



GCS Medical College, Hospital and Research Centre

Opp. DRM Office, Nr. Chamunda Bridge,
Naroda Road, Ahmedabad-380025.
Ph : (079) 66048000 Fax : (079) 22201915

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date, Day & Time		18/11/2021, Thursday, 2.30 pm	
Venue		Progress Hall, Hospital Main Building	
Members present		As per Annexure 1	
Agenda No.	Agenda	Discussion	Remarks/Follow up
1	Welcome	The meeting commenced with welcome speech by the Chair person of the IQAC Dr. Yogendra Modi (Dean). He briefed the IQAC members regarding the past activities of the IQAC and criteria in-charges appointed for the proposed assessment by the NAAC including the trainings received by the criteria in-charges through the visits to PSMC, Karamsad and online workshop regarding NAAC assessment.	-
2	Address by Chairperson		-
3	Discussion and approval of Certificate Course Committee	The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Anupama Dayal. The committee was approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 2.	Office orders regarding formation of the committee shall be issued by the Dean office.
4	Discussion and approval of Feedback Committee	The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Anupama Dayal. The committee was	Office orders regarding formation of the committee shall be issued by the Dean office.



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		approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 3.	
5	Discussion and approval of Capability Enhancement Committee	The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Vipul Chaudhary. The committee was approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 4. It was decided that at least three to four courses should be identified and started. A minimal fee can be kept for enrolment in the courses.	Office orders regarding formation of the committee shall be issued by the Dean office.
6	Discussion and approval for formation of Alumni Association	The objectives of the formation of the Alumni association were proposed and presented by Dr. Prarthana Kharod. The names of the members responsible for formation of Alumni Association were discussed and were approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 5. It was suggested by the Col. Dr. S. Rao (CEO) that all the students should be enrolled in the alumni association from the year of admission in the college.	Office orders regarding formation of the committee shall be issued by the Dean office.
7	Discussion and approval of additional roles and	The additional roles and responsibilities of the existing curriculum committee with reference to improvement in quality	The additional roles and responsibilities shall be



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	responsibilities of Curriculum Committee as per requirements of NAAC	were presented by Dr. Anupama Dayal. The same were approved by the IQAC.	communicated to the existing curriculum committee members by the Dean office.
8	Discussion and approval of Mentorship Committee	The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Rosy Lekharu. The committee was accepted and approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 6.	Office orders regarding formation of the committee shall be issued by the Dean office.
9	Discussion and approval of Student Progress Committee	The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Rosy Lekharu. The committee was accepted and approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 7.	Office orders regarding formation of the committee shall be issued by the Dean office.
10	Discussion and approval of Student Council (for extramural activities)	The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Rosy Lekharu. The committee was accepted and approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 8.	Office orders regarding formation of the committee shall be issued by the Dean office.
11	Discussion and approval of Examination Cell	The objectives, structure and names of the members and roles & responsibilities of the Examination cell were proposed and presented by Dr. Rosy Lekharu. The committee was accepted	Office orders regarding formation of the cell shall be issued by the Dean office.



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		<p>and approved by the IQAC. The list of names of the approved members of the cell is attached in annexure 9. Dr. MZ G. Saiyed suggested that the underachieving students should be identified by the Students' Progress Committee. It was decided by the IQAC that it shall be a combined work of the Students' Progress Committee and Examination cell for identifying the under achievers.</p>	
12	Discussion and approval of Research Promotion Committee	<p>The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Donald Christian. The committee was accepted and approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 10. Col. Dr. S. Rao (CEO) suggested to involve Zydus company for industrial liaison and emphasized on the role of clinical pharmacology for the same.</p>	Office orders regarding formation of the committee shall be issued by the Dean office.
13	Discussion and approval of Industry Liaison Committee	<p>The objectives, structure and names of the members and roles & responsibilities of the committee were proposed and presented by Dr. Donald Christian. The committee was accepted and approved by the IQAC. The list of names of the approved members of the committee is attached in annexure 11. It was decided that the co-ordinator of the committee will be</p>	Office orders regarding formation of the committee shall be issued by the Dean office.



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		Medical Superintendent of GCS Medical Hospital, Ahmedabad.	
14	Discussion and approval of additional roles and responsibilities of Infection Control Committee as per requirements of NAAC	The additional roles and responsibilities of the existing Infection control committee with reference to improvement in quality were proposed and presented by Dr. Rupal Desai. These were accepted and approved by the IQAC. Dr. Rupal Desai suggested to vaccinate students of 1st year MBBS with Hepatitis B at the time of enrolment in the course. The IQAC agreed to the suggestion.	The additional roles and responsibilities shall be communicated to Infection control committee members by the Dean office.
15	Any other item with permission of chair	Dr. Hardik Bhavsar proposed various options for the selection of best practices of Institution for the criteria 7 under NAAC assessment. Out of these options, "Tobacco free campus" and "Biogas Plant" were selected to be some of the good options unanimously by the IQAC members as best practices. - Dr Hardik Bhavsar was instructed by Col. Dr. S. Rao (CEO) to have further discussions with Dr Bhandaru Shridhar (MS) for finalizing the selection of best practices.	Dr Hardik Bhavsar in consultation with Dr Bhandaru Shridhar (MS) to finalize the two best practices of the institute and intimate IQAC about the same in subsequent quarterly meeting.
Meeting ended with thanks by the Chairman.			


 Chairman,
Internal Quality Assurance Cell (IQAC)
 GCS MCH & RC, Ahmedabad.



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ANNEXURE 1

18 /11/2021, Thursday

INTERNAL QUALITY ASSURANCE CELL
QUARTERLY MEETING

Date & Day: 18 /11/ 2021, Thursday
Time: 2:30 pm
Venue: Progress Hall

MEMBERS

Sr. No	Name	Position in IQAC	Signature
1	Dr. Yogendra Modi	Chairperson	
2	Dr. Mohammed Ziyauddin Saiyed	Co - Ordinator	
3	Co. Dr. Sunilkumar Rao	Nominee (Employer)	
4	Dr. B. S. Prajapati	Member	
5	Dr. H. U. Doshi	Member	
6	Dr. Rosy Lekharu	Member	
7	Dr. Anupama Dayal	Member	
8	Dr. Donald Christian	Member	
9	Dr. Vipul Chaudhary	Member	
10	Dr. Asmita Chaudhary	Member	
11	Dr. Hardik Bhavsar	Member	
12	Dr. Rupal Shah	Member	
13	Dr. Bhavik Rana	Member	
14	Dr. Harshil Dharaiya	Member (Management)	
15	Mrs. Neha Lal	Member (Sr. AO)	
16	Mrs. Shital Desai	Member (Sr. AO)	
17	Dr. Neel Swaminarayan	Nominee (Alumni)	
18	Husain Limbdivala	Nominee (Alumni)	
19	Kshitish Madanmohan	Nominee (Industrialist)	



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ANNEXURE 2

Certificate Course Committee

Sr. No.	Position	Name
1	Chairman (Professor/Associate professor)	Dr. Naimish Patel (Prof. Medicine)
2	Co-ordinator (Professor/Associate professor/Assistant Professor – Preclinical or Paraclinical deptt.)	Dr. Viral Dave (Prof. Community Medicine)
3	Member (Associate/Assistant professor -paraclinical department)	Dr. Sneha Babaria (Asst. Prof. Pathology)
4	Member (Associate/Assistant professor - clinical department)	Dr. Kinjal Sanghvi (Asso. Prof. Anaesthesia)
5	IT Department personnel	Mr. Pritesh Dalwadi
6	College HR personnel	Mr. Jayesh pathak

ANNEXURE 3

Feedback committee

Sr. No.	Position	Name
1	Chairman (Dean)	Dr. Yogendra Modi
2	Co-ordinator (Professor/Associate professor/Assistant Professor preclinical department)	Dr. Ramesh Pradhan (Prof. Biochemistry)
3	Member (Assistant professor paraclinical department)	Dr. Pooja Jarwani (Asst. Prof. Pathology)
4	Member (Assistant professor clinical department)	Dr. Ambrose Khandulna (Asst. Prof. Medicine)
5	IT Department personnel	Mr. Pritesh Dalwadi
6	College HR personnel	Mr. Jayesh pathak



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ANNEXURE 4 **Capability Enhancement Committee**

Sr. No.	Position	Name
1	Member (Pre-clinical)	Dr. Urja Dholakia (Tutor Physiology)
2	Member (Pre-clinical)	Dr. Kiran Arora (Asst. Prof. Anatomy)
3	Member (Para-clinical)	Dr. Sumit Patel (Asso. Prof. Pharmacology)
4	Member (Para-clinical)	Dr. Madhur Modi (Asst. Prof. Pathology)
5	Member (Clinical)	Dr. Ami Patel (Asso. Prof. Paediatrics)
6	Member (Clinical)	Dr. Jigna Padhiyar (Asst. Prof. Skin & VD)

ANNEXURE 5 **Alumni Association**

Sr. No.	Name of Person taking care of Formation of Alumni Association
1	Mr. Jayesh Pathak
2	Dr. Vipul Chaudhari (Asso. Prof. Pharmacology)
3	Dr. Prarthana Kharod (Asso. Prof. Paediatrics)

ANNEXURE 6 **Mentorship Committee**

Sr. No.	Position	Name
1	Chairman (Dean)	Dr. Yogendra Modi
2	Phase I Co-ordinator	Dr. Jaydeep Kagathra (Asso. Prof. Physiology)
3	Phase II Co-ordinator	Dr. Vidhi Thakar (Asst. Prof. Pharmacology)
4	Phase III Part I Co-ordinator	Dr. Mansi Patel (Asst. Prof. Community Medicine)
5	Phase III Part II Co-ordinator	Dr. Jayshree Bamaniya (Asso. Prof. Ob. & Gyn.)
6	All faculties to be involved in mentoring. To be allocated according to admission of batches.	



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ANNEXURE 7

STUDENT PROGRESS COMMITTEE

Sr. No.	Position	Name
1	Phase I Faculty	Dr. Ritesh Shah (Prof. Anatomy)
2	Phase I Faculty	Dr. Anand Mistry (Prof. Physiology)
3	Phase II Faculty	Dr. Akanksha Prajapati (Asst. Prof. Pharmacology)
4	Phase II Faculty	Dr. Kamlesh Jain (Asso. Prof. Community Medicine)
5	Phase III – Part I Faculty	Dr. Hardika Khanpara (Asst. Prof. Community Medicine)
6	Phase III – Part I Faculty	Dr. Rizwan Ansari (Asst. Prof. Medicine)
7	Phase III – Part II Faculty	Dr. Hetal Jeeyani (Asso. Prof. Paediatrics)
8	Phase III – Part II Faculty	Dr. Ayush Jain (Asst. Prof. Surgery)
9	Phase I Student	
10	Phase II Student	
11	Phase III – Part I Student	
12	Phase III – Part II Student	

* The students would be selected by the committee members.



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ANNEXURE 8

STUDENT COUNCIL (FOR EXTRAMURAL ACTIVITIES)

SELECTION COMMITTEE for Student Council: (These members will select the students of the council)

1. Dr. Ramesh Pradhan
2. Dr. Urvesh Shah
3. Dr. Rosy Lekharu
4. Dr. Jaydeep Kagathra

Position		Name
PRESIDENT	3rd YEAR student	
VICE PRESIDENT	3rd YEAR student	
GEN. SECRETARY	3rd YEAR student	
JOINT SECRETARY	2nd YEAR student	
SPORTS SECRETARY	3rdYEAR student	
SPORTS SECRETARY	2nd YEAR student	
CULTURALSECRETARY	3rd YEAR student	
CULTURAL SECRETARY	2 nd YEAR student	
FINE ARTS & PHOTOGRAPHYSECRETARY	3rd YEAR student	
FINE ARTS & PHOTOGRAPHY SECRETARY	2 ND YEAR student	
DEBATE & LITERARYSECRETARY	3rdYEAR student	
DEBATE & LITERARY SECRETARY	2 ND YEAR student	
SOCIAL SERVICESECRETARY	3rd YEAR student	
SOCIAL SERVICE SECRETARY	2 ND YEAR student	



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ANNEXURE 9 **Examination Cell/ Examination Committee**

Sr. No.	Position	Name
1	Chief controller of Examination	Dr. Yogendra Modi (Dean)
2	Deputy Controller Examination (Faculties)	Dr. Urvesh Shah (Prof. Microbiology)
3	Assit. Controller Examination (Faculties)	Dr. Anand Mistry (Prof. Physiology)
4	Assit. Controller Examination (Faculties)	Dr. Arpit Prajapati (Asso. Prof. Community Medicine)
5	Office assistant	
6	Computer Programmer 1	
7	Computer Programmer 2	
8	Peon 1	
9	Peon 2	

* The Office assistant, Computer programmers and peons to be approved by the Dean office.



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ANNEXURE 10

Research Promotion Committee

Sr. No.	Position	Name
1	Coordinator (Associate professor/middle level faculty from Clinical department)	Dr. Nayan Patel (Asso. Prof. Skin & VD)
2	Convenor (Associate professor/middle level faculty from paraclinical department)	Dr. Prarthana Kharod (Asso. Prof. Paediatrics)
3	Co-convenor (Assistant professor clinical/paraclinical department)	Dr. Carolin Smita A. Kerketta (Asst. Prof. Anaesthesia)
4	Member	Dr. Vidyasagar Sharma (Prof. Surgery)
5	Member	Dr. Shaila Shah (Asso. Prof. Medicine)
6	Member	Dr. Nisha Chakrawati (Asst. Prof. Ob & Gy)
7	Member	Dr. Suktara Sharma (Asso. Prof. ENT)
8	Member	Dr. Alapi Prajapati (SR Psychiatry)
9	Member	Dr. Afroz Bloch (Asst. Prof. Microbiology)
10	Member	Dr. Venu Shah (Asso. Prof. Community Medicine)
11	Member	Dr. Khushali Parikh (Asst. Prof. Pathology)
12	Biostatistician	Mr. Vasu Rathod
13	PG Student 1	
14	PG Student 2	

* The PG students to be selected by the committee members.



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ANNEXURE 11

Industry Liaison committee

Sr. No.	Position	Name
1	Coordinator (preferably from hospital administration)	Dr. Bhandaru Shridhar (MS)
2	Convenor (PRO)	Mrs. Bhumika Patni (SRO)
3	Member (Pharmacology)	Dr. Vipul Chaudhary (Asso. Prof. Pharmacology)
4	Member (Paediatrics)	Dr. Sheena Shiavanandan (Asst. Prof. Paediatrics)
5	Member (Community Medicine)	Dr. Rujul Shukla (Asst. Prof. Community Medicine)
6	Member (Medicine)	Dr. Vipul Prajapati (Asst. Prof. Medicine)
7	Member (Surgery)	Dr. Ankit Bagdai (Asst. Prof. Surgery)
8	Member (Ob. & Gy.)	Dr. Ami Shah (Asst. Prof. Ob. & Gy.)