



**RASHMI INSTITUTE OF AYURVEDA MEDICAL SCIENCES  
& RESEARCH CENTER**

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**Minutes of the IQAC (Internal Quality Assurance Cell) Meeting**

Date: 01-01-2025

Time: 12:30 pm

Chaired by: Dr. H M Harisha, Principal and chairperson of the cell

Members Present: Dr. Mahendra Hegde, Dr. Gurumahantesh T M, Dr. Vijeth, Mr. Pavamana K R, Mr. G Raju, Mr. Devaraju.

**1. Welcome Address & Introduction**

The meeting commenced with a welcome address by the Chairperson, who emphasized the role of IQAC in ensuring academic and institutional excellence. The reforming of IQAC on January 1, 2026, was acknowledged, and its primary objective of enhancing quality in education, administration, and student learning was reiterated. The meeting was convened to establish quality benchmarks and discuss strategies for continuous improvement.

**2. Agenda of the Meeting**

1. Approval of quality assurance strategies and documentation.
2. Academic and administrative audit planning.
3. Student support and mentoring initiatives.
4. Implementation of faculty development programs.
5. Infrastructure and resource development for quality education.
6. Feedback mechanisms for students, faculty, and stakeholders.
7. Research and innovation initiatives.
8. Any other matter with permission of the chair.

**3. Discussion & Decisions Taken**

**A. IQAC Roles of Members**

- The IQAC roles were finalized, including faculty members, administrative representatives, and external advisors.
- Responsibilities of members were defined to ensure active participation in quality enhancement.

**B. Institutional Quality Framework**

- It was decided to develop Standard Operating Procedures (SOPs) for academic and administrative functions.
- Compliance with QCI, NAAC and NCISM guidelines was emphasized for quality assurance.

**C. Academic & Administrative Audit Planning**

- A proposal for an internal academic audit every six months was approved to monitor curriculum delivery and faculty performance.
- Administrative audits will focus on infrastructure, student facilities, and support services.

**D. Student Support & Mentoring**

- A structured mentorship program was introduced, with faculty assigned as mentors to guide students academically and personally.
- Remedial coaching sessions were recommended for students needing additional academic support.

#### E. Faculty Development Programs (FDPs)

- It was agreed to organize regular faculty training workshops on innovative teaching methodologies, ICT integration, and research skills.

#### F. Infrastructure & Resource Development

- Enhancement of laboratories, library, e-learning resources, and clinical training facilities was discussed to maintain quality education standards.

#### G. Feedback Mechanism

- A structured student feedback system was approved to assess teaching quality, facilities, and curriculum effectiveness.
- Stakeholder feedback from faculty, parents, alumni, and hospital staff will be collected for continuous improvement.

#### H. Research & Innovation Initiatives

- Encouragement of faculty and students to undertake research projects, publish papers, and participate in conferences.
- Proposal for collaboration with other institutions for research and knowledge exchange.

#### 4. Conclusion & Action Points

The Chairperson summarized the key discussions and action points to be implemented in a phased manner. The IQAC will submit quarterly reports on the progress of quality assurance initiatives.

The next IQAC review meeting was scheduled after 3 months to assess developments and address new concerns.

The meeting concluded with a vote of thanks to the chair.

Prepared by: Dr. Mahendra Hegde

SL NO.	NAME	DESIGNATION	Portfolio	
1	DR. H M HARISHA	Principal	CHAIRMAN	<i>Harish</i>
2	DR. MAHENDRA HEGDE	Assistant Professor, Dept. of Samhita Siddhanta & Samskruta	CO ORDINATOR	<i>MH</i>
3	DR. MAMATA H M	Deputy Superintendent	MEMBER	—
4	DR. GURUMAHANTESH	Consultant, Dept. of Panchakarma	MEMBER	<i>Raj</i>
5	DR. VIJETH KUMAR L A	Associate Professor, Dept. of Swasthavrutta	MEMBER	<i>Vijeth</i>
6	MR. PAVAMANA K R	Information Technology Officer	MEMBER	—
7	MR. G RAJU	Administrator, YSS Group of Institution	MEMBER	<i>G Raju</i>
8	MR. DEVARAJ	Hospital Staf	MEMBER	<i>Devaraj</i>

Principal  
INSTITUTE OF  
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