

## **MIMER MEDICAL COLLEGE, TALEGAON DABHADE**

MINUTES OF IQAC MEETING HELD ON 30<sup>th</sup> MAY 2022

Meeting chaired by Dr Suchitra Nagare

1. Dr Mallikarjun Ballur welcomed everyone for the IQAC meeting and explained in brief about the upcoming Peer Team Visit.
2. He said, henceforth every third college council meeting will be followed by IQAC meeting.
3. Dr Ballur explained that peer team would consist of 2 Vice chancellors and director of research and External audit team would consist of 2 professors.
4. Dr Ballur informed the chair about brochure work of 30 departments being completed and 5 display charts are ready of the total 21.
5. Dr Varun Jaiswal said that 93 of the total 187 communities have been formed in TCSion
6. Dr Ansh Bhat pointed out that there was some technical issues in forming community and towards the same Dr Nagare suggested to form a group on Whatsapp for direct communication and clarification
7. Dr Vaishali Korde suggested to include “feedback on teachers” in TCSion and Dr Sushma wanted to know which group of students to be included.
8. Dr Nagare informed to use “Clinicalkey” for all PG teaching activities.
9. As there would be stake holder interaction on first day of mock visit, Dr Sushma was asked to keep 50 students (comprising of every batch) ready.

10. Dr Vaishali was asked to keep teaching, non teaching staff ready for the same.
11. Dr Nagare asked Dr Sandesh and Dr Ashish to arrange for alumni towards the same.
12. Dr Ballur requested everyone to keep the departmental files updated.
13. Dr Sushma said that mentorship forms are ready and the new batch of students will be distributed soon.
14. Dr Nagare requested criteria heads to take suggestions from mock visit and implement them as soon as possible.
15. The height of standees as per NAAC booklet should be maintained 6ft X 4ft.
16. Dr Janice said that more than 80% of the work has been completed in printing and spiral binding..
17. Dr Nagare informed the anti ragging team and rectors to be more vigilant, also she was collecting ideas and suggestions to host an official Freshers' party.

Sr. No	Decision	Action Taken
1.	Internal academic and administrative audit to be conducted.	Internal academic and administrative audit was conducted in February 2022 under the guidance of Dr Rajendra Prasad Gupta, Emeritus Professor involving all Criteria Heads
2.	Programs pertaining to cultural, social, religion, economic and regional diversities to be conducted.	<ol style="list-style-type: none"> <li>1. Ganesh Jayanti was celebrated on 4/02/2022</li> <li>2. Chhatrapati Shivaji Maharaj Jayanti was celebrated on 19/02/2022</li> <li>3. Marathi Diwas ( Marathi Day) was celebrated on 27/02/2022</li> <li>4. Dr Babasaheb Ambedkar Jayanti was celebrated on 14/04/2022</li> <li>5. Bhagwan</li> </ol>

		<p>Mahavir Jayanti was celebrated on 14/04/2022</p> <p>6. Cultural day was organized by the Department of Physiology for the first year MBBS students on 11/05/2022</p> <p>7. Buddha Purnima was celebrated on 16/05/2022</p>
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## MIMER MEDICAL COLLEGE, TALEGAON DABHADE

### MINUTES OF IQAC MEETING HELD ON 21<sup>ST</sup> SEPTEMBER 2021

Meeting chaired by Dr Suchitra Nagare

- We applied for IIQA on 24<sup>th</sup> July 2021. Clarifications for the same were asked by NAAC on 13<sup>th</sup> August 2021, 21<sup>st</sup> August 2021 and 21<sup>st</sup> September 2021 regarding the following –
  1. University affiliation letter and MCI approval for Ph.D programmes.
  2. Name of the institution.The responses were sent before deadline. The clarifications are resolved.
- The Criteria Heads are instructed to prepare AQAR report. In case of any issues, the Departmental Coordinators should be contacted.
- Feedback committee should update about feedback from stakeholders.
- Criteria Heads should review various activities conducted in the institute. The data should be checked with the calendar of Annual Events Committee.
- New college bus has been purchased. The faculty, who needs commuting facility, may avail of it.
- Once IIQA is approved, SSR has to be submitted within 45 days. Hence Criteria Heads should discuss the respective criteria with their members and try to keep the documents updated.

Decision	Action taken
Status of feedback forms	Feedback committee to ensure that feedback is taken from all the stakeholders

## **MIMER MEDICAL COLLEGE, TALEGAON DABHADE**

### **MINUTES OF IQAC MEETING HELD ON 21<sup>ST</sup> NOVEMBER 2021**

Meeting chaired by Dr Suchitra Nagare

- The chairperson informed that SSR for the period for 2016 to 2020 was submitted successfully on 18<sup>th</sup> November 2021 to NAAC. Also AQAR for the year 2020-2021 which was submitted on 28<sup>th</sup> October 2021 has been approved on 18<sup>th</sup> November 2021 by the NAAC. She congratulated the IQAC members and department coordinators for the same.
- The construction of skill lab is going on satisfactorily. After completion of work, we will conduct certificate courses in Basic Life Support and Advanced Life Support for the students.
- The curriculum committee and MEU members need to monitor CBME implementation in the departments. Various small group teaching learning activities need to be conducted. Formative assessments and assessments using OSPE/ OSCE / WPBA need to be included.
- In the recently held 9<sup>th</sup> Annual Research Society conference, our faculty and students presented many research papers and posters. Heads of respective departments should encourage publication of these papers and posters in indexed journals.
- Each department must submit their book and journal requirement list to the central library by end of November every year as per instructions from the library committee.
- All faculty and PG students should use Up-to-date software. Three monthly login from institutional computer or desktop needs to be done for continuation of services.
- The 9<sup>th</sup> Annual Research Society conference was a grand success. We are glad to have participants from other institutes of the state and different parts of the country too.
- Bio-ethics day was celebrated on 19<sup>th</sup> October 2021. The panel discussion on theme “Informed consent” by eminent panelists was very informative. There is a need for conducting more such activities by the NBCIC unit on a

regular basis. It is also a moment of pride to share that our student Mr.Yash Majithia received first prize in the scientific poster category in the International WBD competition 2021.

- Any workshop related to quality enhancement should be attended by NAAC steering committee members.
- Programmes to address cultural, social, religious, economic and regional diversity should be regularly conducted.

Sr. No.	Decision	Action taken
1	Programmes pertaining to cultural, social, religious, economic and regional diversity to be conducted	Gurunanak Jayanti was celebrated on 19 <sup>th</sup> November 2021.
2	Alumni feedback form	All feedback forms will be made available on LMS

## MIMER MEDICAL COLLEGE , TALEGAON DABHADE

### MINUTES OF MEETING OF IQAC HELD ON 24.01.2022

Meeting chaired by : Dr.Suchitra Nagare.

Following points were discussed :

1.Data Validation and Verification (DVV) clarification details : Dr Mallikarjun Ballur briefed about DVV and informed that we received DVV clarification notification on 3 .12.2021 and the last date of reply was 18.12.2021. The reply was submitted on 16.12.2021.Out of total 68 metrics we received queries for 42 metrics .

2. Planning for the preparation for peer team visit : Dr.Ballur and Dr.Swati Belsare clarified and discussed few points,

- Dr. Belsare asked to Start preparing files at department level , Working on next AQAR 2021-2022 should be started,  
Dr.Ballur asked the criterion heads to take printout of only essay (not the Quantitative metrics) and the related final uploaded documents Criterion wise and to be filed.
- Dr.Belsare added if while filing, any additional information related to the essay based documents which was not uploaded earlier is received, should be separately filed .
- She also asked for regular updating of files till the date of peer team visit.
- Dr.Tushar clarified regarding maintenance of AQAR File and Regular ongoing college activities files separately.
- Dr. Suchitra madam said to keep the criterion wise file in the NAAC room.
- Dr. Suchitra madam also asked the criterion heads to visit to NAAC room and update the AQAR related or any department related information related to the criterion activity on daily basis.
- Points related to Power Point presentation of department were also discussed. Vision and Mission, Best practices of the department , activities conducted , and awards or recognitions of faculty were considered to be included. Dr. Suchitra madam also said that the standard template of Power Point presentation will be circulated .Guidelines of presentation were also discussed.

3. Feedback analysis and action taken : Dr Vaishali briefed about the feedback that

- I and III MBBS students' feedback was taken .
- III year parents' feedback is pending as the results were not yet announced. The meeting for the same will be scheduled once results are announced and feedback will be taken accordingly.
- Alumni feedback is pending.



- Dr.Belsare added that teachers' and examiners' feedback should be taken as well.

Dr.Sandesh added that we can plan our college gathering in April and take alumni feedback in the same event.

Dr. Suchitra madam proposed plans to appoint consultancy for tracing the Alumni.

Dr. Ballur added to the point action taken report on feedback ,

- Dr.Suchitra Madam instructed all committees to be functional and their meetings to be conducted as per the schedule planned .
- Dr.Ballur explained regarding type of report expected by NAAC and type of report we need to present. He also cited examples related to this like if the teacher or student has any query related to the curriculum and it was mentioned in the feedback form, then such queries to be discussed and the action taken report to be submitted by curriculum committee.
- Dr. Vaishali suggested to reframe or revise the existing form of feedback. She added that the forms available are framed in such a way that they limit the feedback given by individual, so we need to modify the form if freeminded feedback is expected.
- Dr.Belsare put forward the system for feedback analysis :  
Student feedback to be submitted to the Feedback Committee for analysis. Details of the same will be sent to HOD and other concerned criteria heads. Finally, it will be sent to the head of the institution for final remark.  
The feedback of students to be taken before they appear for prelims exams.
- Dr. Sandesh suggested verification of TATA ION software with Dr.Varoon in terms of feedbacks system.

4. Review of events done : Dr.Darpan briefed about the upcoming camps in month of January

- 24<sup>th</sup> Jan –PHC camp was scheduled but cancelled due to Covid 19.
- 27<sup>th</sup> and 28<sup>th</sup> Camp for Udyogdham has been organized for health checkup.

Dr. Ballur suggested that we can tie up with certain companies or institutes for the services like health checkups trainings related to Basic Life support from which our institute can generate income.

5. Dr.Belsare told that Anaesthesia department faculty should be trained for conducting BLS workshop. They can then conduct BLS workshops once skills lab is ready.

Dr. Suchitra madam also suggested we can conduct industry workers training regarding Health Hazards.

6. ICMR STS projects : Dr.Janice briefed

- Online registration has started from 10th Jan 2022 and is on till 31st Jan 2022 ( by 5.00 pm) and Online application submission dates are from 10th Jan 2022 to 9th Feb 2022 (till 5.00pm)
- Students in 9<sup>th</sup> semester will not be eligible for applying now but will be allowed after completion of exams.
- “Whats app group” of students is made and 16 students have registered till date.

7. Dr. Swati Belsare informed the criterion heads that the AQAR for 2021-2022 is to be submitted before July 2022 and the period for AQAR to be considered from 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022.

8. Dr. Aneesh raised query regarding the “Green Audit” whether it is to be carried out every year or once in 3 years. He was suggested by Dr. Suchitra madam to visit NAAC website and collect more details about the same.

9. Power Point Presentation format was discussed in the meeting by Dr. Suchitra Madam. It was also informed to all Criterion heads that a standard template will be made and circulated for Power Point Presentation.

10. Dr. Ballur informed that the duties of NAAC Coordinator of the department to be given to Lecturer or Associate Professor. Criterion heads cannot be NAAC Coordinator.

11. Dr. Ballur informed that monthly report format is circulated to all departments. Previously, we used to send only criterion wise report to the respective criterion heads. But hereafter we will send all criteria reports to every criterion because all criteria are linked with each other and some of the information is related and overlapped.

12. Dr. Janice informed that we have registered on Swayam – NPTEL.

13. Dr. Belsare confirmed the names of NAAC coordinators from every department. She also explained them their duties like

- All the information relevant to department to be maintained and submitted when asked within the given time period.
- Monthly reports or any other reports which are required for NAAC purpose should be checked by them and then forwarded to NAAC office.

14. Dr. Ballur said we will create a “whatsapp group” of NAAC Departmental Coordinators for better communication regarding any query related to monthly reports.

15. Dr. Sushma informed that she is planning to organize intercollege cultural and sports activities.

16. Dr. Swati Belsare asked the Criterion Heads to take new members if required in their respective Criteria for assistance and update the committee accordingly.

17. Dr. Suchitra madam suggested shuffling the members of Criteria after AQAR 2021 and PEER team visit.

18. Dr. Ballur added that programmes for non teaching staff to be organized under staff welfare, Dr. Sushma was given the responsibility of the same by Dr. Suchitra madam.

19. Dr. Aneesh reported that as data has not yet been received from some departments, the updating of website is still pending.

20. Academic Audit / Administration Audit

- Dr.Ballur briefed about the process in which Academic audit is carried out. He said there is an internal committee which carries audit for classrooms, teachers, students etc and submits report to Principal office.
- It was confirmed by Dr. Suchitra madam that Dr. R. P Gupta will head the Academic Audit. The members of this committee will be Criteria Heads.

As there were no other points the meeting ended with the permission of Chairman.

Sr. No.	Decision	Action taken
1	Programmes pertaining to cultural, social, religious, economic and regional diversity to be conducted	Christmas was celebrated on 24 <sup>th</sup> December 2021
2	Any workshop related to quality enhancement should be attended by NAAC steering committee members.	2 faculty attended Online Symposium on Assessment of Health Sciences College on the Basis of NAAC Parameters  4 faculty attended National Level Workshop on NIRF INDIA RANKINGS - 2022 For Higher Educational Institutions