

MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING HELD
ON 18 DEC 2019, 1300H AT DRONACHARYA HALL

The following were present: -

1. Lt Gen Nardeep Naithani, Director & Commandant - Chairperson
2. Maj Gen R M Gupta VSM, Dean & Dy Commandant
3. Air Cmde Ashutosh Sharma, Prof & HoD, Hosp Adm,
Co-ordinator/Director - IQAC
4. Brig B Sridhar, Brig IC Adm
5. Brig K Srikar, Brig IC Trg
6. Brig R Setlur, Prof & HoD, Anaesthesiology
7. Brig A K Srivastava, Prof & HoD, Obs & Gyn
8. Col Surekha Kashyap, Prof, Dept of Hosp Adm
Member Secretary - IQAC
9. Brig Amita Devrani, Principal, CON
10. Col K Uday Bhanu, Assoc Prof, Dept of Radiology
11. Col AT Atal, Prof, Dept of Medicine
12. Col Venkat Narayanan, Prof, Dept of Surgery
13. Lt Col Sunita BS, Assoc Prof, Dept of Pathology
14. Med Cdt Saurav Roy, College Cadet Captain

INTRODUCTION

1. The meeting of the Internal Quality Assurance Cell (IQAC) was held at the Dronacharya Hall, AFMC at 1300 h on 18 Dec 2019. The Chairperson opened the conference by welcoming all delegates.

2. The member Secretary, IQAC, informed the newly joined members that AFMC has been re-accredited in 2015 by National Assessment & Accreditation Council (NAAC) for a period of 7 years (Reaccreditation cycle No.3) which is valid till 30 Apr 2022. However, Annual Quality Assurance Report is required to be prepared at the end of each Academic Year.

3. Chairman IQAC, elaborated on the importance & responsibilities of Internal Quality Assurance Cell (IQAC) and reiterated that all the depts need to formulate their own Quality Assurance standards and strive to achieve them within a defined time frame.

4. Member Secretary opened the meeting by reiterating the following agenda points: -

- (a) A presentation on NAAC & role of IQAC.
- (b) Submission of AQAR for Academic Year 2018-19.
- (c) Inclusion of a session on Quality in all CMEs/Conference/Workshops conducted during each academic year.


MINUTES OF IQAC HELD AT DRONACHARYA HALL, AFMC ON 18 DEC 2019

Sr No	Topic	Action
1	<p><u>Submission of Annual Quality Assurance Report (AQAR) for Academic Year 2018-19</u></p> <p>The Co-ordinator IQAC informed the members that Annual Quality Assurance Report (AQAR) for Academic Year 2018-19 is ready for submission before due date, 31 Dec 2019, to National Assessment & Accreditation Council (NAAC).</p> <p>The Chairperson appreciated all the Criterion Coordinators for their efforts & directed to continue similar endeavors to meet the timelines.</p>	All HsoD, Criterion coordinators
2	<p><u>Departmental database in the AQAR format</u></p> <p>Member secretary requested all HsoD to maintain a departmental database in the AQAR format so that it becomes easier for IQAC to compile the final report each year and to maintain an Institutional database.</p> <p>The Chairperson directed HsoD to ensure seamless maintenance of data base as requested by IQAC and work towards software based compilation of AQAR.</p>	All HsoD

3	<p><u>Emphasis on optimum utilization of technology to improve quality of professional work</u></p> <p>The Chairperson directed all members for efficient utilization of the technology. He asked that to motivate students towards research which would be aimed at developing IT based solutions for healthcare emergencies, for example: -</p> <p>(a) Clinical Decision Support system can be promulgated as a guide to medical Officers at field units/ Subunits.</p> <p>(b) Mobile Apps for scheduling of appointments and dispatch of lab reports.</p>	All HsoD
4	<p><u>Inclusion of a session on Quality in Conferences</u></p> <p>The member Secretary IQAC emphasized the necessity of including a session on Quality in all CMEs/ Conference/ Workshops conducted in the College.</p> <p>The Chairperson directed all HsoD to ensure incorporation of Quality related aspects in all CMEs/ Conference/ Workshops conducted at AFMC.</p>	All HsoD

CONCLUSION

5. The Chairman concluded that the discussion on various points have been productive. All stakeholders must strive to complete the data compilation in a time bound manner.


 (Ashutosh Sharma)
 Air Cmde
 Director/Coordinator
 IQAC

Distribution List

Brig IC Adm
Brig Adm (UG)
Brig IC Trg
All HoDs
Principal CON
Col Trg (GW)
President AFMC Alumni Association