



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

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DVVVPF's/MCHA/DO/2020/1142

Date: 10 / 08 / 2020

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on Monday, 10th August 2020 at 03:00 pm.

The meeting of the Internal Quality Assurance Cell (IQAC) was held on **Monday, 10th August 2020 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. Arun Tyagi	Member (Teaching Staff)
07	Dr. Jayant Gadekar	Member (Teaching Staff)
08	Dr. Sushil Kachewar	Member (Teaching Staff)
09	Dr. Sudhir Pawar	Member (Teaching Staff)
10	Dr. Abhijit Awari	Member (Teaching Staff)
11	Dr. Satish More	Member (Administrative Staff)
12	Dr. Abhijit Merekar	Member (Administrative Staff)
13	Mr. Vilas Ghule	Member (Administrative Staff)
14	Mr. Anil Sinare	Member (Administrative Staff)
15	Dr. Rohan Kharde	Member (Alumni)
16	Ms. Trisha Kshirsagar	Member (Student Representative)
17	Dr. Shyam Ganvir	Member (Stakeholders)
18	Mr. Jagdish Chavan	Member (Administrative Staff)
19	Mr. Shekhar Kolapkar	Member (Administrative Staff)
20	Dr. Sangita Patil	Member Secretary

Leave of absence was granted to Dr. Gautam Aher, Dr. Girish Kulkarni and Mr. Prasad Kajale 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 08th June 2020.

Resolution No.1: It was resolved that the minutes of the last meeting of Internal Quality Assurance Cell (IQAC) held on 08th June 2020 be confirmed.

Item No. 2: To review and finalize the plan of action for the academic year 2020-21.

Resolution No.2: Plan of action for the academic year 2020-21 was confirmed by the chairman after taking into consideration inputs from all stakeholders and it was agreed it must be made available to all departments for further actions.

Item No. 3: Considering the emergency of Covid-19 welfare activities particularly free vaccination & treatment to the patients, students & staff.

Resolution No.3: Covid-19 affected everyone and during this period welfare activities need to be extended to the patients, students & staff. Free vaccination & treatment was confirmed for further actions.

Item No. 4: 4. Consideration for Air Conditioners for OPD's & Operation Theatres

Resolution No.4: After a thorough review further actions for provision of Air Conditioners for OPD's & Operation Theatres was decided.

Item No. 5: Preparation of feedback forms

Resolution No.5: The Chairman and the all the committee members reviewed the all online feedback forms in the meeting. Some corrections were suggested and after finalizing the corrections in the feedback format, they will be incorporated in the online portal.

Item No. 6: Arrangement for feedback response from students, parents and other stakeholders on quality related institutional process

Resolution No.6: The Chairman mentioned that proper record of all the feedback obtained from students, parents and all other stakeholders needs to be maintained properly. He requested Feedback Committee co-ordinator to submit the detail analysis of the feedback forms and the Action Taken Report on the feedback as early as possible.

Item No. 7: Documentation of various programmes / activities leading to quality improvement

Resolution No.7: Chairman informed the house that the following activities **during the last five years** need to be well documented:

- a. Minutes of Meetings of all statutory bodies / committees / councils.
- b. Details of the faculty development programmes organized by the Institution
- c. All research activities such as research projects, clinical trials, research publications, paper / poster presentations at various conferences, patents, copyrights, etc.
- d. Faculty awards and rewards at national and international level

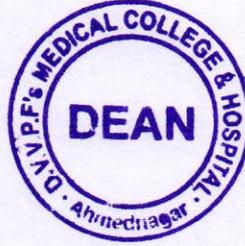
e. Student achievements and participation at national / international events.

Item No. 8: Preparation of SOP of each department

Chairman focused on preparation of departmental booklet and SOP for daily functioning of each department.

Resolution No.8: After detailed discussion it was resolved that each department will prepare the SOP for daily functioning as well as teaching learning activities including slow and advanced learners, etc.

The meeting ended with vote of thanks to the chair.




Dr. Sunil Natha Mhaske
Dean & IQAC Chairman

Place: Ahmednagar

Date: 10th August 2020