

KAMINENI INSTITUTE OF MEDICAL SCIENCES

Sreepuram, Narketpally – Nalgonda (Dt), Telangana – 508 254

Internal Quality Assurance Cell (IQAC)

**Date: 04.04.2025,
Friday.**

Agenda

IQAC Meeting to be held on 11.04.2025

All members of the Internal Quality Assurance Cell (IQAC) are hereby notified that the IQAC meeting for the **4th Quarter of the Academic Year 2024–2025**, covering the period from **April 2025 to June 2025**, will be held as scheduled.

Date of Meeting: 11.04.2025 (Friday)

Venue: IQAC Meeting Hall (Opposite the Principal's Chamber)

Agenda items:

1. Confirmation of the minutes and Action Taken Report of the IQAC meeting held on 16.01.2025.
2. Review of KNRUHS UG & PG examination results (theory & practical) and felicitation of Physiology (CME) and OBG (HPV vaccine awareness programme at Mahatma Gandhi University).
3. Status of PG formative assessment — absentee analysis (2022 & 2023 batches) and revised format (monthly, three-hour, 10-question university pattern).
4. Streamlining of Integrated Clinical Discussion sessions for undergraduates (Monday/Wednesday/Friday) and use of accessory aids/linkers.
5. PG Dissertation Review schedule for April 2025 and status of Research Club proposals.
6. Academic discipline of interns and postgraduates — case-sheet writing, scrutiny before discharge-summary signature, and central academic activity attendance.
7. Library accountability — Nomination of departmental library in-charge, and maintenance of issue registers.
8. Streamlining of PG teaching activities (seminars, symposiums, case presentations, journal clubs) with monthly reporting to the Principal's office.
9. Development and refreshing of modules for UG integrated clinical teaching by the Medical Education Unit (MEU).
10. Status of departmental Research Club projects (21 proposals) and plan for external validation by senior faculty from KHL.
11. Bed occupancy improvement linked to UG clinical teaching; Graduation Day arrangements.
12. Any other item with the permission of the Chair.


IQAC COORDINATOR

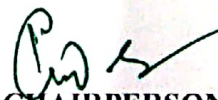



IQAC CHAIRPERSON

Internal Quality Assurance Cell (IQAC)**Minutes of Meeting****Minutes of IQAC meeting held on 11.04.2025**

Coordinator welcomed the chairperson and all IQAC members for the meeting and initiated the discussion as per the agenda.

1. Minutes and ATR of the IQAC meeting held on 16.01.2025 were read and confirmed.
2. UG and PG examination result analyses were presented; the Department of Physiology was congratulated for successfully conducting the CME, and the Department of OBG was congratulated for conducting the HPV vaccine awareness programme at Mahatma Gandhi University.
3. Absentees in PG formative assessment (2022 & 2023 batches) were noted; the revised format — monthly, three-hour duration, 10 questions in university pattern — was approved by the house to allow better time management, to be followed by analysis and remedial measures for slow learners and defaulters.
4. Integrated Clinical Discussion sessions were reviewed; HODs were instructed to ensure productive case discussion rather than conversion into theory classes, supported by accessory aids such as clinical examination videos.
5. Dissertation review for the current cycle was scheduled for April 2025. The Research Club noted that five departments had collectively submitted 21 project proposals, with the remaining departments directed to complete submission by 17.04.2025.
6. It was reiterated that all case sheets be scrutinised by the HOD/in-charge HOD/Unit Head before the discharge summary was signed. Absence of postgraduate students or interns from central academic activities without a valid reason was to be recorded and addressed.
7. Coordinator informed the house that the Management has written off previous departmental library dues; henceforth accountability rests with the nominated library in-charge faculty and HOD, supported by a maintained issue register.
8. PG teaching activities are to be streamlined to include seminars, symposiums, case presentations and journal clubs, with a monthly report submitted to the Principal's office; surprise inspection visits by the Principal and Vice-Principal (Academics) were planned.
9. MEU Coordinator apprised the house that UG clinical-teaching modules validated during the COVID period are available and are to be refreshed for continued use in integrated clinical teaching; the Vice-Principal (Academics) agreed to amend the Final MBBS timetable to accommodate 8th-semester participation in clinical meetings.
10. The 21 Research Club project proposals received from five departments were reviewed. External validation by three senior faculty members from KHL was proposed over two days, with the first session scheduled for 29.04.2025; Principal Investigators were instructed to prepare an 8–10-slide presentation.
11. The house discussed the need to improve OP-to-IP conversion and bed occupancy as it directly impacts undergraduate clinical teaching, and reviewed arrangements for Graduation Day (12.04.2025).
12. No other item was raised by the members.

**IQAC COORDINATOR****IQAC CHAIRPERSON**

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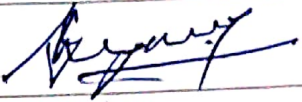
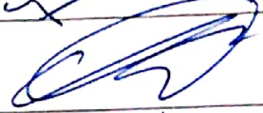
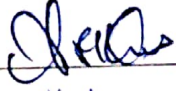
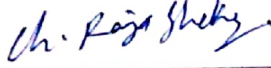
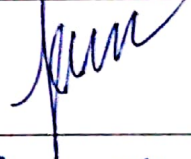
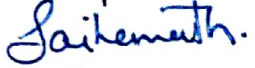
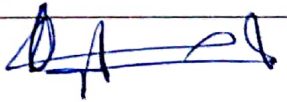
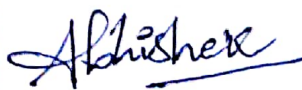
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INTERNAL QUALITY ASSURANCE CELL (IQAC) ATTENDANCE SHEET

Date of Meeting: 11.04.2025

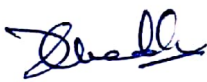
Time: 11:00 AM

Venue: IQAC Meeting Hall

Sl. No.	Name and Institutional designation	NAAC category / IQAC responsibility	Signature
1	Dr. Babasaheb Laxmansing Kudagi Principal	Chairperson Head of Institution	
2	Dr. P. V. Rama Mohan Medical Superintendent, KIMS Hospital	Senior Administrative Officer	
3	Dr. B. Ranga Rao Vice-Principal	Senior Administrative Officer / Criteria VI	
4	Dr. S. Raj Kumar PG Coordinator	Teacher Representative / Criteria I	
5	Dr. Nitin Fal Desai Professor & HOD, Biochemistry	Teacher Representative / Criteria II	
6	Dr. Ch. Vijay Bhaskar Reddy Professor & HOD, DVL	Teacher Representative / Criteria III	
7	Dr. Ch. Anil Kumar Professor & HOD, Orthopaedics	Teacher Representative / Criteria IV	
8	Dr. Ch. Rajashekar Associate Professor, ENT.	Teacher Representative / Criteria V	
9	Dr. Vishwak Reddy Professor & HOD, Psychiatry	Teacher Representative / Criteria VII	
10	Dr.(Col) M.E Luther Director Kamineni Education Society	Management Nominee	
11	Dr.P.Vittal Babu Vittal Hospital Nalgonda	Local Society Nominee	
12	Mr.Y.Hemanth Reddy MBBS Student	Student Nominee	
13	Dr. Ahmed Junaide, KIMS Alumni Association	Alumni Nominee	
14	Mrs.SK. Parveen	Employer Nominee	
15	Dr. Abhishek Clinical Medical Manager, Novo nordisk company, Hyderabad.	Industrialist Nominee	

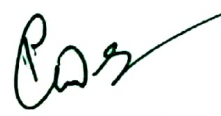
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Sl. No.	Name and institutional designation	NAAC category / IQAC responsibility	Signature
16	Mr.K.Madhu, Parent	Stakeholder Nominee	
17	Mr. P. Venu Senior Executive	Supervisor	
18	Dr. Sateesh K. Professor & HOD, Microbiology	IQAC Coordinator (Medical Part &Part-A)	


IQAC COORDINATOR




IQAC CHAIRPERSON

Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action Taken Report on Minutes of Meeting held on 11.04.2025

Date: 30.05.2025 (Friday)

1. Minutes and ATR of previous meeting: Confirmed and circulated.
2. UG and PG results/felicitations: Communicated to the concerned departments; congratulatory notes issued.
3. PG formative assessment: New monthly format implemented; remedial measures and marks being forwarded to the Principal's office.
4. Integrated Clinical Discussion sessions: Monitoring by HODs continuing; use of clinical videos increased.
5. PG Dissertation review / Research Club proposals: April review conducted; remaining departmental proposals received.
6. Case-sheet scrutiny / academic discipline: Implemented across departments; compliance being monitored.
7. Departmental library accountability: In-charge faculty nominated in all departments; issue registers in use.
8. PG teaching streamlining: Monthly reports being received in the Principal's office; surprise inspections initiated.
9. UG clinical-teaching modules: Refresh exercise taken up by MEU; amended Final MBBS timetable implemented for clinical-meeting participation.
10. Research Club external validation: First KHL validation session conducted on 29.04.2025; feedback shared with Principal Investigators.
11. Bed occupancy / Graduation Day: OP-IP conversion drive initiated; Graduation Day conducted successfully on 12.04.2025.
12. Any other item: No action required.



IQAC COORDINATOR



IQAC CHAIRPERSON