



Dr. Vithalrao Vikhe Patil Foundation's
MEDICAL COLLEGE & HOSPITAL

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DVVPF's/MCHA/DO/2021/334

Date: 08 / 07 / 2021

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on Thursday, 08th July 2021 at 03:00 pm.

The meeting of the Internal Quality Assurance Cell (IQAC) was held on **Thursday, 08th July 2021 at 03:00 pm through ZOOM Cloud Meetings app.**

The following members were present

Sr. No.	Name	Designation
01	Dr. Sunil Natha Mhaske	IQAC Chairman
02	Dr. Sandeep Kadu	IQAC Director
03	Dr. Pritish Raut	IQAC Coordinator
04	Dr. B. Sadananda	Member (Management)
05	Dr. Abhijit Diwate	Member (Management)
06	Dr. Jayant Gadekar	Member (Teaching Staff)
07	Dr. Gautam Aher	Member (Teaching Staff)
08	Dr. Sudhir Pawar	Member (Teaching Staff)
09	Dr. Abhijit Awari	Member (Teaching Staff)
10	Dr. Satish More	Member (Administrative Staff)
11	Dr. Abhijit Merekar	Member (Administrative Staff)
12	Mr. Vilas Ghule	Member (Administrative Staff)
13	Mr. Anil Sinare	Member (Administrative Staff)
14	Mr. Prasad Kajale	Member (Administrative Staff)
15	Dr. Girish Kulkarni	Member (Local Society)
16	Dr. Rohan Kharde	Member (Alumni)
17	Ms. Trisha Kshirsagar	Member (Student Representative)
18	Dr. Shyam Ganvir	Member (Stakeholders)
19	Mr. Shekhar Kolapkar	Member (Administrative Staff)
20	Dr. Sangita Patil	Member Secretary

Leave of absence was granted to Dr. Arun Tyagi, Dr. Sushil Kachewar and Mr. Jagdish Chavan who informed about their inability to attend the meeting due to their pre-occupation.

Hon'ble Chairman welcomed the members. He briefly reviewed the development since the last meeting.

Thereafter the business of the meeting was started.

Item No. 1: To confirm the minutes of the last meeting of the Internal Quality Assurance Cell (IQAC) held on 05th April 2021.

Resolution No.1: It was resolved that the minutes of the last meeting of Internal Quality Assurance Cell (IQAC) held on 05th April 2021 be confirmed.

Item No. 2: To review methods and tools for collection of data.

Hon'ble Chairman requested all Coordinators and Heads of Departments to review the methods and tools for collection of data forwarded by IQAC coordinator.

Resolution No.2: After detailed discussion, it was resolved that all the coordinators and heads of departments will comply with the methods and tools for collection of data.

Item No. 3: To review faculty development program's particularly CME's.

Hon'ble Chairman requested all Coordinators and Heads of Departments to review faculty development program's particularly CME's. IQAC coordinator to ensure COVID-19 pandemic related CME's are conducted as per requirements.

Resolution No.3: After detailed discussion, it was resolved that all the coordinators and heads of departments will fully participate in conduction and dissemination of advances in medicine and COVID-19 pandemic through appropriate programs and activities including CME's.

Item No. 4: To discuss the documentation of the various programmes/activities leading to quality improvement.

Chairman mentioned that there is 65% QIM & 35% QnM data to be uploaded as per the NAAC format. So it is the responsibility of all coordinators to upload the correct data in time.

Hon'ble Chairman has given the following Instructions:

- Data should be correct & validated as per DVV
- Data should be in the prescribed format as merging is a big process.
- It must be error free & as per the format.
- Review will be taken every day by the Chairman and IQAC Director.
- Upload the correct data on priority basis.
- It is a big exercise & it is responsibility of all. All coordinators to make sure that none of the data is missing. Also IQAC office will keep scanned copies of minutes of various meetings ready.
- All the data should be ready in proper format and size with supportive documents Stamped & signed. Check how the links are properly uploaded. Hon'ble Chairman will take the review of the same, day before the experts visit.
- Everyone should pay attention and send correct data. Once data is received with signature it will be considered as a final submission.
- Hon'ble Chairman focused on certain training programs like Gender Sensitization.

- Feedback how far is done and what is action taken report & documents prepared. It will be uploaded on the website. The students should be sensitized for all the questions as given in NAAC manual.
- Copies of experience certificate, list of Guide, Awards with certificate should be collected from the faculty members. All the information regarding activities from institute for last 5 years such as number of teachers and students. Number of patient's handled. All the information should be uploaded on the website within two days.

Resolution No.4: After detailed discussion it was resolved that institutional database through MIS is existing in some of the departments of Medical College such as Radio Diagnosis, CCL, and OPD Registration. However other departments should initiate the process of creating database through MIS for enhancing the institute's quality.

Item No. 5: Outcome analysis of (PO's) (CO's) as per NAAC HSM under criteria I-curriculum Design & Development.

All programmes & courses developed and implemented (as per norms of the regulatory body) are to be analyzed accordingly.

Resolution No.5: It was resolved that workshop will be conducted for the outcome analysis of PO's, CO's. Workshop will be conducted by the experts for all IQAC coordinators of curriculum design & development cell.

Item No. 6: To review and implement eco-friendly measures including steps to reduce consumption of electrical energy and construction of solar plant

Resolution No.6: After the detailed discussion, it was decided that more plantation will be done in the campus and instructions will be given to civil department regarding the same. There will be no vehicle zone in the campus; mapping will be done. Construction of solar plant of 1.6 MV is under process and it will be completed by November 2021, which will supply the electricity to the entire campus and also can be outsourced.

The meeting ended with vote of thanks to the chair.



Dr. Sunil Natha Mhaske
Dean & IQAC Chairman

Place: Ahmednagar
Date: 08th July 2021