

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

Date: 28/05/2019

A meeting of IQAC members held on 28/05/2019, Tuesday at NAAC room at 2:30 pm.

Ten 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:

1. Discussion on new format AQAR was done.
2. Received last six months AQAR report from all departments and it is checked by Dr Momin.
3. Dr Momin volunteered to compile AQAR of all departments for the whole year.
4. Work distribution for annual AQAR compilation and preparation was done and it is as follows:

	Name of IQAC member
Part A	Dr. Prasad Pore, Dr. Gosavi
Part B	
Criteria I	Mrs. Sulochana Jadhavar
Criteria II	Dr. Jayashree Kharche
Criteria III	Dr. Preeti Doshi
Criteria IV	Dr. Gosavi
Criteria V	Dr. Varshali Keniya
Criteria VI	Dr. Suchita Dabhadkar
Criteria VII	Dr. Supriya Barsode
Overall Compilation	Dr. Prasad Pore, Dr. Shilpa Gosavi
Overall all departmental AQAR compilation	Dr. Abdul Momin

AQAR to be compiled for the period of 1st July 2018 – 30th June 2019.

Compile by 30th June 2019.

5. Dr Barsode presented current status of environmental audit. She will prepare report of the same by 1st week of June. Gender Audit work will also be compiled by 1st week of June 2019.
6. A tab will be created on website to obtain feedback.
7. For Student Satisfaction Survey (SSS) it has been decided to wait till 15th June for Bhavan to send the format or else our format will be used.

8. As suggested by Dr Mani Sir, it has been decided to present AQAR six monthly in college council. (July- December in January and January – June in July)For 2018-19 report it will be presented in July/ August 2019.
9. After result of any survey like India today, NIRF core team meeting should be conducted to analyze and improve the ranking.
10. After compilation of the allotted criteria a summary is to be prepared mentioning problems encountered and probable solutions.

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Chairperson/Coordinator

PRINCIPAL
Bharati Vidyapeeth
(Deemed to be University)
Medical College
Pune - 41

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date: 24/05/2019

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, 28/05/2019

Time: 2.30 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Discussion on new format AQAR
3. AQAR data entry work and current status
4. Work distribution for annual AQAR compilation and preparation
5. Review of audits
6. Review of feedback forms and deciding mechanism to obtain
7. Any other



Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

Date: 22/01/2019

A meeting of IQAC members held on 22/01/2019, Tuesday at NAAC room at 2 pm.

Thirteen 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:

1. Discussion on new format of manual of health sciences was done.
2. New AQAR format to be prepared and send to all the departments for current year.
3. AQAR 5 year plan to be prepared as short term and long term.
4. Gender audit draft was briefed by Dr. Ruma Deshpande and later it was discussed.
5. Dr. Dabhadkar presented the draft on academic and administrative audit.
6. Environmental audit draft sent by Dr. Barsode was put up in the meeting.
7. Student Satisfaction Survey (SSS) can be conducted at every 6 months.
8. For feedback from various stakeholder formats are to be prepared in due course of time.
9. AQAR to be constituted as per the new guidelines.

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Chairperson/Coordinator

PRINCIPAL
Bharati Vidyapeeth
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Medical College
Pune - 42

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date: 15/01/2019

To,

IQAC members,

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: 22/01/2019, Tuesday.

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Discussion on new format of manual of health sciences
2. Presentation on gender, academic and environmental audits followed by formation of respective committees
3. Discussion on new AQAR format
4. Discussion on feedback from various stakeholder
5. Discussion on Student Satisfaction Survey (SSS)
6. MMC work update
7. AISHE-DCF work
8. Feedback about new manuals submitted to NAAC
9. Any other


Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

Date: 21/12/2018

A meeting of IQAC members held on 21/12/2018, Friday at NAAC room at 2 pm.

Twelve 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:

- 1) Individual department HOD and departmental coordinator should be motivated to provide proofs in time to NAAC cell.
- 2) E mails are sent to the departments which have not sent proofs till date.
- 3) Dr. Pore requested to check information twice before entering in final files and all IQAC members are unanimously agreed to this and If entries sent by the department are incomplete or duplicate respective coordinator should be informed regarding the same and ask the person to correct and resend the information.
- 4) Till date six departments have not sent their AQAR regarding which E mail are sent to those departments.
- 5) Dr Dabhadkar will maintain MOU collaboration file.
- 6) Updates for India today MDRA best college ranking were briefed by Dr. Pore and Dr. Gosavi. The information was submitted to India Today Office in time.
- 7) Activities carried out for AHPI awards 2019 report was briefed by Dr. Pore and Dr. Kharche.
- 8) MMC renewals pending work is about to complete. It is followed up by Dr. Momin.
- 9) Five departments have not sent SOPs, so reminder Emails for the same will be sent.
- 10) Points discussed with Dr. Karmarkar Sir, Member Academic Council & IQAC were informed by Dr. Pore viz. new plagiarism software –URKUND, availability of grievance redressal mechanism on university website etc.
 - a) URKUND access is provided by UGC to each university which is free of charge to check plagiarism.

- b) Students can directly approach university regarding their grievances.
- 11) AQAR is directed to prepare five year future plans as short term plan, long term plan
 - 12) It will be requested to each departmental coordinator to inform IQAC about every new fellowship started in respective department.
 - 13) All are requested to go through latest health institute manuals prepared by NAAC and mail their feedback or suggestions at the earliest.
 - 14) For AISHE- DCF work willingness was asked to the members. Dr. Dabhadkar and Mrs. Jadhavar volunteered for it.
 - 15) Teams for working on audits were told to complete their work at the earliest and submit one page summary of procedure.
 - 16) IQAC will arrange lecture in January on how to find h index on Google Scholar.



Chairperson/Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date: 14/12/2018

To,

IQAC members,

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: 21/12/2018, Friday.

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Individual department wise review of proof
2. Status of teams for working on audits
3. Preparation of list of documents related to SOPs, rules, guidelines etc.
4. AHPI Award 2019 work
5. India Today report update
6. NIRF work update
7. MMC work update
8. AISHE- DCF Work
9. University AQAR review
10. Points mentioned by Dr. Karmarkar, Member IQAC of University & Academic Council regarding functioning of IQAC
11. Review of quality parameters
12. IQAC member work overview
13. Any other


Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

Date: 21/09/2018

A meeting of IQAC members held on 20/09/2018, Friday at NAAC room at 2 pm.

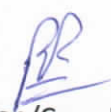
Nine members attended the meeting.

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

Following points were discussed in the meeting:

- Department wise review of proof should be done by 30th September 2018
- Academic audit will be prepared by Dr. Dabhadkar & Mrs Jadhavar
- Environmental audit will be prepared by Dr. Barsode with the help of Dr V M Vaidya
- Gender audit will be prepared by Dr. Ruma with the help of Dr. Kharche
- Departmental coordinators should be requested to send list of SOPs by 15th October
- Review of quality parameters will be done after completion of proof checking
- NIRF work updates Dr. Momin and Mr Sane
- Information regarding publication, research, proofs and excel sheet from IRSHA is to be submitted by 30th October.
- MMC work update informed to all.
- Dr. Momin & Dr. Pore will plan session for faculty on how to find H index using google scholar?
- *Swaccha Bharat* work was given to Dr. V. M. Vaidya. She is organizing the event and will submit report to IQAC.
- Future events compiled till date are sent to website committee for uploading.
- Dr. Pore informed about EPSI conference proceedings.
- Dr. Kharche will overview committee reports along with other work assigned.
- IQAC member will overview excel sheet by 15th October. (Separate word file to mark done after completion of task)
- Everyone should go through University AQAR available on university website and find points mentioned in university AQAR related to medical college with respect to criteria allotted.
- PG Publications information should be asked from all departmental coordinators and check as per allotted department.

- Every Thursday / Friday 2-4 pm IQAC members should come to NAAC office and complete their work.
- Every month last Friday at 3 pm will be IQAC meeting.
- Next meeting is scheduled on 26/10/2018 at 3 pm.



Chairperson/Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date: 14/09/2018

To,

IQAC members,

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: 20/09/2018, Thursday.

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Individual department wise review of proof
2. Preparation of teams for working on audits
3. Preparation of list of documents related to SOPs, rules, guidelines etc.
4. Review of quality parameters
5. NIRF work updates
6. MMC work update
7. IQAC will plan session for faculty on how to find H index using google scholar?
8. *Swaccha Bharat* work information
9. To finalize future events
10. Report of EPSI conference
11. Committee reports overview
12. IQAC member work overview
13. University AQAR review
14. Any other


Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

Date: 02/08/2018

A meeting of IQAC members held on 1/08/2018, Friday at NAAC room at 2 pm.

Sixteen 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:

- Dr. Mani welcomed all members.
- University Annual Report 2017-18 will be prepared by Dr. Shilpa Gosavi
- Dr. Pore thanked all the members for preparation of annual AQAR report.
- Discussion on submitted AQAR was carried out –
 1. Data collection and compilation was having few errors
 2. To avoid those errors everyone is asked to check previous prepared and final submitted report.
- It was decided that if information from the department is incomplete then it should not be entered and ask the respective co coordinator to complete it and send back.
- After completion of data entry please mark as done in list of departments to avoid duplicate entry.
- Regarding data on camp conducted information should be compiled from camp coordinator, hospital and department of community medicine.
- AQAR format is also to be sent to NABH and MEU.
- All members are requested to mail quality parameters to NAAC cell.
- To prepare academic, environmental and gender audit from this year. Each committee will comprise of minimum 3 members like: one from IQAC, One from college and one from hospital.
- Final committee members will be decided by Principal sir
- All members are requested to review proofs on urgent basis. Dr. Momin will explain procedure for the same.
- Compilation of knowledge events is to be done.
- Other points discussed were:
 - Dr. Karmarkar Sir agreed to share achievements received on HOD what's app group with IQAC.

- Future knowledge event information to be collected
- IQAC members suggested that IQAC member should not be the departmental coordinator.
- IQAC will arrange lecture on Google scholar and how it works?
- Another lecture will be conducted regarding selection of journal for publication.
- Criteria VII policy to be taken and planned accordingly.

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Chairperson/Coordinator

PRINCIPAL
Bharati Vidyapeeth
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Pune - 43

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date: 27/07/2018

To,

IQAC members,

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, 01/08/2018

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

- 1) Preparation of University Annual Report 2017-18
- 2) Discussion on AQAR Submitted
- 3) Problems in data collection, compilation and how to improve
- 4) Discussion on Quality parameters for various criterias (Criteria 5, 6, 7).
- 5) To plan conduction of Academic, Gender, Environmental Audit
- 6) Review of proof received for 2017-18 till date
- 7) Excel sheet wise compilation of these proofs
- 8) MMC renewal- Collection of knowledge events
- 9) Any other


Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Minutes of meeting

Date: 19/06/2018

A meeting of IQAC members held on 19/06/2018, Friday at NAAC room at 2 pm.

08 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:

- Last date for AQAR submission is 25/06/2018.
- Format for preparation of AQAR is not changed.
- MET workshop conducted in last quarter of cycle in medical college was local and hence not to be included in the data.
- Dr. Pore guided about filing AQAR in prescribed format.
- E mails sent to all committees for annual reports which will help in compilation of information.
- All HODs are requested to give information about best practices in respective department.
- All are requested to check all excel file meticulously for data entry.
- If data is incomplete it is requested to call concerned departmental coordinator.
- Soft copy of proof has to be sent and format for it is: date, name of person.
- Dr. Pore thanked Dr. Kharche and Dr. Gosavi for preparation of convocation report.


Coordinator

Internal Quality Assurance Cell

BV (DTU) MC, Pune

Agenda of meeting

Date: 18/ 06/2018

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: Tuesday, 19/06/2018

Time: 2.00 pm

Venue: NAAC room

Agenda of meeting will be:

1. Welcome
2. Pending AQAR submission
3. AQAR data entry
4. Work distribution for annual AQAR compilation
5. Submission of quality parameters
6. Any other


Coordinator