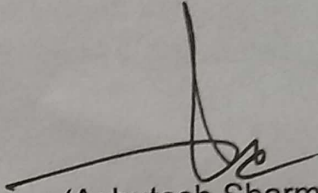


DEPARTMENT OF HOSPITAL ADMINISTRATION

COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL AND  
COMPILED ANNUAL QUALITY ASSURANCE REPORT FOR  
ACADEMIC YEAR 2016-2017 & 2017-2018

1. AFMC has been accredited by National Assessment and Accreditation Council (NAAC) since 2003 and the last accreditation was accorded in April 2015 which is valid till 30 April 2022.
2. As per the latest guidelines an Internal Quality Assurance Cell (IQAC) is required to be constituted by all institutes which are NAAC accredited. The IQAC members are required to meet regularly and prepare Annual Quality Assurance Report (AQAR) at the end of each academic year. Since the guidelines came into the existence in Sep 2016, AQAR for academic year 2016 – 17 as well as 2017 – 18 are required to be prepared and uploaded on NAAC website at the earliest.
3. The composition of IQAC has been published vide Part- 1 Order No 1383 dt 13 Jul 2018. The first IQAC meeting was held on 19 Jul 2018 to discuss the modalities of preparation AQAR for two academic years under the Chairmanship of Dir & Comdt. Responsibilities in compiling AQAR are allocated as follows:
  - (a) Part A: HoD Hosp Adm
  - (b) Part B:
    - (i) Criterion I: Brig IC Trg.
    - (ii) Criterion II: Brig IC Trg, Col Trg (PMT), Col Trg (GW), OIC Med Edn.
    - (iii) Criterion III: HoD Geriatric Med, OIC MRC.
    - (iv) Criterion IV: Brig IC Adm, VP CON, OIC IT Cell.
    - (v) Criterion V: Brig IC Adm (UG), VP CON, Student rep.
    - (vi) Criterion VI: HoD Hosp Adm, Col Trg (GW), OIC Admission cell.
    - (vii) Criterion VII: HoD Anaes, one faculty member each from Med, Surg & OBG Dept.
4. In accordance with the discussion during the meeting, soft copies of the proforma of AQAR & soft copy of AQAR submitted by this Institution for academic year 2015 -16 have been emailed to IQAC members, so that all HoD's may enter all relevant details in the report, enabling swift compilation.

5. The following timelines have been laid down: -
- (a) Resolution of any queries from Co-ordinator, HoD Hosp Adm by 06 Aug 2018.
  - (b) Submission of AQAR 2016-17 & 2017-18 to Co-ordinator by 16 Aug 2018.
  - (c) Completion and uploading AQAR by Co-ordinator by 31 Aug 2018.
6. Next IQAC meeting has been scheduled for 16 Aug 2018 at 1430 hrs at Hall of Fame.



(Ashutosh Sharma)  
Air Cmde  
Prof & HoD

**Distribution:**

Brig IC Adm  
Brig IC Trg  
ALL HoD's  
VP CON  
Col Trg (PMT)  
Col Trg (GW)  
OIC IT cell  
OIC Med Edu  
OIC MRU  
OIC Admission cell  
Student rep