



SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2015-16/1

Dated: 17-09-2015

Date: 17-09-2015

The IQAC meeting of our college held under the chairmanship of Dr. C.K. Mohan, the Principal on 17-09-2015 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

S.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal & Chairman	
2	Dr. Ravi. M. Nair	Advisor & Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	
4	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine - Member	
5	Dr. Winston Vargheese	Prof. of Materia Medica - Member	
6	Dr. P.R. Sisir	Professor of Paediatrics - Member	
7	Mrs. C.V. Chandraja	Research Officer- Member	
8	Mr. V. Sunderesan Nair	College Office Manager - Member	
9	Dr. Sabareesh .B.Nair	Clinical Associate Prof. Dept. of Emergency Medicine - Member	
10	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women - Member	
11	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine - Member	
12	Dr. J.B. Divya	P.G. Student - Member	
13	Ms. S. Gopika Krishnan	U.G. Student - Member	
14	Mr. T.S. Prabha Kumar	Head Master, Govt. High School Mangalam - Member	
15	Dr. A.S. Suman Sankar	Professor of Repertory - Co-ordinator	

The minutes are as follows:

S No:	Topic	Details
1	Constitution of Core Committee for NAAC accreditation preparation process	The core committee is constituted by including the following members 1. Dr. C. K. Mohan – Principal 2. Dr. Ravi. M. Nair – Adviser to the College 3. Dr. A.S. Suman Sankar – Co-ordinator 4. Dr. M. Murugan – Member 5. Dr. N. V. Sugathan – Member 6. Dr. Winston Vargheese – Member 7. Dr. P.R. Sisir – Member 8. Dr. T. Ajayan – Member 9. Dr. M.V. Ajith Kumar – Member 10. Dr. V. Sathish Kumar – Member
2	Assigning in-charge-for individual criterion of NAAC SSR	The following members are suggested as criterion head as follows: Curricular Aspects – Dr. P.R. Sisir Teaching, Learning and Evaluation – Dr. Winston Vargheese Research, Consultancy and Extension – Dr. M.V. Ajith Kumar & Mrs. C. V. Chandraja (RO) Infrastructure & Learning Resources – Dr. N. V. Sugathan Student Support and Progression – Dr. T. Ajayan Governance, Leadership and Management – Dr.M.Murugan & Mr. V. Sundaresan Nair (OM) Innovation and Best Practices – Dr. V. Sathish Kumar
3	Orientation to the Faculty, Supporting Staff and Administrative Staff	It was decided to conduct an orientation programmes on institutional Assessment and Accreditation process by inviting a resource person from the NAAC accredited institutions.
4	Provision for Value added courses	As there is no provision for value added/Diploma courses, activities in CCH regulations It is recommended to start such courses in viable areas
5	NAAC preparation of Library	It was decided to conduct a meeting on modernisation of college library by inviting a Librarian from the NAAC accredited institution.
6	Preparation of individual department for NAAC Accreditation	It was decided to conduct a meeting for all Head of the Department including Research section and Hospital on preparation of NAAC accreditation
7	Research Centre - Ph.D.	It was decided to initiate the process of recognising college as a Research Centre for Ph.D. & for developing college into a National Centre of Excellence in Education and Research in Homoeopathy.

After the meeting Dr. A.S. Suman Sankar, Co-ordinator expressed vote thanks and meeting was concluded.


Co-ordinator

CO-ORDINATOR

INTERNAL QUALITY ASSURANCE CELL

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM


PRINCIPAL

PRINCIPAL

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE,
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 620 101

Confirmation of Minute :

The minutes of this meeting were confirmed on 7-3-16 after reading them out.


Co-ordinator
~~COORDINATOR~~
INTERNAL QUALITY ASSURANCE CELL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM




PRINCIPAL
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SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 161



**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161**

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2015-16/2

Dated: 07-03-2016

Date: 07-03-2016

The IQAC meeting of our college held under the chairmanship of Dr. C.K. Mohan, the Principal on 07-03-2016 at 2.00 P.M in the Conference Hall. The following members were present at the meeting.

S.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal & Chairman	
2	Dr. Ravi. M. Nair	Advisor & Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	B. Krishna Prasad
4	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine - Member	
5	Dr. Winston Vargheese	Prof. Of Materia Medica - Member	
6	Dr. P.R. Sisir	Professor of Paediatrics - Member	
7	Mrs. C.V. Chandrara	Research Officer - Member	
8	Mr. V. Sunderesan Nair	College Office Manager - Member	
9	Dr. Sabareesh B.Nair	Clinical Associate Prof. Dept. of Emergency Medicine - Member	
10	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women - Member	
11	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine - Member	
12	Dr. J.B. Divya	P.G. Student - Member	
13	Ms. S. Gopika Krishnan	U.G. Student - Member	
14	Mr. T.S. Prabha Kumar	Head Master, Govt. High School, Mangalam, Member	
15	Dr. A.S. Suman Sankar	Professor of Repertory - Co-ordinator	

The minutes are as follows:

S No:	Topic	Details
1	Confirmation of the minutes of the last meeting	Minutes were read by the Co-ordinator. They were confirmed unanimously
2	Strengthening infrastructure for Research	It was decided to establish Pharmacognosy Lab, Central Research Lab and procure learning resources for PG departments and Central Library
3	Accreditation to College Hospital	It was decided to initiate accreditation process for the College Hospital through NABH and enhance hospital facilities as per NABH standards.
4	Seed money/research grant to promote research	It was decided to provide seed money/grant to the members of the faculty who are actively involved in research
5	Implementation of Swasthya Rakshan & Swasthya Parikshahn	It was decided to implement the programme in five neighbouring villages through Community Medicine Department.
6	Community oriented activities	It was decided to establish a Learning disability unit in the hospital and provide training programmes for school teachers
7	CME programme	It was decided to organise CME programme for the benefits of students, teachers and supporting staff by seeking financial assistance from the funding agencies
8	Feedback	It was decided to collect the feedback from the stake holders in a standard format.
9	Academic Audit	It was decided to conduct academic audit as part of accreditation
10	Constituting Committees	It was decided to constitute various committees at college level to enhance the performance.
11	Additional Courses	It was decided to establish local chapter with NPTEL in order to provide online additional courses

After the meeting Dr. A.S. Suman Sankar, Co-ordinator expressed vote thanks and meeting was concluded.


Co-ordinator
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 INTERNAL QUALITY ASSURANCE CELL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM


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 KULASEKHARAM, KANYAKUMARI DISTRICT,
 TAMIL NADU - 629 161

The minutes of this meeting were confirmed on 17-11-16 after reading them out.


Co-ordinator
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 INTERNAL QUALITY ASSURANCE CELL
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**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161**

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2016-17/3

Dated: 17-11-2016

Date: 17-11-2016

The IQAC meeting of our college held under the chairmanship of Dr. C. K. Mohan, the Principal on 17-11-2016 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

S.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal & Chairman	
2	Dr. Ravi. M. Nair	Advisor & Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	B. Krishna Prasad
4	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine & Member	
5	Dr. Winston Vargheese	Prof. Of Materia Medica & Member	
6	Dr. P.R. Sisir	Professor of Paediatrics & Member	
7	Dr. C.V. Chandraja	Research Officer & Member	
8	Mr. V. Sunderesan Nair	College Office Manager & Member	
9	Dr. Sabareesh B.Nair	Clinical Associate Prof. Dept. of Emergency Medicine & Member	
10	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women & Member	
11	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine & Member	
12	Dr. J.B. Divya	P.G. Student & Member	
13	Ms. S. Gopika Krishnan	U.G. Student & Member	
14	Mr. T.S. Prabha Kumar	Head Master, Govt. High School, Mangalam, Member	
15	Dr. A.S. Suman Sankar	Professor of Repertory & Co-ordinator	

The minutes are as follows:

S No:	Topic	Details
1	Confirmation of the minutes of the last meeting	Minutes were read by the Co-ordinator. They were confirmed unanimously
2	Analysis of Feedback	The feedback analyses of the students are presented before the committee.
3	Membership in NDL(National Digital Library)	It is decided to enrol students and faculty as members of in National Digital Library for accessing e-resources
4	Centre for Skill Development	It is decided to establish clinical and communication skill centre for skill development among students, faculties and practioners.
5	Constitution of Library Best User Award	It is decided to constitute Library Best User Award to motivate the students to use library more effectively.
6	Innovations in Admission Process	It is decided to adopt online admission process for BHMS and M.D Admission
7	Library Automation & Institutional Repository	It is decided to convert the existing library automation software into KOHA and to install DSpace software for Institutional repository
8	Institutional Ethical Committee registration with CDSCO	It is decided to approach the appropriate agencies for registration of Ethical Committee
9	Institutional Research Committee	It is decided to reconstitute institutional research Committee.
10	Group Health Insurance schemes to students	It is decided to extend group insurance and other benefits to students and faculty
11	Submission of SSR report to NAAC	It is decided to submit SSR report to the NAAC on before 31-03-2017.

After the meeting Dr. A.S. Suman Sankar, Co-ordinator expressed vote thanks and meeting was concluded.


Co-ordinator
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 INTERNAL QUALITY ASSURANCE CELL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM


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 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE,
 KULASEKHARAM, KANYAKUMARI DISTRICT,
 TAMIL NADU - 629 161

The minutes of this meeting were confirmed on 5-3-17 after reading them out.


Co-ordinator
CO-ORDINATOR
 INTERNAL QUALITY ASSURANCE CELL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM




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SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2016-17/4

Dated: 5-03-2017

Date: 5-03-2017

The IQAC meeting of our college held under the chairmanship of Dr. C. K. Mohan, the Principal on 5-03-2017 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

S.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal & Chairman	
2	Dr. Ravi. M. Nair	Advisor & Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	
4	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine - Member	
5	Dr. Winston Vargheese	Prof. Of Materia Medica -Member	
6	Dr. P.R. Sisir	Professor of Paediatrics - Member	
7	Dr. C.V. Chandraja	Research Officer - Member	
8	Mr. V. Sunderesan Nair	College Office Manager - Member	
9	Dr. Sabareesh B.Nair	Clinical Associate Prof. Dept. of Emergency Medicine - Member	
10	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women - Member	
11	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine - Member	
12	Dr. J.B. Divya	P.G. Student - Member	
13	Ms. S. Gopika Krishnan	U.G. Student - Member	
14	Mr. T.S. Prabha Kumar	Head Master, Govt. High School, Mangalam, Member	
15	Dr. A.S. Suman Sankar	Professor of Repertory - Co-ordinator	

The minutes are as follows:

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Sl No:	Topic	Details
1	Confirmation of the minutes of the last meeting	Minutes were read by the Co-ordinator. They were confirmed unanimously, follow up actions were taken.
2	Analysis of Feedback	The feedback analyses of the students are presented before the committee.
3	Augmentation of research infrastructure for PhD program	Resolved to establish Central Research Lab., Pharmacognosy Lab. and a separate section for Research in Library.
4	Strengthening of Competitive exam training	It is resolved to strengthen the activities of SKETCH of the college and to train the students for online examination.
5	Extension and promotion of Learning Disability Unit of the College	It is decided to conduct more orientation programme for school teachers on learning disability identification and Homoeopathic treatment of students with learning disability.
6	To motivate the faculty and students to avail Research grants from funding agencies.	It is resolved to motivate the faculty to avail research grant from funding agencies like STSH, TNMGRMU and CCRH. It is also decided to continue the existing practice of providing financial support and use infrastructure facilities of the college.
7	To strengthen the existing E-Governance system.	It is resolved to initiate steps for implementing the campus management system and online admission process.
8	To motivate the faculty to publish articles in reputed journals	It is resolved to motivate the members of the faculty to publish their scholarly communications in reputed journals.
9	To strengthen the existing Faculty development programme	It is decided to organise a series CME programme in the campus by utilizing the institutional experts.
10	To strengthen the facilities for disabled	It is resolved to provide Lift facilities in the college similar to the College Hospital.
11	To strengthen extension and community oriented activities for the benefits of the society and local community	Undertake more community oriented extension activities, organise awareness programme on health issues and actively involved in rural health.
12	To take efforts to use of renewable energy sources in the campus	It is decided to replace gradually CFL lamp and Fluorescent tube into LED bulbs and use solar energy.
13	To initiate efforts to provide hygienic drinking water	It is resolved to install RO unit for safe and hygienic drinking water throughout the campus. It is also resolved to install water dispenser with provision for hot and cold water at four places in the campus namely in administrative blocks, hospital, canteen and hostel.
14	Improving waste management system on campus	It is resolved to install no waste machine is installed in the campus.

After the meeting Dr. A.S. Suman Sankar, Co-ordinator expressed vote of thanks and meeting was concluded.


 Co-ordinator
CO-ORDINATOR
 INTERNAL QUALITY ASSURANCE CELL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM


PRINCIPAL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM, KANTAKUHARI DISTRICT,
 TAMIL NADU - 625 151

Confirmation of Minute :

The minutes of this meeting were confirmed on 26/11 after reading them out.


Co-ordinator
CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM




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TAMIL NADU - 629 161



SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2016-17/5

Dated: 25-06-2017

Date: 25-06-2017

The IQAC meeting of our college held under the chairmanship of Dr. C. K. Mohan, the Principal on 25-06-2017 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

S.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal & Chairman	
2	Dr. Ravi. M. Nair	Advisor & Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	
4	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine - Member	
5	Dr. Winston Vargheese	Prof. Of Materia Medica - Member	
6	Dr. P.R. Sisir	Professor of Paediatrics - Member	
7	Dr. C.V. Chandraja	Research Officer - Member	
8	Mr. V. Sunderesan Nair	College Office Manager - Member	
9	Dr. Sabareesh B.Nair	Clinical Associate Prof. Dept. of Emergency Medicine - Member	
10	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women - Member	
11	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine - Member	
12	Dr. J.B. Divya	P.G. Student - Member	
13	Ms. S. Gopika Krishnan	U.G. Student - Member	
14	Mr. T.S. Prabha Kumar	Head Master, Govt. High School, Puliyoorsalai, Member	
15	Dr. A.S. Suman Sankar	Professor of Repertory - Co-ordinator	

The minutes are as follows:

S No:	Topic	Details
1	To assess the progress of previous Minutes	Actions taken based on previous meeting are listed out the unachieved ones are identified and discussed; it is decided to give priority to the unachieved ones.
2	To complete NABH accreditation process	It is resolved to complete the NABH accreditation process before the end of August 2017 and members of the faculty are requested to contribute their expertise.
3	To organise Intercollegiate sports meet with financial assistance of Sports Council of affiliating University	It is decided to organise inter-collegiate sports meet among the AYUSH Colleges during the month of November 2017.
4	To establish linkage and collaboration for the promotion of research in Homoeopathy	It is resolved to establish MOU with National agencies like CCR and efforts are initiated for the formation Plant research and development of herbal garden by registering with State Medicinal Plants Board, Chennai
5	To motivate faculty to avail STSH Programme faculty & TNMGRMU Student Council Project	Students and faculties are motivated to avail research grant of STSH for the year 2017-18 of CCRH and TNGRMU
7	The existing internal evaluation system is revamped by CCIE (Continuous Comprehensive Internal Evaluation)	It is resolved to revamp the existing practice of internal assessment as continuous and comprehensive one by including evaluation system more variety and frequency in assessment like seminar, assignments, group discussions and quiz and similar.
8	To strengthen the existing Campus management software	It is resolved to add more user-friendly features like attendance, marks entry, sms facility, alerts to parents, and vehicle management software.
9	Staff welfare strengthening activity	It is resolved to register the Staff Welfare Trust and promote staff welfare initiatives
10	To publish the scholarly works of the students and faculty by launching institutional journal having ISSN number.	It is resolved to take initial steps for the registration of proposed journal to the publication committee, its name, registration, members of the Board etc.
11	Bio metric attendance	It is resolved to implement biometric identification to the members of the faculty, supporting staff and PG Students. It is also decided to initiate steps of introducing Gate Entry in the library through software.
12	To extent computer with internet access facility	It is resolved to extend computer and internet facilities to all UG departments in addition to the existing PG Departments.
13	Strengthening of Infrastructure Facilities	It is resolved to add Volley Ball Court and more space for outdoor games.
14	Gender equity promotion	To undertake more gender equity promotion programmes and enhances gender specific facilities.

After the meeting Dr. A.S. Suman Sankar, Co-ordinator expressed vote of thanks and meeting was concluded.


CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM


PRINCIPAL
PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 101

The minutes of this meeting were confirmed on 22-11-17 after reading them out.


Co-ordinator
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM




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SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2017-18/6

Dated: 22-11-2017

Date: 22-11-2017

The IQAC meeting of our college held under the chairmanship of Dr. C. K. Mohan, the Principal on 22-11-2017 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

Sl.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal , Chairman	
2	Dr. Ravi. M. Nair	Advisor , Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	B. Krishna Prasad
4	Dr. Eswara Das	Co-ordinator Research , Member	
5	Dr. Sabareesh B. Nair	Management Representative	
6	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine , Member	
7	Dr. Winston Vargheese	Prof. Of Materia Medica, Member	
8	Dr. P.R. Sisir	Professor of Paediatrics , Member	
9	Dr. C.V. Chandraja	Research Officer , Member	
10	Mr. V. Sunderesan Nair	College Office Manager , Member	
12	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women , Member	
13	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine, Member	
14	Dr. J.B. Divya	P.G. Student , Member	
15	Ms. S. Gopika Krishnan	U.G. Student , Member	
16	Mr. T.S. Prabha Kumar	Head Master, Govt. High School, Puliyoorsalai, Member	
17	Mr. Sasikumar	Tamilnadu Science Forum (External)	
18	Dr.P.Saravanan	Member (External)	
19	Dr. A.S. Suman Sankar	Professor of Repertory , Co-ordinator	

The minutes are as follows:

S No:	Topic	Details
1	To assess the progress of previous Minutes	Actions taken based on previous meeting are listed out the unachieved ones are identified and discussed; it is decided to give priority to the unachieved ones.
2.	Analysis of Feedback	The feedback analyses of the students are presented before the committee and remedial measures are initiated.
3.	Green practices	It is resolved to beautification of campus by maintaining green landscaping. Efforts to maintain properly the water harvesting system within the garden itself.
4.	Teaching and learning resources	It is resolved to procure more number of books in department library and subscribe online journals
5.	Campus Wi -Fi facilities	It is proposed to implement Wi-fi facility in the campus for uninterrupted internet access.
6.	Improvement in office facilities and sick room in ladies hostel	It is decided to modernise the office room and sick room in the ladies hostel with more spacious.
7.	Specialized mannequins for skill lab	It is decided to procure more number of high fidelity mannequins for skill lab for better stimulated learning.
8.	IPR cell	It is resolved to establish IPR Cell and series of workshop and seminar on IPR.
9.	NAAC SSR preparation and submission of report in may 2018	It is resolved to submit the SSR report in the next online window (May 2018).
10	Assessment of the performance of College Committees	It is resolved to assess the performance of various committees by the Principal.

After the meeting Dr.A.S Suman Sankar, Co-ordinator expressed vote of thanks and meeting was concluded.

Co-ordinator
 INTERNAL QUALITY ASSURANCE CELL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
 KULASEKHARAM
 Confirmation of Minute :

The minutes of this meeting were confirmed on 30/11/18 after reading them out.

Co-ordinator
 INTERNAL QUALITY ASSURANCE CELL
 SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
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PRINCIPAL
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HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2017-18/7

Dated: 30-04-2018

Date: 30-04-2018

The IQAC meeting of SKHMC at the internal level held under the chairmanship of Dr. C. K. Mohan, the Principal on 30-04-2018 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

Sl.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal , Chairman	
2	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine , Member	
3	Dr. Winston Vargheese	Prof. Of Materia Medica ,Member	
4	Dr. P.R. Sisir	Professor of Paediatrics , Member	
5	Dr. C.V. Chandraja	Research Officer , Member	
6	Mr. V. Sunderesan Nair	College Office Manager , Member	
7	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine , Member	
8	Dr. J.B. Divya	P.G. Student , Member	
9	Ms. S. Gopika Krishnan	U.G. Student , Member	
10	Dr. A.S. Suman Sankar	Professor of Repertory , Co-ordinator	



The minutes are as follows:

S No	Topic	Details
1	To assess the progress of previous Minutes	Actions taken based on previous meeting are reviewed by the members of the committee.
2.	To submit IIQA in the next session (June 2018)	Progress of NAAC preparation are evaluated and resolved to submit IIQA in the next session.
3.	Submission of files and supporting documents to the IQAC office for submission of IIQA and necessary follow-up	It is resolved to communicate to all the HoDs to submit all documents related to NAAC assessment and Accreditation process.
4.	To affix posture in appropriate places in the campus for easy access.	It is resolved to fix appropriate posture in significant places.
5.	Increase bandwidth of Wi -Fi facilities	It is resolved to study the feasibility to increase the bandwidth of existing Wi-fi facility in the campus.
6.	To subscribe e-journals in the library and remote access	It is unanimously decided to subscribe e-journals on Homoeopathy and related discipline. It is also decided to OPAC (Online Public Access Catalogue) and extends remote access facility.
7.	Geo-tagged photos and videos for NAAC SSR uploading	As per the guidelines of the NAAC assessment process, it is resolved to take geo-tagged still photos and videos coverage.
8.	To update the Institutional website and upload necessary documents under various website pages	It is resolved to update the institutional website more frequently to accommodate more information related to institution.
9.	To provide coaching for AIAPGET in collaboration with SKETCH	It is resolved to provide coaching classes to the aspirants for Post Graduate programme.
10.	To constitute endowments or awards for top achievers in BHMS & PG.	It is resolved to request the management and other philanthropists to constitute endowment / awards in order to motivate the students.
11	To conduct job-fair exclusively for homoeopathy practitioners.	It is resolved to conduct job-fair for the passed out students and final year students.
12	To organise government initiated programmes & CME	It is resolved to conduct government initiated programmes like Swatch Bharath and CME programme in Organon of Medicine

The meeting was concluded with vote of Thanks proposed by Dr. A. S Suman Sankar, Co-ordinator.

Co-ordinator

CO-ORDINATOR

INTERNAL QUALITY ASSURANCE CELL

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM

PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 619 181

The minutes of this meeting were confirmed on 15/11/18 after reading them out.

Co-ordinator

CO-ORDINATOR

INTERNAL QUALITY ASSURANCE CELL

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM



PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 619 181 2



SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM - KANNIYAKUMARI DISTRICT, TAMILNADU - 629 161

Minutes of the Meeting of the Internal Quality Assurance Cell

Meeting no: SKHMC/IQAC/2017-18/8

Dated: 15-09-2018

Date: 15-09-2018

The full fledged meeting of IQAC was held under the chairmanship of Dr. C. K. Mohan, the Principal on 15-09-2018 at 2.30 P.M in the Conference Hall. The following members were present at the meeting.

Sl.No	Name	Designation	Signature
1	Dr. C. K. Mohan	Principal, Chairman	
2	Dr. Ravi. M. Nair	Advisor, Member	
3	Dr. B. Krishna Prasad	Chairman, Institutional Ethical Committee	
4	Dr. Eswara Das	Co-ordinator Research, Member	
5	Dr. Sabareesh B. Nair	Management Representative	
6	Dr. N. V. Sugathan	Prof. Dept. of Practice of Medicine, Member	
7	Dr. Winston Vargheese	Prof. Of Materia Medica, Member	
8	Dr. P.R. Sisir	Professor of Paediatrics, Member	
9	Dr. C.V. Chandraja	Research Officer, Member	
10	Mr. V. Sunderesan Nair	College Office Manager, Member	
12	Dr. D. Lekha	Associate Prof. Dept. of History, Sree Ayyappa College for Women, Member	
13	Dr. T. Ajayan	Prof. Dept. of Practice of Medicine, Member	
14	Dr. J.B. Divya	P.G. Student, Member	
15	Ms. S. Gopika Krishnan	U.G. Student, Member	
16	Mr. T.S. Prabha Kumar	Head Master, Govt. High School, Puliyoorsalai, Member	
17	Mr. Sasikumar	Tamilnadu Science Forum (External)	
18	Dr.P.Saravanan	Member (External)	
19	Dr. A.S. Suman Sankar	Professor of Repertory, Co-ordinator	

The minutes are as follows:

S No	Topic	Details
1	To review the follow-up actions of the previous meeting.	The actions taken in the previous meeting are analysed and the shortcoming if any are also identified and discussed.
2.	To conduct bridge cum foundation course for the beginners.	As a healthy practice it is decided to conduct bridge cum foundation courses of one week duration for the first year (BHMS) students.
3.	To organise Continuous Medical Education (CME) programmes in Materia Medica.	It is resolved to conduct CME programmes for Teachers of Homoeopathic Medical College on Materia Medica with financial assistance from the Ministry of AYUSH.
4.	To organise a one month celebration in connection with Foundation Day of the institution.	It is resolved to conduct one month celebration in connection with Foundation Day of the college starting from 1 st November 2018 to 1 st December 2018 with a series of academic programmes.
5.	To familiarise e-resources and online courses among the students.	It is decided to motivate first year students to enrol online courses (SWAYAM) on speaking effectively for NPTEL courses as a part of familiarisation with e-resources.
6.	To take participation in extension activities sponsored by the government	It is decided to motivate the students to take active participation in government sponsored programmes namely UBA – II.
7.	To decentralisation of powers of academic co-ordinator.	It is unanimously decided to appoint Assistant Academic Co-ordinator for first year as a part of decentralisation of power.

The meeting was concluded with vote of Thanks proposed by Dr. A. S Suman Sankar, Co-ordinator.


15/11/18
Co-ordinator
CO-ORDINATOR


PRINCIPAL

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 161

INTERNAL QUALITY ASSURANCE CELL
Confirmation of Minutes :

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM

The minutes of this meeting were confirmed on 27/11/18 after reading them out.


Co-ordinator
CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM




PRINCIPAL

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 161