

Ref: 3669

/ACPM/LMC/2023

July 26th, 2023

Minutes of Meeting of Local Managing Committee

Meeting of Local Managing Committee of ACPM Medical College & Hospital Dhule was held on 25 July 2023 under the chairmanship of Mrs. Mamta S Patil at 11,00 am in College Council to discussed following agenda circulated on 18th July 2023.in college council.

Following members were present in the meeting.

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|---------------------------|----------------------------|
| 1. Mrs Mamta S Patil | Secretary, JMF Trust |
| 2. Mrs Sangeeta N Patil | Joint Secretary, JMF Trust |
| 3. Dr Prashant Solanke | Dean & Member Secretary |
| 4. Dr Shailendra R Patil | Director-Professor |
| 5. Dr Dilip R. Patil | Member |
| 6. Dr RV Patil | Member |
| 7. Dr RC Sharma | Member [IQAC Coordinator] |
| 8. Shri Rakesh Kakuste | Member |
| 9. Shri Vivek Patil | Invitee |
| 10. Mr. Nanasaheb Marathe | Invitee |

The Leave of Absence was granted to following members:

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|------------------------|--------------|
| 1. Shri Kunal R. Patil | Chairman |
| 2. Shri Pramod Jain | Trustee, JMF |

The Members Requested Hon'ble Secretary Dr Mrs. Mamta S. Patil to Chair the Meeting. The Chair person humbly accepted the request of members and chaired the meeting with welcomes note to all the members and asked for point of order to commence the proceeding of the meeting.



1 To confirm the minutes of previous minutes of meeting held on 8th April 2023 and approval of action taken report.

The minutes of meeting dated 8TH April 2023 were read by member secretary and placed the Action taken report before to member for approval. The chairman suggested that member secretary should submit quarterly progress report of initiatives taken to comply with action to comply the initiatives approved by the management committee be submitted to Chairman through Secretary of JMF trust for assessing status of the linear growth and improvement in process of medical education and patients' health care facilities.

It is resolved unanimously that minutes of meeting be confirmed and approved for further action and suggestion of the Chairman of Management Committee be implemented.

2 To discuss, approve the revised code of conduct for employee of the college.

The recommendation of IQAC vide its resolution No 2 dated 24th July 2023 after perusal by the members of Managing Committee unanimously resolved to approve the code of conduct for employee. It is further resolved that code of conduct be uploaded on home page of Learning Management System and college website for information of students, faculty, and non-teaching employee and compliance. The members also resolved that IQAC must take initiatives to register the code of conduct under Patent and Copy right Act. The Members authorized IQAC coordinator to be the point of contact for taking necessary steps for registration of ACPM Code of conduct in the name of ACPM Medical College for copy right license.

3 To discuss, approve the revised code of conduct for UG/PG of the students enrolled in the program of the college.

The recommendation of IQAC vide its resolution No 3 dated 24th July 2023 after perusal by the members of Managing Committee unanimously resolved to approve the code of conduct for UG/PG of the students enrolled in the program of the college. It is further resolved that code of conduct be uploaded on home page of Learning Management System and college website for information of students and strict compliance. The members also



resolved that IQAC must take initiatives to register the code of conduct for UG/PG of the students enrolled in the program of the college under Patent and Copy right Act. The Members authorized IQAC coordinator to be the point of contact for taking necessary steps for registration of ACPM Code of conduct in the name of ACPM Medical College for copy right license.

4 To discuss, approve the revised handbook for the students.

The recommendation of IQAC vide its resolution No 4 dated 24th July 2023 after detailed discussion and perusal of the contents of handbook, the members of Managing Committee unanimously resolved to approve the handbook for UG/PG of the students for first year students admitted in the college. It is further resolved that code of conduct be uploaded on home page of Learning Management System and college website for information of students and orientation of the student be organized effective use of the book as supporting initiative for learning process. The Members authorized IQAC coordinator to be the point of contact for taking necessary steps for registration of ACPM Code of conduct in the name of ACPM Medical College for copy right license.

5 To discuss and approved revised Immunization policy and implementation of guidelines for patient safety and quality control recommended by WHO.

The recommendation of IQAC vide its resolution No 5 dated 24th July 2023 were discussed in detail. After perusal of modifications including the SOP using application of AI and digital recording of compliance of recommendations of World Health Organization, the members unanimously resolved to recommends the revised policy of Immunization policy and implementation of guidelines for patient safety & quality control.

6 To Discuss and approve half-yearly Feedback Analysis report and compliance of recommended action taken initiatives.

The members of Managing Committee discussed and reviewed the recommendations of the IQAC agenda No 6 of its meeting dated 24th July 2023 and resolved unanimously approved the initiative of half yearly Feedback analysis system and compliance of

initiatives of action taken w.e.f. 2023-24 by each department as quality improvement measures and suggestions of stakeholders.

7 To Discuss and approve the recommendation of initiatives and college council, curriculum committee, academic boards, anti-ragging committee, maintenance committee, Parent-teacher committee, IQAC, regarding annual appraisal of teaching and non-teaching staff.

The Members of considered the recommendation of initiatives and college council, curriculum committee, academic boards, anti-ragging committee, maintenance committee, Parent-teacher committee, IQAC, regarding annual appraisal of teaching and non-teaching staff and resolved to approved unanimously for implementation w.e.f. AY 2023-24. The members also suggested that compliance of action taken report of initiatives by above committee must also be submitted to Management committee for approval and assessment of impact analysis of initiatives implemented. The members of Managing Committee also approved the initiatives which already implemented and mentioned below:

- I. Monitoring and Assessment of Peer to Peer, self-Assessment and Faculty assessment digital framework during training session of learning skills.
- II. Realtime digital recording temperature of vaccine storage
- III. Starting Value added Course on quality assurance of interpretation of post-analytic clinical data in central biochemical lab in hybrid mode.
- IV. A New Course "Preparation for Next step-I is developed on Learning Management system and provided with course material. Orientation of student for use of course already commenced and log report of student is motivating.
- V. Criteria for identification of slow and advanced learner.
- VI. Steps for Seeking DSIR recognition from Department of Sciences and Technology.
- VII. Structured checklists for Ethical approval of Research synopsis by ethical committee.
- VIII. Collaboration for research and with other institutions and industries



- IX. Structured Checklist for submission of Research synopsis for approval by Research & Advisory Committee.
- X. It is made mandatory for all Postgraduate and research workers to submit plagiarism check statement along with their proposal for ethical/scientific appraisal.
- XI. Inclusion of external members in Research Committee
- XII. Application for DNB courses in Emergency Medicine, Respiratory Medicine, Psychiatry, and Otorhinolaryngology.
- XIII. Appointment of Course Director and Point of contact for DNB Courses.
- XIV. Purchase of Library subscription for online database, library books and journal for the AY 2023-24.
- XV. Purchase of Equipment for Otorhinolaryngology for upgradation of Department for enhancement of health care services to patients

8 To post-facto approvals for purchases of the subscriptions of journals, digital database platform of e-resources, renewal of software, annual maintenance contracts, furniture, fixtures, instruments, and equipment for different department.

The management Committee after perusal of records, accorded approval of purchases of the subscriptions of journals, digital database platform of e-resources, renewal of software, annual maintenance contracts, furniture, fixtures, instruments, and equipment for different department considering the urgency of the requirement and recommendations of College council.

9 To Discuss and approve the draft AQAR and Annual Report for the academic year 2021-22 recommended by the college council.

The member of the Management committee reviewed the approved AQAR for 2021-22 vide its agenda no 6 of its meeting dated 8th April 2023 and after perusal the AQAR for the year 2022-23 appreciated the quality improvements in different quality indices prescribed by NAAC as well as the recommendation of IQAC Agenda No.9 of its meeting dated 24th



July 2023. The members unanimously resolved to approved the AQAR for the year 2022-23 and authorized the IQAC member secretary to upload the AQAR status report for the year 2022-23 at NAAC portal as deemed appropriate with necessary upgration which shall be necessary.

Further the members of management committee reviewed the Annual report submitted by IQAC with recommendation of Agenda No 10 of its meeting dated 24th July 2023. The Committee appreciated the work done by IQAC and approved the Annual Reports for the year 2019-20, 2020-21 and 2021-22 and also approved to upload on the AQAR of 2022-23 and website of the college for information of stakeholder.

10 Any other matter with the permission of Chair

1. Reconstitution of Managing Committee.

The presiding member as chairman of the meeting proposed the necessity of reconstitution due huge repairable loss of reverbed hon'ble founder chairman. Though it is impossible to replace his place, but it is necessary to reconstitute the committee with person of eminence, imbided with dedication. Further representation from HR section, Accounts and Student section be also included as ex-officio invitee in the meeting. The members unanimously authorized Dr Mrs. Mamta R Patil, presiding chairman of the meeting to reconstitute the managing committee.

2. To discuss and recommends the strategic plan for linear growth of college and Hospital from 2023 to 2028.

The members of Managing Committee considered the recommendation of IQAC agenda No.11(a) and approved to resolve the initiatives **plan for linear growth of college and Hospital from 2023 to 2028** for implementation and submit the status report of implementation of approved strategic plan from the 2023-28 for information of management in its every meeting.



- 3. To Apply to Postgraduate courses in Paediatrics, General Surgery, anaesthesiology, Radiology, Community Medicine, Anatomy, Physiology, Biochemistry, and Pharmacology.***

The recommendations of IQAC of its agenda No. 11.(b) and approved by the Managing Committee after considering the cost analysis report for implementation to enhance the postgraduate in more specialities and take initiative for submission of application to postgraduate courses to NBMS/NMC according to cost analysis report.

- 4. To start Value added course for non-teaching staff in vocational skill training for dressing skills, handling of critical patient, CSSD Skills. Viscera preservation skills for retrieved organ for organ donation.***

The members of the Managing Committee after perusal of recommendation of recommendations of IQAC agenda No 11.(c) resolved unanimously to approve starting process of starting, preparation and approval of course module by curriculum committee, enrolment of interested student, and employee for skill development program w.e.f. 2023-24. Approval of curriculum shall be treated deemed to be approved by the managing committee and member secretary be directed to seek postfacto approval in its next meeting

- 5. To discuss and recommend quality improvement measure for effective teaching learning process by real-time digital compliance of approved teaching schedule w.e.f. AY 2023-24 for assessment of achievement of Medical Attributes.***

- 6. The member of Managing Committee considered the recommendations of IQAC agenda No 11(d) and resolved to approve the initiatives recommended as per***



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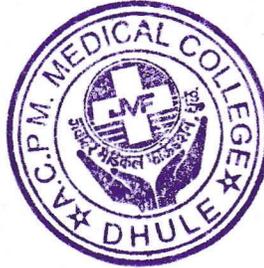
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agenda No 11(d)(i), 11(d)(ii), 11(d)(iii), and 11(d)(iv) and resolved to submit impact analysis of initiatives vis-à-vis achievement of desired learning outcome and medical attributes.

Since there was no other matter, Meeting of managing committee is concluded with vote of thanks to chair.


Member Secretary

DEAN
A.C.P.M. Medical College
DHULE -424001. [M.S.]




Secretary,
Chair-person,
Jawahar Medical Foundation,
Dhule - 424001. [M.S.]

The resolution is sent to respective for information and compliance.

Agenda 8: To post-facto approvals for purchases of the subscriptions of journals, digital database platform of e-resources, renewal of software, annual maintenance contracts, furniture, fixtures, instruments, and equipment for different department.

The resolution is sent to respective department/sections for necessary action.

Agenda 9: To Discuss and approve the draft AQAR and Annual Report for the academic year 2021-22 recommended by the college council.

The resolution is sent to IQAC for necessary action.

Agenda No. 10: Any other matter with the permission of Chair.

The resolution is sent to member secretary for necessary action and compliance.

Action taken report for resolutions of Managing Committee meeting dated 25th July 2023 was is submitted to Member Secretary for perusal and submit status of compliance to Managing committee in its next meeting.



Chairman,
Jawahar Medical Foundation,
Dhule - 424001. [M.S.]

