



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

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NKPSIMS & RC and LMH/Dean/IQAC/611/2024

27th September 2024

MINUTES OF MEETING
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Venue: **Conference Hall**

Date: **21st September 2024**

Time: **12.00 Noon**

Following members were present in the meeting: -

Sr. No.	Name	Designation
1.	Dr. Sajal Mitra	Dean, NKPSIMS & RC and LMH
2.	Dr Kajal Mitra	Director A & A, VSPM AHE
3.	Dr. Mohana Majumdar	Director, IQAC
4.	Dr. Arti Kasulkar	Member Secretary
5.	Dr. Sharjeel Khan	Member
6.	Dr Kalpana Bothale	Member
7.	Dr. Yamini Pusdekar	Member
8.	Dr Meenal Kulkarni	Member
9.	Dr. Pallavi Kadwe	Member
10.	Dr. Shadma Quazi	Member
11.	Dr. Pradeep Pazare	Member
12.	Dr. A. V. Dashputra	Member
13.	Dr. Rakhi Tirpude	Member
14.	Dr Smita Pakhmode	Member
15.	Dr Kanchan Dhote	Member
16.	Dr Rizwan Ahmed	Member
17.	Dr Shilpa Deoke	Member
18.	Dr Neena Nagdeo	Member
19.	Dr Ajay Watve	Member

At the outset Dr. Mohana Majumdar, Director IQAC welcomed Hon. Dean, Hon. Director (A&A) and all members for meeting and discussion held as under: -

1. Dr. Kajal Mitra, Director (Academics & Accreditation) informed the house that the AQAR for the year 2023-24 has to be submitted in the month of December 2024.

He said that all the Criteria Chairpersons should start the work immediately, so that AQAR can be submitted on time.

2. As Diwali Vacation is going to start from 19/10/2024 to 17/11/2024 and teaching staff usually take leave at the end of the year, he said that there is very less time to complete the work of AQAR and requested to spare more time so that it can be submitted on time.

3. After discussion following deadlines were finalized: -

The compilation of the files by	07/12/2024
The review of the data will be done by	14/12/2024
Links will be prepared by	20/12/2024
Submission of AQAR on	24/12/2024

4. Director, IQAC will sit with each Criteria Chairpersons and will distribute the metrics.

5. Dean said that all the documents should be kept ready on time. All the members were requested to go through SSR first as they are new in the committee and study all the documents available in the IQAC. After that compilation of the documents should be completed by 07/12/2024.

6. Dr. Smita Pakhmode, Asso. Prof. Biochemistry (Criterion 1) said that currently she is looking after lot of additional work including NABL and cannot spare much time for NAAC work and requested that she should be relieved from some responsibilities. The same request was done by Dr. Neena Nagdeo, HOD, Microbiology.

7. Dr. Shilpa Deoke, Prof. Gen. Medicine said that she is incharge of unit 5. She requested some supporting hands should be given to her without which she cannot spare time for NAAC work. She also said that apart from clinical workload we have been given additional targets, finance target, occupancy targets etc. therefore, she does not want additional burden of NAAC work.

8. Dean reminded all that the earlier team did have members from clinical departments and he will solve the problems of present team.

9. Many members said it is very problematic to handle departmental and NAAC work simultaneously. Dean said that everyone's issue will be considered separately and will be discussed with the concerned HODs and the problems will be sorted out. He also asked to schedule NABL meeting for discussion.

10. Director, IQAC said that if all the NAAC members would work on a regular basis for only some time throughout the year all the NAAC work can be completed easily. Since only 1.5 months are effectively available for AQAR there is an urgency to complete the AQAR. The change in members will also pose difficulty in the present situation. She said everyone has been resisting to start AQAR work but if we want to continue getting grades we will have to compulsorily submit AQAR.

11. Director (A&A) said that this time more persons are included in the NAAC team as almost all members are new. He further informed about the significance of NAAC accreditation, which is important in relation to fee reimbursement from Social Welfare dept, MUHS inspections and to improve the work culture of the institute.

12. Dr. Sharjeel Khan requested to add one more person in the Criterion 3 for work. He was asked to suggest the name, which can be added in the team. Dr. Kanchan Dhote requested that one clerk should be given to each Criterion.

13. The NAAC work will be started from 23rd September 2024.

14. The next review meeting will be held after 15 days.

The meeting concluded with vote of thanks to the Chair.



Dr. Mohana Majumdar
Director, IQAC



Dr Kajal Mitra
Director, A & A



Dr. Sajal Mitra
Dean

DEAN
N.K.P. Salve Institute
Of Med. Sciences & RC
and LMH, NAGPUR

Copy submitted for information to :

1. The Hon. Vice Chairman, VSPM AHE, Nagpur
2. The Hon. Treasurer, VSPM AHE, Nagpur

Copy to :

All members of AQAR 23-24

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12. Dr. Sharad Khan requested to add one more person in the Criterion 3 for work. He was asked to suggest the name, which can be added in the team. Dr. Karan Dhole requested that one clerk should be given to each Criterion.

13. The NAAC work will be started from 23rd September 2024.

14. The next review meeting will be held after 15 days.

The meeting concluded with vote of thanks to the Chair.

Dr. Saini Mitta
Dean
DEAN
W. K. S. Saini Institute
of Medical Sciences & Research
and LMR, NAGPUR

Dr. Kajal Mitta
Director, A & A

Dr. Mohan Majumdar
Director, IOAC

Copy submitted for information to

1. The Hon. Vice-Chancellor, VSPM AH, Nagpur
2. The Hon. Treasurer, VSPM AH, Nagpur

Copy to

All members of AQAR 23-24