr.H.R .Krishna Rao thanking all the members
- Meeting adjourned at: 4:00PM

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KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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18<sup>th</sup> Feb 2020

  
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# P.E.S. INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM, CHITTOOR DISTRICT, ANDHRA PRADESH-517 425

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Ref : PESIMSR/ESTAB/ 27 /2019-20

Date: 15.10.2019

## IQAC MEETING

Date: 15.10.2019

Place: Council Hall, PESIMSR, Kuppam

Time: 03:00 PM - 04:00 PM

### **Agenda:**

1. Introduction to NAAC
2. Brief Review of Various Criteria in NAAC
3. Formation of Committees & Members
4. Role & Responsibility of Members & Faculty
5. Mentor-Mentee Meetings
6. Monitoring of Feedback Forms from Various Stakeholders
7. Appropriate Workload Distribution to Faculty Members

## MINUTES OF MEETING

- The Chairperson, Dr. H. R. Krishna Rao, initiated the meeting with a detailed introduction to the National Assessment and Accreditation Council (NAAC), emphasizing its importance in enhancing the quality of education at PESIMSR.  
The process of accreditation, benefits for the institution, and the impact on students, faculty, and overall institutional reputation were discussed.
- Dr. V.S. Ryali presented an overview of the seven criteria for NAAC accreditation, highlighting the key areas that PESIMSR needs to focus on.  
Each criterion was briefly reviewed, and its relevance to PESIMSR's current practices was discussed.  
It was agreed that further detailed analysis of each criterion would be required in subsequent meetings.
- The IQAC discussed the need to form various sub-committees to handle the NAAC accreditation process effectively.  
It was resolved committees will be formed  
The Chairperson outlined the specific roles and responsibilities of the committee members and the faculty.

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- Faculty members were advised to cooperate fully with their respective committees and contribute to the documentation and data collection process.  
Regular reporting and updates were emphasized as essential to ensure the timely completion of tasks.
- The importance of mentor-mentee interactions was discussed.  
It was resolved that a structured schedule for mentor-mentee meetings should be established and monitored by the IQAC.  
The meetings will focus on academic guidance, career counselling, and addressing any issues faced by students.
- The need for a balanced workload distribution among faculty members was discussed.
- Dr. V.S. Ryali was tasked with reviewing current workloads and proposing any necessary adjustments to ensure faculty members can effectively contribute to the NAAC accreditation process without compromising their teaching and research responsibilities.
- The meeting concluded with the Chairperson Dr. H.R. Krishna Rao emphasizing the importance of collective effort and commitment from all members and faculty to achieve successful NAAC accreditation.



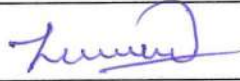

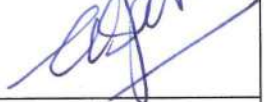
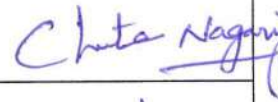
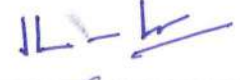
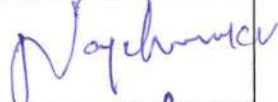
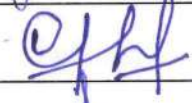


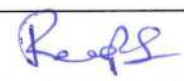
## **Adjournment:**

Meeting adjourned at: 04:00PM

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12.	Dr.Dr.K.Achint	PES Alumni	External Member	
13.	Dr.RoopKumar.C.	PES Alumni	Invited Member	



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15<sup>th</sup> October 2019