



Ref: ACPM/IQAC/2022/

Date: 27.07.2023

Minutes of Meeting of Internal Quality Assurance Cell

A special virtual IQAC Meeting was held on 24.07.2023 at 3.00 pm to discuss the agenda circulated on 18.07.2023. Following members were present to agenda and resolved following discisions.

1. Dr. Mamta S. Patil, Secretary of JMF
2. Dr. Shailendra Patil, Professor of Orthopedics
3. Dr Prashant V Solanke, Dean
4. Dr. Karuna Aher Associate Prof. Microbiology
5. Mr. Bothikar Subhash Assistant Prof. Microbiology
6. Shri. Rakesh Kakuste Administrative officer
7. Dr. M.V. Patil Principal, SSVP Science College Dhule
8. Mr. Mahesh Gundu Student Representative
9. Shri. Nimba Marathe Senior administrative staff
10. Dr. R.C. Sharma Professor of Physiology

Following members were granted leave of absence due to their pre-occupation.

- 1 Dr R.V. Patil Medical Supdt.
- 2 Dr. Anata Borde Professor & Head of Community Medicine
- 3 Dr. Mrs Girija Dodamani Parent Representative
- 4 Dr. Akshya Patil ACPM Alumni Member
- 5 Dr. Shardha Patel Assistant Prof. community Medicine

Dr Prashant V Solanke, chairman of IQAC Cell, chaired the meeting with welcome note to all the members. The chair apprised members about all the approved action taken by Managing Committee held on 8th April 2023 for initiatives for improvement of quality indices in effective T-L Process and plan of action of IQAC to digitalied real-time compliance of initiatives for implementation. Following resolutions were taken in the meeting.



1. To read and approved minutes of meeting held on 06.04.2023 and action taken report of previous minutes of meeting.

The IQAC coordinator read the minutes of meeting of IQAC dated 06.04.2023 and brief about recommendations for actions taken for implementation of quality improvement initiatives. It is unanimously resolved to approve the minutes and actions taken report. The coordinator informed that minutes of meeting dated 06.04.2023 and actions taken report were approved in the Managing Committee meeting dated 08.04.2023 for implementation.

2. To discuss the revised code of conduct of employee of the college w.e.f. date of approval for implementation

The member secretary informed the member that the code of conduct implemented in September 2021 after judicious perusal, deserved to be revised considering the NMC and MUHS rules and regulations prescribed in the year 2022-23 and revision of code of conduct was imminent. Accordingly, the code of conduct seeking help and guidance of employee with legal experience and ethical knowledge, revised by the IQAC member secretary. The members after detailed discussion, and seeking clarifications, resolved to recommend the revised code of conduct to Management Committee.

3. To discuss the revised code of conduct of UG/PG students [apology for typing mistake “employee” may kindly be accepted in agenda No 3of IQAC circular] of the college w.e.f. date of approval for implementation.

The member secretary sought apology for typing mistake in the IQAC circular and requested to read “UG/PG” in place of “employee” the member appreciated quality consciousness of the member secretary and accepted the request. It was informed to the member that the code of conduct implemented in September 2021 deserved to be revised considering the newer guidelines arising out with regulations of new course implemented for UG/PG programs by the NMC, NBMS and MUHS hence revision of code of conduct for UG/PG. Accordingly, the code of conduct seeking help and guidance of employee with legal experience and ethical knowledge, revised by the IQAC member secretary. The members after detailed discussion, and seeking clarifications, resolved to recommend the revised code of conduct to Management Committee.

4. To discuss and recommend the revised handbook for students.



The member secretary there is formal requirement NAAC in criteria 7, as support service it is desirable to distribute the handbook containing guiding principles for adherence to code of conduct, self study, principles PSQ5R for self-paced learning need to be given to the student on the first day of joining the college. The IQAC attempted successfully to prepare handbook with required content according to PSQ5R self-paced pedagogy prescribed in "heutagogy" aligning with NEP-2022. The members after detailed discussion approved to recommend the Handbook for student to Management Committee.

5. To discuss the revised and approve revised Immunization Policy and implementation of guidelines for patient safety & quality control recommended by World Health Organization.

The Policy Immunization Policy and implementation of guidelines for patient safety & quality control recommended by World Health Organization was approved in the year 2020 by Managing Committee and implemented. There were some of the suggestions received by stakeholder through oral discussion about some of the challenges and about record keeping in digital platform, The present policy has included the suggestions and application of AI and digital recording of compliance of recommendations and revised. The members appreciated the use of newer technology and an attempt of initiative in reducing paperless recording keeping while maintaining the validity of compliance with realtime recording the compliance of implementation. The members unanimously resolve to recommend the revised draft of Immunization policy and implementation of guidelines for patient safety & quality control recommended by World Health Organization.

6. **To discuss and recommends the half yearly Feedback analysis report and compliance of action initiatives.**

The Member secretary informed the members that conventionally in the androgogy, the feedback process from the stakeholder is mandatory after every conclusion of term of year of study. It is advisable to assess the achievement of competencies and medical attributes, frequency of feedback provide the opportunity to suggest the initiatives for remedial method to ensure increased percentage of Achievement of medical attribute above 60%. It is therefore seemed important to implement feedback process atleast every six month immediately after formative assessment and analysis of feedback responses with action taken for remedial measures must be submitted to managing committee for information and approval of remedial action taken. The



members unanimously recommended the agenda about half yearly Feedback analysis report and compliance of action initiatives for approval of managing committee.

7. To discuss and approve recommendations of quality initiatives for various committee and newer initiatives for quality improvements for recommendations to college committees.

The member secretary received the copies of recommendation of various committee and observed that uniformity and standard framework needs to be followed for quality improvement accordingly prepped the SOP for conducting meetings in a uniform manner. IQAC initiatives for already implemented for improvement of quality of health care services and teaching learning process and assessment based on the recommendations of various college committees. IQAC initiatives have been already implemented for improvement of quality of health care services and teaching learning process and assessment and seek post-facto approval for recommendations to Managing for approval and implementation w.e.f. 2022-23.

The initiatives are mentioned below:

1. Approval of Monitoring and Assessment of Peer to Peer, self Assessment and Faculty assessment digital framework during training session of learning skills.
2. Approval of Realtime digital recording temperature of vaccine storage.
3. Approval of Starting Value-added Course on quality assurance of interpretation of post-analytic clinical data in central biochemical lab in hybrid mode.
4. Approval of 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.
5. Approval of Criteria for identification of slow and advanced learner.
6. Approval of Steps for Seeking DSIR recognition from Department of Sciences and Technology.
7. Approval of Structured checklists for Ethical approval of ethical committee for Research synopsis to be submitted along with Research proposal.
8. Approval of Structured Checklist for Scientific appraisal of Research synopsis for approval by Research & Advisory Committee to be submitted with submission.
9. Approval of mandatory submission plagiarism check statement along with their proposal



for ethical/scientific appraisal by all Postgraduate and research workers

10. Approval of Inclusion of external members in Research Committee
 11. Application for DNB courses in Emergency Medicine, Respiratory Medicine, Psychiatry, and Otorhinolaryngology be approved.
 12. Appointment of Course Director and Point of contact for DNB Courses be approved.
 13. Approval of Purchase of Library subscription for online database, library books and journal for the AY 2023-24.
 14. Approval of Purchase of Equipment for Otorhinolaryngology for upgradation of Department for enhancement of health care services to patients
 15. Approval of Initiatives for realtime self-appraisal of faculty and residents about teaching-learning process and health-care services.
8. **To discuss and approve the final draft of AQAR for uploading for the year 2022-23 on 31st July and later before closing the NAAC window.**

The Member Secretary has submitted AQAR for the Year 2021-22 for approval which was approved by Managing Committee its meeting dated 08.04.2023. The AQAR as per NAAC portal is for 2022-23. The IQAC prepared the quality improvement report for the year 2022-23 as per the portal open on 1st June 2023 and submitted to competent authority on 22nd June 2023 for suggestions, correction, and recommendations. The final AQAR is submitted including all available uploads for submission on or before 31st or till the window get closed. The IQAC authorized the update any upload if required necessary and appreciate the work done by the IQAC team and support of all stakeholders in preparation of status of Quality Improvement with respect to last SSR submitted in December 2021. The member of the IQAC unanimously approved the AQAR for the year 2022-23 and authorized the IQAC to upload the report NAAC portal as deemed appropriate with necessary upgradation which shall be deemed to be approved by the IQAC. The recommendation of IQAC be approved regarding AQAR for the year 2022-23 by the Managing Committee.

9. **To discuss and recommends the Annual Report for year 2021-23 for uploading on college website.**

The IQAC has prepared the annual report for the year 2021-22 which is required for AQAR and



by other statutory authorities. The IQAC also prepared Annual report for the year 2019-20, 2020-21 for submission for DSIR Certificate. Application. The Committee appreciated the work done by IQAC and approved the Annual Reports for the year 2019-20, 2020-21 and 2021-22 and recommended to Managing Committee for approval.

10. Any other matter with the permission of chair

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

The IQAC discussed the peer team report and considered the content of the report and after detailed discussion, cost analysis of capital investment vis-à-vis transformation of vision mission into action and achievement aligned with vision & mission compiled the achievable strategic plan from 2023-2028 for linear growth of college & hospital for recommendation to Managing Committee.

b. To Apply to Postgraduate courses in Pediatrics, General Surgery, anaesthesiology, Radiology, Community Medicine, Anatomy, Physiology, Biochemistry, and Pharmacology.

The IQAC has analysed the requirement of postgraduate programs and recommends to Managing Committee to approve the agenda for implementation to enhance the postgraduate in more specialities as recommended in Peer team Report.

c. 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 member secretary pursued the NEP-2020 and identified the vocational courses advocated by the department of skill enhancement program of Government India. In alignment of the objectives, starting these value-added courses would be helpful in improvement of patient care service and skill enhancement of employee. The members of IQAC approved the proposal to start Values added Courses for Non-teaching staff as well as for students under criteria 1 and 6 of the NAAC quality indices.

d. 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.

- i. ***Monitoring:*** The IQAC has prepared framework in the format of google form. The link of the google form shall be shared to each faculty and residents and mandatory to fill the teaching learning activities undertaken by them, the information shall be stored with email address of the faculty with date and time of submission information is an attempt to make paperless communication and can be shared as document of quality improvement measure for effective T-L delivery and T-L Methods used by the college and hospital. The framework is subjected to modification based on the challenges faced by the stake holder submitted to IQAC in writing.
- ii. ***Newer Assessment Tools:*** The IQAC has identified Skills prescribed in CBME curriculum prescribed by the NMC/University. The IQAC is in process of preparation of Scheme of each Skills and assessment tool in the form of liker scale for Direct observation of procedural skills” [DOPS] mini clinical evaluation exercise [P-MEX], check list for Use of clinical work sampling [CWS], Post lecture test, Chart stimulated Recall Oral examination [CSROE], Clinical encounter Cards [CEC] in realtime digital framework. The process is expected to complete before commenment of AY 2023-24. The Framework shall be shared in Google form. The trining processs of faculty has been undertaken and may be repeated if required at each department level. These newer tools implementation shall be reviewed quarterly to resolve the issues if arises and seek modifications with the approval of Managing Committee. The member unanimously approved the recommendation for approval of Managing Committee for implementations w.e.f A.Y. 2023-24.
- iii. ***Initiatives for improvement in clinical Training:*** The IQAC has prepared framework in the format of google form. The link of the google form shall be shared to each faculty and residents and mandatory to fill clinical work done every day as evidence to ensure clinical skill learning by the students.




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- iv. **Initiatives for Self-Paced Learning by the student:** The Learning Management System has been rated as preferable tool for self paced learning. The learning resources needs to be enhanced and updated every year. IQAC is discussing with beneficiaries and preparing action plan to persuade the faculty to upload all the resources on LMS before their T-L session to promote self learning which is prime objective of NEP-2020 and enable the students to facilitate self-paced learning. The IQAC Seek recommendations of members of IQAC to proceed further in making action plan for effective self-paced learning by the students.

As there was no other matter for discussion, meeting of IQAC concluded with vote of thanks to chair and members for their active participation.


Member Secretary
IQAC
23/10/2023




Chairman
IQAC



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Date: 27.07.2023

ACTION TAKEN REPORT OF MINUTES OF MEETING DATED 24.07.2023.

1. To read and approved minutes of meeting held on 06.04.2023 and action taken report of previous minutes of meeting.

The resolutions of meeting of IQAC Cell with actions taken approved in the Managing Committee meeting dated 08.04.2023 for implementation were recorded and uploaded on college website.

2. To discuss the revised code of conduct of employee of the college w.e.f. date of approval for implementation

The resolutions regarding revised code of conduct of employee of the college w.e.f. date of approval for implementation as per agenda No 2 of meeting of IQAC Cell was recommended to Managing Committee for approval.

3. To discuss the revised code of conduct of UG/PG students date of approval for implementation.

The resolutions regarding revised code of conduct of employee of the college w.e.f. date of approval for implementation as per agenda No 3 of meeting of IQAC Cell was recommended to Managing Committee for approval.

4. To discuss and recommend the revised handbook for students.

The resolutions regarding revised revised handbook for students w.e.f. date of approval for implementation as per agenda No 4 of meeting of IQAC Cell was recommended to Managing Committee for approval.

5. To discuss the revised and approve revised Immunization Policy and implementation of guidelines for patient safety & quality control recommended by World Health Organization.

The resolutions regarding revised and approve revised Immunization Policy and implementation of guidelines for patient safety & quality control recommended by World Health Organization Agenda No 5 of meeting of IQAC Cell was recommended to Managing Committee for approval.

6. To discuss and recommends the half yearly Feedback analysis report and compliance of action initiatives.

The resolutions regarding the half yearly Feedback analysis report and compliance of action



initiatives agenda No 6 of meeting of IQAC Cell was recommended to Managing Committee for approval.

7. To discuss and approve recommendations of quality initiatives for various committee and newer initiatives for quality improvements for recommendations to college committees.

The resolutions regarding newer initiatives for quality improvements agenda No 7 of meeting of IQAC Cell was recommended to Managing Committee for approval.

8. To discuss and approve post-facto approval of IQAC initiatives for improvement of quality improvement in health care services , teaching learning process and assessment.

The resolutions regarding post-facto approval of IQAC initiatives for improvement of quality improvement in health care services , teaching learning process and assessment as per agenda No 8 of meeting of IQAC Cell was recommended to Managing Committee for approval

9. To discuss and approve the final draft of AQAR for uploading for the year 2022-23 on 31st July and later before closing the NAAC window.

The resolutions regarding recommendation of final draft of AQAR for uploading for the year 2022-23 agenda No 9 of meeting of IQAC Cell was recommended to Managing Committee for approval.

10. To discuss and recommends the Annual Report for year 2021-22 for uploading on college website.

The resolutions regarding recommendation of Annual Report for uploading for the year 2021-22, 2020-20, 2019-2022 agenda No 10 of meeting of IQAC Cell was recommended to Managing Committee for approval.

11. Any other matter with the permission of chair

The resolutions regarding recommendation of Agenda No 11. (a) to 11(d) on matter with the permission of chair were recommended to Managing Committee for approval.

The resolutions and ATR be placed in meeting of Managing committee for seeking approval or ammendements for further action.

Member Secretary
IQAC 27/7/2023



Chairman
IQAC