

KAMINENI INSTITUTE OF MEDICAL SCIENCES

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

Internal Quality Assurance Cell (IQAC)

**Date: 06.10.2025,
Monday.**

Agenda

IQAC Meeting to be held on 14.10.2025

All members of the Internal Quality Assurance Cell (IQAC) are hereby notified that the IQAC meeting for the **2nd Quarter of the Academic Year 2025–2026**, covering the period from **October 2025 to December 2025**, will be held as scheduled.

Date of Meeting: 14.10.2025 (Tuesday)

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 15.07.2025.
2. New appointments/designations: Vice-Principal (Academics), Interns Coordinator, HOD of Ophthalmology, Skills Lab in-charge and Lab Director.
3. Preparedness for KNRUHS II MBBS practical examinations, I MBBS final theory examinations, and PG Pre-final/KNRUHS theory examinations (October 2025).
4. Introduction of an extra study hour per week for undergraduates, with batches divided by performance and taught by faculty of corresponding seniority.
5. Preparedness for the ISO certification process, including internal-audit and documentation requirements flagged during the university surprise inspection (ward-occupancy matrix, empty-ward policy, OPD cubicle segregation).
6. Requirement for regular monthly departmental meetings, chaired by HODs, with minutes submitted to the Director within three days.
7. Weekly duty-roster and monthly teaching-schedule submission compliance, with the monthly schedule due by the 25th of every month.
8. CPR Awareness Week, Swasth Nari Sashakt Parivar Abhiyaan and Students' Fest.
9. 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 14.10.2025

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 15.07.2025 were read and confirmed.
2. The Coordinator apprised the house of the new appointments — Dr. K. Satish as Vice-Principal (Academics), Dr. P.V. Rama Mohan as Interns Coordinator, Dr. Mamata Shetty as HOD Ophthalmology, Dr. Kalyan Chakravarthy as in-charge of the Skills Lab, and Dr. Divya Prafulla as Lab Director.
3. Examination preparedness for KNRUHS II MBBS practicals, I MBBS final theory, and PG Pre-final/KNRUHS theory examinations (October 2025) was reviewed and found satisfactory.
4. The house discussed and agreed to conduct one extra study hour per week, with the top 20–25 students taught by the Professor & HOD, average students by Associate/Assistant Professors, and below-average students by the second Professor of the department.
5. Preparedness for ISO certification was reviewed. The Director informed the house that the ISO assessment would proceed in the first week of November 2025. The requirements flagged during the university surprise inspection — a floor-wise ward-occupancy matrix, implementation of the empty-ward policy, and OPD cubicle segregation — were reiterated, and HODs were instructed to ensure compliance.
6. It was mandated that all departments hold regular monthly departmental meetings chaired by the HOD, with minutes prepared and submitted for the Director's perusal within three days, in view of observed gaps in staff awareness of institutional rules and policies.
7. Compliance with weekly duty-roster submissions and monthly teaching-schedule submissions by the 25th of every month was reiterated to all HODs.
8. The Coordinator reported the successful conduct of CPR Awareness Week, Swasth Nari Sashakt Parivar Abhiyaan, and the Students' Fest.
9. No other item was raised by the members.


IQAC COORDINATOR




IQAC CHAIRPERSON

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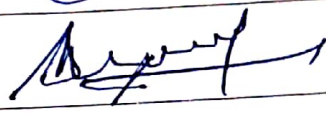
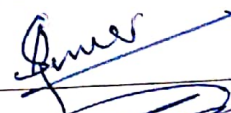
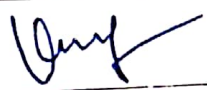
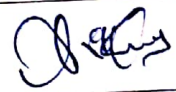
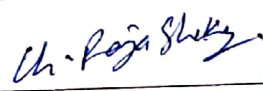
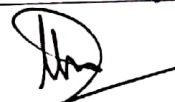
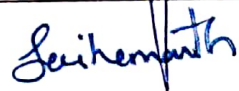
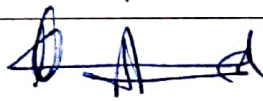
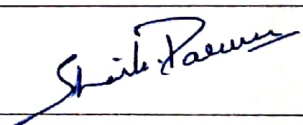
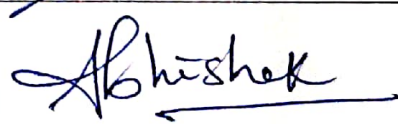
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INTERNAL QUALITY ASSURANCE CELL (IQAC) ATTENDANCE SHEET

Date of Meeting: 14.10.2025

Time: 11:00 AM

Venue: IQAC Meeting Hall

Sr. 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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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

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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action Taken Report on Minutes of Meeting held on 14.10.2025

Date: 28.11.2025 (Friday)

1. Minutes and ATR of previous meeting: Confirmed and circulated.
2. New appointments/designations: Formally notified to all departments.
3. October KNRUHS examinations: Conducted as scheduled; I MBBS and II MBBS results were subsequently reviewed, with the Principal noting the decline in the I MBBS pass percentage and the 85.32% II MBBS result with only three distinctions.
4. Extra study hour scheme: Rolled out across departments.
5. ISO certification preparedness: Internal-audit documentation was completed; compliance with the ward-occupancy matrix, empty-ward policy, and OPD cubicle segregation was confirmed by HODs, ahead of the ISO assessment conducted on 4th–5th November 2025.
6. Monthly departmental meetings: Format for the meeting (including minutes register) circulated to all departments, effective November 2025.
7. Teaching/duty-roster submission: Weekly duty-roster compliance was monitored, and monthly teaching schedules were submitted by the 25th of the month.
8. CPR Week/Students' Fest: Reports filed with the Principal's office.
9. Any other item: No action required.


IQAC COORDINATOR




IQAC CHAIRPERSON