

BHARATI VIDYAPEETH

(Deemed to be University)
Bharati Vidyapeeth Bhavan,
LBS Marg,
Pune - 411 030

Minutes of the IQAC Meeting

The Internal Quality Assurance Cell meeting was held on Monday, 1st April, 2019 at 11.00 a.m. in the 2nd Floor Conference Hall, Bharati Vidyapeeth (Deemed to be University), Bharati Vidyapeeth Bhavan, LBS Marg, Pune-411030.

The following members were present.

1. Prof. M. M. Salunkhe - Chairman
2. Prof. S. F. Patil - Coordinator
3. Dr. V. R. Shirgurkar
4. Dr. A. A. Natu
5. Dr. M. S. Prasad
6. Dr. A. B. Patil
7. Dr. M. D. Karmarkar
8. Dr. R. S. Zirange
9. Dr. Anthony Rose
10. Dr. Amol Patil
11. Dr. Sachin Kadam
12. Dr. V. K. Kurkute
13. Mrs. Jyothi Johnson
14. Ms. Shugan - Students Representative

Dr. Vishwajeet Kadam, Member of Management, Dr. Vivek Sawant, Managing Director, MKCL and Dr. M. B. Sardar expressed their inability to attend the meeting due to pre-engagements and have requested for grant of leave of absence.

Prof. S. F. Patil welcomed the newly appointed Student Representative, Miss Shagun on the IQAC Committee and other Members of the Committee.

The items on the agenda were taken up for consideration.

1.1 Confirmation of the Minutes of the last Meeting.

Minutes were read and confirmed

1.2 Action taken Report

The action taken report was read and confirmed

1.3 1.3.1 Acceptance of the Report for conducting Academic and Administrative Audit.

Dr. M. D. Karmarkar, Chairman of the Committee, appointed to prepare guidelines for conduct of Academic and Administrative Audit (A&AA), submitted draft Guidelines and Proforma.

It was suggested that the Members of the IQAC Committee should go through the draft guidelines and provide feedback and suggestions before finalization of the Proforma.

Hon'ble Vice Chancellor suggested that the A&AA should be conducted at the constituent units every year. The composition of the A&AA shall consist of

1. One Member of the IQAC of the University
2. One Faculty who has worked as Peer Team Member of the NAAC Committee
3. A person nominated by the Hon'ble Vice Chancellor.

The following members of University IQAC will arrange for Campus wise Audit

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| 1. All Management Institutions | Dr. Sachin Kadam, Professor, IMED, Pune |
| 2. All Health Science Institutes | Dr. M. D. Karmarkar, Professor Medical College, Pune |
| 3. Engineering, Architecture, Physical Education, Information Technology & Biotechnology | Dr. V. K. Kurkute, Associate Professor, College of Engineering, Pune |
| 4. Y.M College, Pharmacy, Law, Social Sciences Centre | Dr. R. S. Zirange, Associate Professor, Y. M. College, Pune |

The Academic and Administrative Audit of all the constituent colleges will commence from the beginning of September, 2019.

A&AA Committee should submit its report to the IQAC of the University.

1.3.2 Acceptance of the Report on Code of Conduct to be observed by the University Staff and Students.

The Members of the IQAC Committee were asked to give their feedback and suggestions on the report.

1.3.3 Acceptance of the report submitted by the Committee for determining the Course-outcome, Programme Outcome and Programme Specific Outcome.

The Committee appointed by the Hon'ble Vice Chancellor to prepare draft guidelines on (i) Course outcome (ii) Programme Specific outcome and (iii) Programme outcome in accordance with the requirement of NAAC, presented the same before the IQAC.

Members of the Committee were asked to give their feedback and suggestions on the report.

It was also decided to conduct Training/Workshop on outcome based education and this responsibility has been assigned to -

1. Dr. Bhalerao, Principal and his team, College of Engineering, Pune
2. Dr. Anthony Rose, Professor, IMED, Pune
3. Dr. Sachin Kadam, Professor, IMED, Pune

It was also resolved that all Question Papers should be discussed in the respective Board of Studies for improvements in the quality of question papers.

1.4 Plan of action to be decided for the Academic year 2019-20 for the enhancement of quality.

It was decided that Heads and IQAC Coordinator of the respective Institutions should prepare and submit feasible action plans for quality enhancement for the academic year 2019-20. Hon'ble Vice Chancellor suggested that he will also discuss the same in the next Academic Council Meeting.

The Committee Members also discussed on format appropriate to compile data required to prepare AQAR report of the University. Dr. M. D. Karmarkar shared information about various templates prepared by Medical College, Pune to compile data required by various committees.

Dr. Sachin Kadam was asked to study the same and suggest generic templates to compile data required.

1.5 Review of the Skill development programmes conducted for teaching, non-teaching, students, librarians and researchers.

Dr. Sachin Kadam presented a report on Skill Development programmes conducted in various constituent colleges for teaching, non-teaching, students, librarians and researchers during this academic year i.e. 2018-19. The report was noted.

1.6 To prepare the structured feedback programme from different stakeholders (students, parents, teachers, employers and alumni).

While feedback is taken from stakeholders by each constituent unit, there is no uniformity in the structure or format of feedback taken. Further, it was pointed out that some constituent units do not take feedback from all stakeholders. In order to bring out uniformity in data collection and in analysis Hon'ble Vice Chancellor has constituted a Committee with the following Members to suggest template on getting online feedback from different stakeholders

1. Dr. Anthony Rose, Professor, IMED, Pune
2. Dr. Amol Patil, Professor, Dental College & Hospital, Pune
3. Dr. V. K. Kurkute, Associate Professor, College of Engineering, Pune
4. Dr. R. S. Zirange, Associate Professor, Y.M. College, Pune
5. Dr. Aarti Pokhale, Assistant Professor, Medical College, Pune

1.7 Review of Concealed Digital Evaluation System (CDES).

Dr. Sachin Kadam presented before the Committee a report on the workshops conducted on

1. Concealed Digital Evaluation System (CDES) for Management Institutes at Pune, Kolhapur, Sangli, Karad, Solapur, New Law College, Pune and RGII&BT, Pune.
2. BVDU's Bar Coding system (BBS) for College of Nursing, Pune and Sangli, RGII&BT, Pune & Institute of Hotel Management & Catering Technology, Pune.

This was noted by the members of the Committee.

1.8 Providing Secretarial Assistance to IQAC Coordinator.

Hon'ble Vice Chancellor has suggested that Secretarial Assistance to IQAC Coordinator will be provided as soon as possible.

1.9 Any other item with the permission of the Chair.

The following items were taken for discussion with the permission of the Chair.

1. Acceptance of the draft "Guidelines on Finishing School" submitted by the Committee.

The Committee constituted to prepare the draft guidelines on Finishing Schools submitted the guidelines. The Guidelines have been accepted and will be informed to the Heads of the Institutions for further action wherever applicable.

2. Consideration of some of the points in AQAR and assignment of work.

In an effort to seek involvement and assistance of other members and academic members in preparation of the University AQAR, it was decided to assign the task of preparation of the broad write up on some crucial aspects of the AQAR to some faculty/heads/IQAC members.

AQAR item number as it has appeared in AQAR, are given below alongwith the names of the faculty members to whom the work is assigned.

1.4.2. How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

1. Dr. Sachin Vernekar, Professor, IMED, Pune
2. Dr. Mrs. S. A. Shaikh. Principal, RGIT&BT, Pune

2.3.2 Students mentoring system available in the institution? Provide details as per Proforma given in AQAR (maximum 500 words)

1. Dr. Sonali Dharmadikari, Associate Professor, IMED, Pune
2. Dr. Sweta Joglekar, Asst. Professor, IMED, Pune
3. Dr. (Mrs.) Ranjana Sahastrabudhe, Professor, Medical College, Pune

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (result and details be provided as weblink)

1. Dr. M. D. Karmarkar, Professor, Medical College, Pune
2. Dr. Amol Patil, Professor, Dental College & Hospital, Pune

3.4.5 Bibliometrics of the publications during the last Academic Year based on average citation index in Scopus/Web of Science or PubMed/Indian Citation Index.

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|---|---|------------------------------|
| 1. Dr. Shashank Joshi, Professor | } | College of Engineering, Pune |
| 2. Dr. Naveen Kumar, Associate Professor | | |
| 3. Dr. V. K. Kurkute, Associate Professor | | |

3.4.6 h-Index of the Institutional Publications during the year. (based on Scopus/Web of Science)

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|---|---|------------------------------|
| 1. Dr. Shashank Joshi, Professor | } | College of Engineering, Pune |
| 2. Dr. Naveen Kumar, Associate Professor | | |
| 3. Dr. V. K. Kurkute, Associate Professor | | |

4.3.3. Facility for e-content

1. Dr. Sachin Kadam, Professor, IMED, Pune
2. Dr. Amol Patil, Professor, Dental College & Hospital, Pune

4.4.2. Procedures and policies for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Dr. Sachin Kadam, Professor, IMED, Pune
2. Dr. Ajit More, Professor, IMED, Pune

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Dr. R. S. Zirange, Associate Professor, Y. M. College, Pune

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words).

Dr. Abhijeet Patil, Principal, College of Ayurved, Pune

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

Dr. M. S. Prasad, Former Professor, IMED, Pune

❖ Teaching and Learning

1. Dr. M. S. Prasad, Former Professor, IMED, Pune
2. Dr. D. M. Thakore, College of Engineering, Pune

❖ Examination and Evaluation

Dr. Anthony Rose, Professor, IMED, Pune

❖ Research and Development

1. Dr. A. C. Mishra, Director, IRSHA, Pune
2. Dr. A. P. Pawar, Vice Principal, Poona College of Pharmacy, Pune

❖ Library, ICT and Physical Infrastructure/Instrumentation

Dr. Sachin Kadam, Professor, IMED, Pune

❖ **Human Resource Management**

1. Dr. Kirti Gupta, Professor, IMED, Pune
2. Dr. Sonali Dharmadikari, Associate Professor, IMED, Pune

❖ **Industry Interaction/Collaboration**

1. Dr. V. K. Kurkute, Associate, Professor, College of Engineering, Pune
2. Dr. Nachiket Kulkarni, Training & Placement Officer, College of Engineering, Pune

❖ **Admission of Students**

Dr. Anthony Rose, Professor, IMED, Pune

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

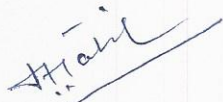
1. Shri G. Jayakumar, Registrar
2. Shri K. R. Chinchwade, Finance Officer


7.3 Institutional Distinctiveness: Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the weblink of the institution in not more than 500 words

Prof. S. F. Patil, Executive Director, International Affairs, Research and Training, BVDU, Pune.

The Committee congratulated Dr. Sachin Kadam, Director ICT for getting two software copyrights for the University. The User Guides for Librarians and Researchers to access e-Shodhsindhu, Shodhganga and JGate e-resources developed by the ICT Centre, were also presented to the Committee.

As there was no item, the meeting ended with vote of thanks to the Chair.


Prof. S. F. Patil
Co-ordinator, IQAC


Prof. Manikrao Salunkhe
Vice Chancellor
Chairman, IQAC