



# KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

## TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge

*Aravind*



PRINCIPAL  
K.M.C.T. AYURVEDA  
MEDICAL COLLEGE



INNOVATION AND  
ENTREPRENEURSHIP  
DEVELOPMENT CENTRE





**KMCT**  
AYURVEDA MEDICAL COLLEGE

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### 6.5.3

## IQAC MEETING MINUTES (2019-20 TO 2023-24)



*Christina*

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MEDICAL COLLEGE



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MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 18/6/2019

Venue: Principal's office

Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Dinesh Kumar P M	Principal
2.	Dr. Vipin P C	Co- ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. George P J	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Suresh V S	Associate Professor and HOD
8.	Dr. Subin S	Associate Professor and HOD
9.	Dr. Ratheesh V V	Associate Professor and HOD
10.	Dr. Adarsh E K	Associate Professor and HOD
11.	Ms. Riya Joy	Nominee from Student

AGENDA OF THE MEETING

1. Approval of minutes of IQAC meeting held previously
2. To address the general as well as department wise deficiency and thereby improving the overall quality of KAMC
3. Improving academics, patient management, housekeeping by initiating various activities after feedback analysis.
  - a) Faculty development programs
  - b) Certificate courses
  - c) Value added courses
  - d) Soft skill development
  - e) Employability skill development programs.
4. Evaluation of effectiveness of outcome based education
  - a) Any other matter with permission of the chair



*[Signature]*  
PRINCIPAL  
K. M. C. T. AYURVEDA MEDICAL COLLEGE





Proceedings

1. The meeting began with the principal welcoming the attendees
2. Decided to conduct the various programs benefiting students, interns and staff.

Resolution -

1. IQAC coordinator to coordinate with various committee heads on program schedule.
2. Committee heads are instructed to come up with various programs.

The meeting ended with vote of thanks by the IQAC coordinator.

IQAC coordinator

Principal

Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



PRINCIPAL  
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MEDICAL COLLEGE





MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 19/9/2019

Venue: Principal's office

Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Dinesh Kumar P M	Principal
2.	Dr. Vipin P C	Co-ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. George P J	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Sarath Babu	Professor and HOD
8.	Dr. Suresh V S	Associate Professor and HOD
9.	Dr. Subin S	Associate Professor and HOD
10.	Dr. Ratheesh V V	Associate Professor and HOD
11.	Dr. Adarsh E K	Associate Professor and HOD
12.	Dr. Manu K	Nominee from Alumni
13.	Ms. Riya Joy	Nominee from Student

Agenda of the meeting

1. Approval of minutes of IQAC meeting held on - 18 /6/2019
2. To initiate various NSS activities.
3. Setting up norms for FDPs, certificate courses, value added courses.
4. Two types of mentor system to be implemented for improving the overall quality of the students
5. Any other matter with permission of the chair.



*Arinno*  
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## Proceedings

1. The meeting began with the principal welcoming the attendees.
2. Planning of Program schedule for NSS activities were assigned to Dr. Suresh V S and Dr. Vivek K

## Resolution -

1. Department of Swasthavritha was given the responsibilities to organize NSS programs.
2. HOD's were given the responsibility for setting up the norms or FDPs, value added program and initiate the same.

The meeting ended with vote of thanks by the IQAC coordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## AYURVEDA MEDICAL COLLEGE

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### MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 17/3/2020

Venue: Online

#### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Vipin P C	Co-ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Lila A S	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Dinesh Kumar P M	Professor and HOD
8.	Dr. Sarath Babu	Professor and HOD
9.	Dr. Suresh V S	Associate Professor and HOD
10.	Dr. Subin S	Associate Professor and HOD
11.	Dr. Ratheesh V V	Associate Professor and HOD
12.	Dr. Adarsh E K	Associate Professor and HOD
13.	Dr. Manu K	Nominee from Alumni
14.	Ms. Riya Joy	Nominee from Student

#### Agenda of the meeting

1. Planning of academic curriculum through online considering the covid pandemic.
2. Institutional covid protocol.
3. Any other point.

#### Proceedings

1. The meeting began with the principal welcoming the attendees
2. Various suggestions were taken from each HOD's on mode of conducting the theory classes and usage of various platforms for the completion of the syllabus.

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### Resolution -

1. It was decided to conduct classes through Watsapp, Moodle, and Zoom platforms.

The meeting ended with vote of thanks by the IQAC coordinator.

IQAC coordinator

Principal

### Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## AYURVEDA MEDICAL COLLEGE

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### MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 12/8/2020

Venue: Online

Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Vipin P C	Co-ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Lila A S	Professor and HOD
6.	DR. T N Hari Krishnan	Professor and HOD
7.	Dr. Dinesh Kumar P M	Professor and HOD
8.	Dr. Sarath Babu	Professor and HOD
9.	Dr. Suresh V S	Associate Professor and HOD
10.	Dr. Subin S	Associate Professor and HOD
11.	Dr. Ratheesh V V	Associate Professor and HOD
12.	Dr. Adarsh E K	Associate Professor and HOD
13.	Ms. Riya Joy	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. To provide special efforts for improving online classes.
4. Demonstration of various clinical procedures through online.
5. Assessment of activities of student support system
6. Implementation of an innovation ecosystem.
7. Any other matter with the permission of the chair.



*Antonio*

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Proceedings

1. The meeting began with the principal welcoming the attendees.
2. Action taken on the decision of the previous meeting held on March 2020

Resolution –

1. Usage of Zoom platform and Moodle platform for online classes.
2. Faculties to maintain strict covid protocol.
3. OPD's to be maintained.

The meeting ended with vote of thanks by the IQAC coordinator.

IQAC coordinator

Principal

Copy to

- 2 Director
- 3 Principal
- 4 Vice principal
- 5 All HOD's
- 6 Administrative officer



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MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 11/2/2021

Venue: Principal's office

Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Vipin P C	Co-ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Sarun Mohan	Professor and HOD
6.	DR. T N Hari Krishnan	Professor and HOD
7.	Dr. Dinesh Kumar P M	Professor and HOD
8.	Dr. Sarath Babu	Professor and HOD
9.	Dr. Suresh V S	Associate Professor and HOD
10.	Dr. Subin S	Associate Professor and HOD
11.	Dr. Ratheesh V V	Associate Professor and HOD
12.	Dr. Adarsh E K	Associate Professor and HOD
13.	Ms. Anu Yohannan	Nominee from Student

Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Vaccination protocol for students and staff made compulsory.
4. Preparations for university exams following covid protocol.
5. Discussion on implementing 5s methodology in our institution
6. Implementation of SIX thinking hat method for the overall improvement of our institution
7. Any other matter with the permission of the chair.



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## AYURVEDA MEDICAL COLLEGE

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### Proceedings

- 1 The meeting began with the principal welcoming the attendees
- 2 Action taken on the decision of the previous meeting held on August 2020

### Resolution

1. Inauguration of Covid jagratha cell and members were elected by chairman and seconded by all HODs
  - Chairman – Dr Subasree G H
  - Nodal officer- Dr Subin
  - Medical superintendent – Dr Adarsh E K
  - Nodal faculties- Dr. Vivek, Dr. Mridula
  - Staff advisor – Dr Suresh V S
  - PTA member – Mr.Radhakrishnan
  - Student representative from each batch
  - Administrative staff- Mr.Manu Jose
2. Covid guideline posters installed in college and hostel premises.

The meeting ended with vote of thanks by the IQAC coordinator.

IQAC coordinator

Principal

### Copy to

- 7 Director
- 8 Principal
- 9 Vice principal
- 10 All HOD's
- 11 Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 17/8/2021

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Vipin P C	Co-ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Sarun Mohan	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Dinesh Kumar P M	Professor and HOD
8.	Dr. Sarath Babu	Professor and HOD
9.	Dr. Suresh V S	Associate Professor and HOD
10.	Dr. Subin S	Associate Professor and HOD
11.	Dr. Ratheesh V V	Associate Professor and HOD
12.	Dr. Adarsh E K	Associate Professor and HOD
13.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Starting of regular classes with covid 19 protocol.
4. NABH work started.
5. Any other matter with the permission of the chair.



*Chandran*

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## Proceedings

- 1 The meeting began with the principal welcoming the attendees
- 2 Action taken on the decision of the previous meeting held on February 2021

## Resolution

1. Regular classes started from July 1st week. Students and teachers are instructed to follow covid-19 protocol. All teachers were instructed to take classes and clinical hours separately for dayscholars and hostelers.
2. Students were instructed to bring antigen test when they come back to college.
3. The NABH work is under progress.

The meeting ended with vote of thanks by the IQAC co-ordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 23/12/2021

Venue: Principal's office

Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Vipin P C	Co-ordinator
3.	Dr. Jesina C	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Sarun Mohan	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Dinesh Kumar P M	Professor and HOD
8.	Dr. Sarath Babu	Professor and HOD
9.	Dr. Adarsh E K	Professor and HOD
10.	Dr. Suresh V S	Associate Professor and HOD
11.	Dr. Subin S	Associate Professor and HOD
12.	Dr. Ratheesh V V	Associate Professor and HOD
13.	Dr Deepa K K	Associate Professor and HOD
14.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. NAAC works started.
4. Discussion on forming IEDC cell
5. Evaluation of student performance post covid.
6. Any other matter with the permission of the chair.



*Let's go*  
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## Proceedings

- 1 The meeting began with the principal welcoming the attendees
- 2 Action taken on the decision of the previous meeting

## Resolution

1. IQAC co-ordinator discussed the importance of forming IEDC cell for developing entrepreneurship qualities in students.
2. The NAAC work is under progress and the documentation of each program done regularly.
3. All HODs were instructed to give more importance in evaluation of student performance in the post covid period.

The meeting ended with vote of thanks by the IQAC co-ordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 3/2/2022

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Deepa K K	Co-ordinator
3.	Dr. Nidhin V	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Dinesh Kumar P M	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Sarat K Babu	Professor and HOD
8.	Dr. Adarsh E K	Professor and HOD
9.	Dr Subin S	Professor and HOD
10.	Dr. Suresh V S	Associate Professor and HOD
11.	Dr. Ratheesh V V	Associate Professor and HOD
12.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. NAAC work progress.
4. Formation of IEDC cell and applying for IEDC grant.
5. Feedback system
6. Any other matter with the permission of the chair.

*Handwritten signature*



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## Proceedings

- 1 The meeting began with the principal welcoming the attendees.
- 2 Action taken on the decision of the previous meeting

## Resolution

1. IQAC co-ordinator decided to appoint Dr Deepa K K as the Nodal office and Dr Nidhin V as assistant nodal officer for IEDC cell.
2. Evaluation of the progress of NAAC works.
3. All HODs were instructed to follow the feedback system.

The meeting ended with vote of thanks by the IQAC co-ordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 8/7/2022

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Deepa K K	Co-ordinator
3.	Dr. Nidhin V	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Dinesh Kumar P M	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr Sarun Mohan	Professor and HOD
8.	Dr. Sarat K Babu	Professor and HOD
9.	Dr. Adarsh E K	Professor and HOD
10.	Dr Subin S	Professor and HOD
11.	Dr. Suresh V S	Associate Professor and HOD
12.	Dr. Ratheesh V V	Associate Professor and HOD
13.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Formation of core committee.
4. Analysis of IEDC activities.
5. Discussion on implementation of new NCISM syllabus for first prof students.
6. Any other matter with the permission of the chair.



*Arbim*  
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## Proceedings

- 1 The meeting began with the principal welcoming the attendees.
- 2 Action taken on the decision of the previous meeting.

## Resolution

1. IQAC co-ordinator congratulated the IEDC members and the students for winning the Medicathon competition held on 20<sup>th</sup> of June 2022.
2. IQAC co-ordinator assigned curriculum committee head to work on the new NCISM syllabus and its implementation for first year students.
3. Selected core committee members for NAAC activities.

The meeting ended with vote of thanks by the IQAC co-ordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 13/12/2022

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Deepa K K	Co-ordinator
3.	Dr. Nidhin V	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Dinesh Kumar P M	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr Sarun Mohan	Professor and HOD
8.	Dr. Sarat K Babu	Professor and HOD
9.	Dr. Adarsh E K	Professor and HOD
10.	Dr Subin S	Professor and HOD
11.	Dr. Suresh V S	Associate Professor and HOD
12.	Dr. Ratheesh V V	Associate Professor and HOD
13.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Discussed the progress of NAAC activities.
4. Analysis of the progress of first year students.
5. Evaluate the teaching learning process of the new curriculum.
6. Discussion on the syllabus training programme conducted by KUHS.
7. Any other matter with the permission of the chair.



*Ambrha*

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## Proceedings

- 1 The meeting began with the principal welcoming the attendees.
- 2 Action taken on the decision of the previous meeting.

## Resolution

1. IQAC co-ordinator enquired with the core committee members about the progress of NAAC activities and discussed about the changes to be carried out for the smooth conduction of NAAC activities.
2. IQAC co-ordinator assigned first year HODs to evaluate the students.
3. Initiate the mentorship programme for first year students.
4. Discussion with first year teachers who underwent university training on first year syllabus.

The meeting ended with vote of thanks by the IQAC co-ordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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# KMCT AYURVEDA MEDICAL COLLEGE

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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 10/05/2023

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Deepa K K	Co-ordinator
3.	Dr. Nidhin V	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Dinesh Kumar P M	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr Sarun Mohan	Professor and HOD
8.	Dr. Vineetha N	Associate Professor and HOD
9.	Dr. Anjana R	Associate Professor and HOD
10.	Dr. Sharon P Vals	Associate Professor and HOD
11.	Dr. Aswathy Sara Varghese	Associate Professor and HOD
12.	Dr. Sijna V P	Assitant Professor
13.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Discussed the programmes to be conducted for the non-teaching staff for the NABH process
4. Preparing final year students for attending university exams.
5. Analysis of NAAC activities.
6. Any other matter with the permission of the chair.



*Shubm*

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# KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

## Proceedings

- 1 The meeting began with the principal welcoming the attendees.
- 2 Action taken on the decision of the previous meeting.

## Resolution

1. IQAC co-ordinator assigned Medical suptd for conducting quality improvement programmes for non teaching faculties for the process of NABH.
2. To assess the final preparation of students appearing university exams.
3. Discussion about the NAAC activities, and infrastructure changes to be done.

The meeting ended with vote of thanks by the IQAC co-ordinator.

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
3. Vice principal
4. All HOD's
5. Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 09/11/2023

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Deepa K K	Co-ordinator
3.	Dr. Nidhin V	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Dinesh Kumar P M	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr Sarun Mohan	Professor and HOD
8.	Dr. Vineetha N	Associate Professor and HOD
9.	Dr. Sharon P Vals	Associate Professor and HOD
10.	Dr. Aswathy Sara Varghese	Associate Professor and HOD
11.	Dr. Arathi V	Associate Professor and HOD
12.	Dr Sijna V P	Assistant professor
13.	Ms. Anu Yohannan	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Analysis of NABH activities.
4. Addressing final year university exam toppers.
5. Assessing progress of NAAC activities.
6. Website updation.



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## Proceedings

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- 2 Action taken on the decision of the previous meeting.

## Resolution

1. IQAC co-ordinator enquired about the progress of NABH activities.
2. Decided to arrange programme for felicitating final year university rank holders.
3. Assessed the progress of NAAC activities.
4. Discussed about the changes to be made in the website during its updation

The meeting ended with vote of thanks by the IQAC co-ordinator. .

IQAC coordinator

Principal

## Copy to

1. Director
2. Principal
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4. All HOD's
5. Administrative officer



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## MINUTES OF MEETING

Name of meeting: IQAC meeting

Date: 04/03/2024

Venue: Principal's office

### Members present

SL NO:	FACULTY NAME	DESIGNATION
1.	Dr. Shubasree G H	Principal
2.	Dr. Nidhin V	Co-ordinator
3.	Dr. Sharon P Vals	Assistant Co-ordinator
4.	Mr. Jithin V V	Administrative officer
5.	Dr. Dinesh Kumar P M	Professor and HOD
6.	DR. T N Harikrishnan	Professor and HOD
7.	Dr. Sarun Mohan	Professor and HOD
8.	Dr Archana R	Associate Professor and HOD
9.	Dr. Arathi V	Associate Professor and HOD
10.	Dr. Aswathy Sara Varghese	Associate Professor and HOD
11.	Dr Sijna V P	Assistant professor
12.	Ms. Ahila Naushad	Nominee from Student

### Agenda of the meeting

1. Review of previous meeting.
2. Action taken on decision of previous meeting.
3. Final stage assessment of NABH activities.
4. Assessment of academic activities.
5. Assessing progress of NAAC activities.



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## Proceedings


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- 2 Action taken on the decision of the previous meeting.

## Resolution

1. IQAC co-ordinator asked for the report of NABH activities.
2. Discussed about the faculty development programme to be conducted this year.
3. Discussed about the progress and changes to be made for the NAAC activity.
4. Decisions were made on the student welfare programmes to be conducted.

The meeting ended with vote of thanks by the IQAC co-ordinator.


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IQAC coordinator

  
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Principal

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