# Internal Quality Assurance Cell

## BV (DTU) MC, Pune

## Minutes of meeting

## IQAC

Date:  11/05/2018

A meeting of IQAC members held on   11/05/2018, Friday at NAAC room at 2 pm.

11 members attended the meeting.

Minutes of last meeting read by Dr. Pore, seconded by Dr. Gosavi and approved.

Following points were discussed in the meeting:

- Compilation of AQAR to be done by 10th July  2018
- Dr. Pore and Dr. Momin discussed about how to collect proofs. It is decided that proofs should be collected by individuals name, date and event.
- For each criteria information needed from office and library is to be collected.
- Each committee reports are requested to be summited in weeks' time with information like – number of meetings, formation, objectives and work done.
- Discussion on criteria 2,4,5 and 7 was carried out regarding quality parameters needed.

Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date:  09/ 05/2018

To,

This is request to all committee members to attend meeting. Your punctual attendance will be expected for the meeting.

Details of the meeting are as follows:

Date and Day: Friday, 11/05/2018

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Discussion on new format of NAAC
3. Criteria wise discussion for new format of NAAC
4. Any other

Coordinator

# Internal Quality Assurance Cell

## BV (DTU) MC, Pune

## Minutes of meeting

## IQAC

Date: 27/04/2018

A meeting of IQAC members held on 27/04/2018, Friday at NAAC room at 2 pm.

13 members attended the meeting.

Minutes of last meeting read by Dr. Pore, seconded by Dr. Gosavi and approved.

Following points were discussed in the meeting:

- Data entry difficulties faced by each IQAC member
- If AQAR is incomplete then it should be mailed back to the concerned department for rectifications.
- Publications should be checked for authenticity
- It was suggested that compilation of research projects and publications should be done department wise. After compilation it should be sent to respective heads of the departments.
- Publications in Scopus and Web of science should be compiled annually
- Discussion about proofs collection for knowledge events was done. It was decided that proof can be collected as PDF for each person and then compile.
- It was also decided to follow research projects for funding and progress. For this excel sheets to be made for ongoing and completed projects.
- Take MOUs for collaborative projects.
- MOUs and collaborations should be updated regularly.
- External examiner's feedback should be taken.
- New guidelines for criteria 2 were discussed.
- Everyone agreed to complete criteria work and present on 11th May 2018 (next meeting)
- One week after next meeting departmental coordinators meeting will be taken.

Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date:  26/ 04/2018

To,

This is request to all committee members to attend meeting. Your punctual attendance will be expected for the meeting.

Details of the meeting are as follows:

Date and Day: Friday, 27/ 04/2018

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Discussion on new format of NAAC
3. Discussion on data entry and problems encountered
4. Other work distribution
5. Points for department coordinators meeting
6. Any other

Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

IQAC

Date: 14/03/2018

A meeting of IQAC members held on 14/03/2018, Wednesday at conference hall at 2 pm under chairmanship of Dr. Mani, Principal.

Minutes of last meeting read by Dr. Pore, seconded by Dr. Gosavi and approved.

Meeting was attended by 13 members.

Dr Gosavi and Dr Kharche presented high lights about revised NAAC guidelines which were as follows:

1) Revised framework will provide quantitative assessment.

2) There will be increased objectivity and transparency.

3) It will be done in 3 steps-

    a. Online submission of Institutional Information for Quality Assessment (IIQA) and Self-Study Report

    b. Student Satisfaction Survey (SSS)

    c. Peer team visit

4) File size for online submission is restricted to 1 MB

5) Report size is reduces as answers to questions will be concise & precise.

6) Two windows for online submission i.e. 1) May & June, 2)Nov & Dec

7) Data Verification and Validation (DVV) will be carried out by external agency which carries 70% weightage. (quantitative assessment)

8) Minimum 30% should be scored to qualify for further assessment.(Pre- qualifier score)

9) Next step is SSS

10) Student Satisfaction Survey (SSS) : institute has to submit Email ID of > 70% students to NAAC. NAAC will send them online link of 20-25 questions (MCQ type questions).

Questions will be based on teaching, learning and evaluation. Time provided to complete questions will be 30 mins.

11) Now question in each criteria will be referred as **metric**

12) Roughly 121 metrics will be there out of which :-

- 30 will be input based metrics
- 53 process based metrics
- 38 output based metrics

13) Peer team visit will be only for one day and they will assess for 30 % of total score which will be qualitative assessment.

14) Final report will be system generated report of all above steps.

15) If disparity in provided information by institute and NAAC verification is more than 10-15% then there will be penalty for the institute or university.

After the presentation discussion was carried out whether to change format of AQAR?

It was also discussed that, student section should prepare format for fellowship and departmental PhD students.

It was suggested that, Parent's feedback should be taken with the help of Google feedback form. This sheet will be linked to their Email addresses.

For alumni information they alumni should be in contact by e mail communication.

NSNₒ

Chairperson/ Coordinator

**PRINCIPAL**
Bharati Vidyapeeth
(Deemed to be University)
Medical College
Pune - 43

Internal Quality Assurance Cell

BVDUMC, Pune

Agenda of meeting

Date:  26/ 02/2018

To,

This is request to all committee members to attend meeting. Your punctual attendance will be expected for the meeting.

Details of the meeting are as follows:

Date and Day: Wednesday, 14/ 03/2018

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Dissemination of information about seminar on NAAC new guidelines by Dr. Gosavi & Dr. Kharche
3. Discussion on new guidelines by NAAC
4. Collection, compilation and authentication of AQAR received
5. Format for collection of proofs from departments
6. Any other

Coordinator

# Internal Quality Assurance Cell

# BVDUMC, Pune

# Minutes of meeting

# IQAC

Date:  05/01/2018

A meeting of IQAC members held on   05/01/2018  at NAAC room at 2 pm.

All members were introduced to Ret. Brig.  Dr. N. S. Mani, Principal BV (DTU) Medical College, Pune.

**11** members were present for the meeting.

Following points were discussed in the meeting:-

1) Minutes of last meeting read by Dr. Pore, seconded by Dr. Gosavi and approved.
2) Discussed work of IQAC- ideal and actual
3) NIRF report status was discussed.
4) Work distribution for AQAR was done as follows:

| Sr.No | Name of the staff | Other work |
|---|---|---|
| 1 | Dr. Prasad Pore | Overall in charge, final report preparation, checking mails, downloading AQAR etc. |
| 2 | Dr. Shilpa Gosavi | Second in charge final report preparation, checking mails, downloading AQAR etc. |
| 3 | Dr. Varshali Keniya | Events attended, awards etc. |
| 4 | Dr. Suchita Dabhadkar | Collaborations, MoU |
| 5 | Dr. Supriya Barsode | Publications details |
| 6 | Dr. Jayashree Kharche | Agenda, minutes of meeting |
| 7 | Dr. Preeti  Doshi | Research projects details |
| 8 | Dr. Bhakti Sarangi | Knowledge events organized details |
| 9 | Dr. Abdulrahaman Momin | Computer related work, checking mails, downloading AQAR etc. |
| 10 | Mrs. Varenya/ Manasi | ASLP related all information |
| 11 | Mr.Shashi Bhushan Kushwah/ Mahima Chandra | Optometry related information |
| 12 | Mrs. Waghmare | Agenda, minutes of meeting, maintenance of files, documents etc. |

5) A copy books published by staff members is with the Principal.
6) A copy MOUs for different projects is with the Principal.

7) Principal Sir has sanctioned pack of antivirus and a hard disk for NAAC cell which has to be procured after application and saction.

8) Regarding strength of faculty for any committee: it should be considered as strength as on last day of duration of the report. Also, while submitting the information we can mention the strength as on date...

9) Uniform format of undergraduate feedback will be provided by MET cell and no department should conduct individual feedback. Feedback will be taken as Google sheet and not on paper.

10) For postgraduate feedback new strategies will be formulated, till then individual department can take PG feedback.

11) Standard to be prepared for education may be for college level. e.g. publications, PPTs used for lectures.

12) It was advised to increase frequency of IQAC meetings from once in three months to once a month.

13) Detailed alumni information is to be compiled.

14) Department of audiology and optometry should compile annual information regarding placement agency, name of student appointed, salary offered etc.

15) Meeting ended with vote of thanks.

Coordinator

Internal Quality Assurance Cell

BVDUMC, Pune

Agenda of meeting

Date:  03/ 01/2018

To,

This is request to all committee members to attend meeting. Your punctual attendance will be expected for the meeting.

Details of the meeting are as follows:

Date and Day: Friday, 05/ 01/2018

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Introduction of members with Principal
3. Collection, compilation and authentication of AQAR received
4. Distribution of work of IQAC
5. Any other

Coordinator

# Internal Quality Assurance Cell

## BVDUMC, Pune

## Minutes of meeting

## IQAC

Date: 07 /11 /2017

A meeting of IQAC members held on   07 /11 /2017  at NAAC room at 2 pm.

Distribution of NIRF information compilation was done to all members.

Also, NIRF format was sent to school of audiology and optometry.

Bharati Vidyapeeth Brochure information compilation was allotted to Dr Gosavi, Dr Borole and Dr Dabhadkar.

The meeting ended with vote of thanks.

Coordinator

# Internal Quality Assurance Cell

## BVDUMC, Pune

## Agenda of meeting

Date: 06/ 11/2017

To,

This is request to all committee members to attend meeting. Your punctual attendance will be expected for the meeting.

Details of the meeting are as follows:

Date and Day: Tuesday, 07/ 11/2017

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. NIRF report preparation
3. University brochure preparation
4. Any other

Coordinator

Internal Quality Assurance Cell

BVDUMC, Pune

Minutes of meeting

IQAC

Date:  04 /10 /2017

A meeting of IQAC members held on   04 /10 /2017 at NAAC room at 2 pm.

All members were introduced to Dr Sardesai, Principal Medical College, Pune.

New format for AQAR was prepared by Dr Pore and Dr Momin.

Collection of various reports was informed.

Future events organised by various departments were discussed in meeting.

NIRF report filing and how to plan NIRF report was discussed.

Compilation of minutes of meeting was handed over to Dr Kharche and Mrs Waghmare.

The meeting ended with vote of thanks.

Coordinator

Internal Quality Assurance Cell

BVDUMC, Pune

Agenda of meeting

Date:    03 / 10 /2017

To,

This is request to all committee members to attend meeting. Your punctual attendance will be expected for the meeting.

Details of the meeting are as follows:

Date and Day: Wednesday 04/ 10/2017

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Introduction to Principal
3. Preparation of AQAR format
4. NIRF work
5. Any other

Coordinator