



**N.K.P. Salve Institute of Medical Sciences & Research Centre and
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Date: 21/06/2021

Minutes of Meeting

A meeting of NAAC Criteria Chairpersons and Departmental Members from Pre, Para and Clinical Departments was held on 18/06/2021. Following members were present in the meeting:

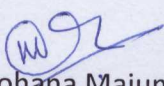
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|----|-----------------------|----------------------|
| 1 | Dr. Suresh Chari | Director, IQAC |
| 2 | Dr. Mohana Majumdar | NAAC Coordinator |
| 3 | Dr. M. Sawane | Physiology |
| 4 | Dr. Rajesh Dehankar | Anatomy |
| 5 | Dr. Amruta Dashputra | Pharmacology |
| 6 | Dr. Deepali Onkar | Anatomy |
| 7 | Dr. Sulbha Joshi | Obst. & Gynae. |
| 8 | Dr. Prachi Dixit | Obst. & Gynae. |
| 9 | Dr. Tanuja Manohar | Medicine |
| 10 | Dr. Avinash Dhok | Radiology |
| 11 | Dr. Pragati Karmarkar | Pathology |
| 12 | Dr. Kalpana Date | Microbiology |
| 13 | Dr. Madhur Gupta | Biochemistry |
| 14 | Dr. Trupti Dongre | Pathology |
| 15 | Dr. Manjiri Oke | Skin |
| 16 | Dr. Sayali Bhagat | Community Medicine |
| 17 | Dr. Heena Pahuja | Anaesthesiology |
| 18 | Dr. Rahul Sakhare | Ortho. |
| 19 | Dr. R.A Siddiqui | Pharmacology |
| 20 | Dr. Sumer Choudhari | Respiratory Medicine |
| 21 | Dr. Sheela Jain | Obst. & Gynae. |
| 22 | Dr. Sunanda Chaoji | Medicine |
| 23 | Dr. Priti Dhoke | Otorhinolaryngology |
| 24 | Dr. Deepa Kumar | Ophthalmology |
| 25 | Dr. M.K.Tabhane | Anatomy |
| 26 | Dr. K.A.Bothale | Pathology |
| 27 | Dr. Karishma Surpam | Radiology |
| 28 | Dr. Mahendra Chauhan | Surgery |
| 29 | Dr. Kiran Gaikwad | Paediatrics |
| 30 | Dr. Dhananjay Nakade | Plastic Surgery |
| 31 | Dr. Arti Kasulkar | Forensic Medicine |
| 32 | Dr. Shailesh Wakode | Forensic Medicine |


Dr. Suresh Chari, Director IQAC welcomed all members and informed about the tentative dates of inspection. He said that there is an urgent requirement of completing PPTs of all HODs and maintaining all necessary documents. Dr. Mohana Majumdar, NAAC Chairperson explained regarding the problems faced by NAAC Departmental members while going through the uploaded SSR. Dr. Chari informed that the tentative date of Mock Inspection will be around second week of July 2021. The schedule for internal audit will be circulated very soon.

- i. Suture practicum NRP certificates to be collected from Dr. Prachi Dixit, ObGyn dept.
 - ii. 05 departments (Medicine/Surgery/Ortho/ObGyn/Paediatric) are in Katol posting , as Community posting for P.G. students under the given format (1.3.4) and they should maintain the timetable in their respective departments.
 - iii. List of cross cutting issues to be maintained in every department. Refer the (1.3.1) and maintain the module submitted by respective department (all departments to be involved).
 - iv. For 4 topics and timetable covered under Value Based and Bioethics Education, refer (1.1.1) link and any other information page no. 161 to 166, and maintain the sessions of each departments in PPT in your respective department, including time table.
2. Criteria No. 2 -
- i. Individual personal files of each faculty to be maintained i.e. appointment letter, qualification, dt. of joining, publication, conference etc
 - ii. LRM of all topics and lesson plan to be maintained
 - iii. Data of surprise test, sample papers should be kept in department for surprise test (circular, time table, attendance etc), special programs for advanced learners, Projects etc to be available in the department
 - iv. Those who have submitted the educational model, data to be kept ready in department.
 - v. Trend analysis of students to be available in the department
 - vi. Log book to be maintained in department
3. Criteria No. 3 - Dr. Madhur Gupta
- i. Data / Reports to be maintained of teachers awarded National, International fellowship, financial support for collaborative research & conference etc.
 - ii. Ongoing research and project, Workshop/ seminar conducted to be displayed
 - iii. Year wise publication / research projects/ collaborative activities for research to be maintained
 - iv. All MoU should be functional i.e. linkages with institutions/ industries in India & abroad for academics, clinical training, internship etc.
 - v. Templates will be mailed to all members by Dr. Madhur Gupta.
4. Criteria No. 4 - Chairperson: Dr. Dehankar
- i. In-charge to be made for departmental library. Every department should have log book for issue and return of books.
 - ii. Record / details to be maintained in the department i.e. number of seminar rooms, demonstration rooms, Tutorials, practical hall etc whether they have LCD facility and LAN facility etc.
 - iii. Details of wards , OTs, ICU, OPD, COVID ward to be maintained in the department
 - iv. Data of IPD / OPD patients for last 5 years to be maintained in the department
 - v. All instruments / equipments to be labeled and SOP of all major equipments to be made available in the department.

- vii. Department of Community Medicine should have the information about RHTC / UHTC.
 - viii. First Aid Box to be kept in all laboratories.
5. Criteria No. 5 - Dr. Kalpana Date – Chairperson
Regarding students support and progress
- i. Every department has to maintain the data about Post Graduate students passed in the last 5 years i.e. from 2016 onwards.
 - ii. Data regarding number of P.G. students passed, data of student's progress of higher education, students employed with the details of employer and students self employed with their registration certificate of clinic / hospital.
6. Criteria No. 6 - Dr. Deepali Onkar, Chairperson
- i. All the departments should be ready with certificates of conferences/ workshop/FDPs of all faculties.
 - ii. Appointment letters of staff on various committees should be maintained.
 - iii. Departments should keep ready the Beneficiary letters of (Maternity leave / special leave / special leave for Blood donation etc. Appointment of any family member in case of untimely death of staff. Appointment of spouse in case of clear vacancy.
 - iv. Departments should keep records of the funds received from Govt. and non Govt agencies if any.
 - v. Staff member should keep ready the permission letter of conference grant.
 - vi. Staff member should keep ready the certificates of conference attended, specific to quality improvement (NABH/NAAC, NABL etc)
 - vii. Departments should maintain the records of programmes organized i.e. details of professional development programme organized with attendance of faculties.
7. Criteria No. 7 - Dr. T. Manohar, Chairperson
- i. Every department is supposed to maintain circulars, reports and Geo tagged photographs of commemorative day celebration.
 - ii. Circulars, reports and Geo tagged photograph of programme conducted under Gender Grievance programme.
 - iii. Reports participants details and geo tagged photographs (Dean's address, internship orientation programme, PG orientation programme)
 - iv. Psychiatry department to maintain appointment letter of Councilor and details of students / staff counseled.
8. Criteria –8 :
- i. SOPs of all diseases to be maintained by Clinical departments.
 - ii. Vaccination details of staff and P.G. students to be maintained.
 - iii. For any query regarding clinical competency documents, the department members should visit NAAC office.

Dr. Suresh Chari, Director IQAC concluded the meeting and requested all the members to complete the work within one week.


[Dr. Mohana Majumdar]
NAAC Co-ordinator


[Dr. Suresh Chari]
Director IQAC, Research Cell, MET Unit