



**N.K.P. SALVE INSTITUTE OF MEDICAL SCIENCES &
RESEARCH CENTRE AND LATA MANGESHKAR HOSPITAL**

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NKPSIMS & RC and LMH/IQAC/02-009/2022

Date - 26th February 2022

MINUTES OF MEETING
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Venue: **Conference Hall**

Date: **23rd February 2022**

Time : **2.00 p.m.**

Following members were present in the meeting:-

1	Dr Kajal Mitra	Chairperson
2	Dr Mohana Majumdar	Director
3	Dr. Arti Kasulkar	Member Secretary/ Alumni Representative
4	Dr Vilas R.Thombre	Teacher Representative
5	Dr Manish Sawane	Teacher Representative
6	Dr Madhur Gupta	Teacher Representative
7	Dr Trupti Dongre	Teacher Representative
8	Dr. Prantik Banerjee	Society Representative
9	Dr Archana Joshi	Stakeholder Representative (Parent)
10	Dr Lokesh Gotmare	Administrative Representative
11	Mr Kiran Satpute	Administrative Representative
12	Dr. Deepali Onkar	Criteria Chairperson
13	Dr. Charuta Gadkari	Criteria Chairperson
14	Dr. Kalpana Date	Criteria Chairperson
15	Dr. Rajesh Dehankar	Criteria Chairperson
16	Dr. Tasneem Ansari	Criteria Chairperson
17	Dr. Pragati Karmarkar	Criteria Chairperson
18	Dr. Prachi Dixit	Criteria Chairperson
19	Dr. Tanuja Manohar	Criteria Chairperson
20	Dr. Pradeep Pazare	Criteria Chairperson

At the outset Dean welcomed all members and discussed as under:-

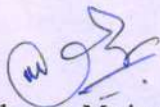
S.N.	AGENDA DISCUSSED	RESPONSIBILITY
1.	Welcome Note: Dean informed about the importance of IQAC Committee and about the completion of NAAC Cycle (1). IQAC works towards the quality work in the institute and keeps the track of quality work going on. IQAC also keeps the entire record, which is very important for the Institute. Everyone should cooperate wholeheartedly.	

2.	ATR of Last Meeting: a) Training Session : Director IQAC informed that a training session was conducted for all the assigned criteria in-charges from 10 th to 14 th of January 2022.	
	b) ERP: Committee meetings are now being conducted on ERP software. Dean asked IQAC Director to ensure that all the 56 Committee meetings are being held as per their frequency.	Dr Mohana Majumdar, Director IQAC
	c) MOODLE: As informed by Dr. Madhur Gupta, Prof. & HOD Biochemistry the Moodle Training will be held on 03/03/2022 and 4 to 5 teaching faculty from various departments will be trained for the same. The deadline for the functioning of the new Moodle is within 34 days and Mr. Kiran Satpute informed that it will be fully functional by June 2022. IQAC director requested Dr. Gupta to ensure that all departments use the new MOODLE for the quiz by then.	Dr. Madhur Gupta Mr. Kiran Satpute
	d) NAD: Registration of the National Academic Depository will be initiated by Dr. M. V. Sawane, Prof &HOD, Physiology as soon as possible, which will enable the students to deposit their certificates.	Dr. Manish Sawane
	e) NIRF: Digital Platforms-IQAC Director informed that NIRF Workshop was attended by 5 faculties.	
	f) Library: All faculties have been registered in Swayam. There are various Swayam courses on Swayam Digital platform and Dr. Majumdar, Director IQAC requested all the Criteria Chairpersons to register for a Scientific Research Paper Writing Certificate Course. The circular for the same has been sent from IQAC. Inlibnet (Shodhsindhu) subscription is still not done. The librarian should be instructed to subscribe the same.	All Criteria Chairpersons Librarian
3.	Monthly data for AQAR 2021-2022: IQAC Director informed that although data is being received from various departments, many of the departments still haven't sent the required information. Dean said that 07/03/22 will be the deadline for submission of monthly data of AQAR 2021-22. A circular for the same will be sent.	Dean office for Circular
4.	Time-Table of programs from IQAC: IQAC Director informed that a Time-Table for Value added, Add-on and interdepartmental courses was prepared and circulated to all departments to incorporate in the MET calendar.	

5.	<p>MET Calendar:</p> <p>IQAC Director said that the MET needs to submit the MET Calendar. Dr. Gupta assured that she will submit MET Calendar within a week through MET Cell.</p>	Dr. Madhur Gupta
6.	<p>Decision on AQAR 2020-21:</p> <p>As per discussion, in the meeting, it was decided that AQAR 2020-21 should be uploaded for the year 2020-21. IQAC Director asked all the Chairpersons to keep the final uploads ready by 15/03/2022.</p>	All Criteria Chairpersons
7.	<p>Placement cell:</p> <p>Dean informed that Dr. Rajiv Yashroy, the new Project Director will be given the responsibility of placement cell.</p>	Dean office for Letter
8.	<p>NABH:</p> <p>Dean informed that the application for NABH will be done next month.</p>	Dr. Vikas Dhanorkar
9.	<p>Letter sent to MUHS:</p> <p>Director IQAC informed about the letters sent to MUHS regarding the following-</p> <p>a) Request to consider forwarding suggestions for reforms in NAAC Manual for affiliated medical colleges.</p> <p>b) Request for support of the university for improving grades of medical colleges under MUHS.</p> <p>c) Approval of Inter-Departmental Course to be run at N.K.P.Salve Institute of Medical Sciences & Research Centre and Lata Mangeshkar Hospital, Nagpur by the affiliating university.</p>	
10.	<p>Follow-up of grants:</p> <p>Director IQAC informed that most of the grants of various departments are discontinued, so efforts will be needed to re-start all the grants. Dean informed that the new Project director will be requested to discuss this with HODs.</p>	Mr Rajiv Yashroy
11.	<p>Training program for teaching and non-teaching:</p> <p>Director IQAC informed that the HR has been given the responsibility for conducting training programs. There is a training program being conducted by IT today. Director IQAC requested HR to submit the structured report of the same and conduct similar programs regularly.</p>	Mr Shashi Kumar
12.	<p>IPR:</p> <p>Dr. Prantik Banerjee and Dr. Mohana Majumdar, Director IQAC suggested that there should be an IPR training program with Rajiv Gandhi Institute, Civil Lines, Nagpur.</p>	Dr Waqar M. Naqvi

13.	NEP: Director IQAC further informed that NEP initiatives taken by the institute will have to be submitted in 500 words.	
14.	IQAC initiatives: Director IQAC reiterated the need for lifts in college building as well as rain water harvesting, green audit and FCRA.	Dr Lokesh Gotmare
15.	Divyangjan Website: Director IQAC suggested that there should be a Divyangjan Website and asked Mr. Kiran Satpute to update about it.	Mr Kiran Satpute
16.	Code of Conduct: Dean asked HR to prepare a document for Code of Conduct for administrative officials. IQAC monitors Code of Conduct as mentioned in previous SSR. The programs which are organized for awareness and monitoring of Code of Conduct are AETCOM, Dean's address for first year MBBS, Internship and PG orientation programs. Hence these programs should continue a talk on Code of Conduct by IQAC.	Mr Shashi Kumar Organizers of AETCOM, Dean's address for First Year MBBS, Internship and PG orientation programs.

The meeting concluded with vote of thanks to the Chair.



(Dr. Mohana Majumdar)
Director IQAC
Director, IQAC

NKPSIMS & RC and LMH, Nagpur.
Copy to

1. All IQAC Members
2. All Criterion Chairpersons
3. Mr Rajiv Yashroy, Project Director, VSPM AHE
4. Dr. Waquar M. Naqvi, Assoc. Director, Directorate Research
5. Dr. Vikas Dhanorkar, Director (Hospital Admn.)
6. Mr. Shashi Kumar, HR Head
7. Dr Lokesh Gotmare, S.A.O.
8. Mr Kiran Satpute, I.T. Dept.
9. Mrs. Sonia Sarve, Librarian



(Dr. Kajal Mitra)
Dean

DEAN
N.K.P. Salve Institute
Of Med. Sciences & RC
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