



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

E-mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook-acrc_akurdi@pdeapune.org

INTERNAL QUALITY ASSURANCE CELL



Notice for Internal Quality Assurance Cell (IQAC) Meeting

Date: 15/02/2020

All members of **IQAC** are hereby informed that, **IQAC** will be held on

Date: 18/02/2020

Time: 2.00 pm

Venue: Anti-chamber

To discuss following agenda all members of **IQAC** are expected to attend this meeting.

Agenda of Meeting:

1. Discussion on strategic plan of **IQAC**
2. Review of existing policies regarding academic work
3. Review and distribution of NAAC criterion related work

IQAC Chairman





Pune District Education Association's

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INTERNAL QUALITY ASSURANCE CELL



Notice regarding meeting scheduled on 18/02/2020

SR NO.	NAME	POST	Sign
1.	Dr. Ragini R Patil	Chairman	
2.	Shri. Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. R. B. Bobade	Co-ordinator	
5.	Dr. Arti Firke	Co-coordinator	
6.	Dr. Varsha Sane	Co-coordinator	
7.	Dr. Swati Chobhe	Member	
8.	Dr. Jayant Phadke	Member	
9.	Dr. Shweta More	Member	
10.	Dr. Yogini Kulkarni	Member	
11.	Dr. Ila Bhor	Member	
12.	Dr. Prashant Tople	Member	
13.	Dr. Yogita Jamdade	Member	
14.	Dr. Dinesh Naik	Member	
15.	Mr. Pravin More	Member	
16.	Dr. Abhijeet Bhondawe	Member	
17.	Ms. Snehal Raut	Member	
18.	Mrs. Mugdha P. Sardeshpande	Member	





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INTERNAL QUALITY ASSURANCE CELL



Proceeding of Meeting

Date: 18/02/2020

Time: 2.00 PM

Venue: Anti-chamber

IQAC Co-ordinator Dr. R. B. Bobade welcomed Chairperson Dr. R. R. Patil Madam and all the newly appointed members of Internal Quality Assurance Cell (IQAC).

Dr. Ragini Patil (Chairman, IQAC) in her introductory remarks emphasized on efforts which are needed for Ayurveda colleges to focus on outcome based education system to cater changing social needs. NAAC can help to fulfill the aim of improvement in quality of educational system of Ayurveda. She also appealed that this team of learned members representing different stakeholders should help the institute to chalk out a road map for quality assurance in college.

Agenda 1: Discussion on strategic plan of IQAC

IQAC Co-ordinator Dr. R. B. Bobade presented current status of preparation regarding NAAC. Challenges faced during this preparation were also presented. IQAC members discussed strategic plan for the further preparation.

Decision: Different areas were identified by all the members where work for improvement is needed. They were enlisted as follows;

- Infrastructure
- Academic work uniformity
- ICT facilities
- Library
- Human resources

It was suggested by chairman Dr. R. R. Patil to take measures step by step. All members approved this suggestion.

Agenda 2: Review of existing policies regarding academic work

Dr. Arti Firke suggested that due to MUHS impact factor visitations many policies are predefined in the institute. But there is need to review them with perspective of NAAC metrics.

Decision: Academic work policies regarding UG, PG, PhD and fellowship courses were reviewed. Time tables, ATP and internal evaluation systems were discussed in brief. Academic calendar for the year 2019-2020 was reviewed. Academic audits for the year 2019 were reviewed.





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INTERNAL QUALITY ASSURANCE CELL

It was found that systems are in place but there is need of refining and uniformity in all the departments and academic coordinators. All academic coordinators were informed initially to cross check records maintained for all UG academic years.

Agenda 3: Review and distribution of NAAC criterion related work

Reading of NAAC manual was done prior to this meeting. For efficient planning it was decided to distribute work according to criterion and members were allotted to metrics. This distribution was reviewed in this meeting.

Decision: Suggestions regarding modifications in work allotment were done. Many metric requires details from clerical staff, hence it was decided to give them instructions regarding particular point. Criterion was allotted as mentioned in the table below.

Criterion	Name	Criterion Head
1.	Curricular aspects	Dr. Jayant Phadke
2.	Teaching , learning and evaluation	Dr. Shweta More
3.	Research, innovations and extension	Dr. Yogini Kulkarni
4.	Infrastructure and learning resources	Dr. Ila Bhor
5.	Student support and progression	Dr. Prashant Tople
6.	Governance , leadership and management	Dr. Yogita Jamdade
7.	Institutional values and best practices	Dr. Dinesh Naik
8.	Part B Ayurved	Dr. Varsha Sane

Summary of the salient points discussed and decided for implementation:

1. Strengths and weakness were identified and discussed
2. Uniform documentation of academic coordinators
3. Instructions to office staff for metric data

Meeting ended with vote of thanks by Co-coordinator to all.


IQAC Coordinator
P.D.E.A.'s

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INTERNAL QUALITY ASSURANCE CELL

Attendance of IQAC Meeting

A meeting of **IQAC** was held on 18/02/2020 at 2.00 PM in anti-chamber under the chairmanship of Dr. Ragini Patil (Principal). Attendance of **IQAC** members for this meeting is as following;

SR NO.	NAME	POST	Sign
1.	Dr. Ragini R Patil	Chairman	
2.	Shri. Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. R. B. Bobade	Co-ordinator	
5.	Dr. Arti Firke	Co-coordinator	
6.	Dr. Varsha Sane	Co-coordinator	
7.	Dr. Swati Chobhe	Member	
8.	Dr. Jayant Phadke	Member	
9.	Dr. Shweta More	Member	
10.	Dr. Yogini Kulkarni	Member	
11.	Dr. Ila Bhor	Member	
12.	Dr. Prashant Tople	Member	
13.	Dr. Yogita Jamdade	Member	
14.	Dr. Dinesh Naik	Member	
15.	Mr. Pravin More	Member	
16.	Dr. Abhijeet Bhondawe	Member	
17.	Ms. Snehal Raut	Member	
18.	Mrs. Mugdha P. Sardeshpande	Member	

IQAC Chairman





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INTERNAL QUALITY ASSURANCE CELL

Notice for Internal Quality Assurance Cell (IQAC) Meeting

Date: 1/07/2020

All members of **IQAC** are hereby informed that, **IQAC** will be held on

Date: 3/07/2020

Time: 2.00 pm

Venue: Auditorium

To discuss following agenda all members of **IQAC** are expected to attend this meeting.

Agenda of Meeting:

1. Review of previous meeting minutes
2. Discussion on academic calendar 2020-2021
3. Review of NAAC criterion related work
4. Planning of value added courses
5. Review of E-content development of teaching staff
6. Discussion on research project regarding COVID-19

***All members should follow COVID-19 Protocol strictly. Guidelines of use of mask, hand sanitization and social distancing should be followed.**


IQAC Chairman





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INTERNAL QUALITY ASSURANCE CELL

Notice regarding meeting scheduled on 3/07/2020

SR NO.	NAME	POST	Sign
1.	Dr. Ragini R Patil	Chairman	
2.	Shri Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. Rajkumar Bobade	Co-ordinator	
5.	Dr. Arti Firke	Co-coordinator	
6.	Dr. Varsha Sane	Co-coordinator	
7.	Dr. Swati Chobhe	Member	
8.	Dr. Jayant Phadke	Member	
9.	Dr. Shweta More	Member	
10.	Dr. Yogini Kulkarni	Member	
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INTERNAL QUALITY ASSURANCE CELL

Proceeding of Meeting

Date: 3/07/2020

Time: 2 pm

Venue: Auditorium

Agenda of Meeting:

1. Review of previous meeting minutes
2. Discussion on academic calendar
3. Review of NAAC criterion related work
4. Planning of value added courses
5. Review of E-content development of teaching staff
6. Discussion on research project regarding COVID-19

Minutes of Meeting:

IQAC Co-ordinator welcomed Chairman Dr. R. R. Patil Madam and all the members of the committee. Proper precaution of use of mask, hand sanitization and social distancing were followed while conducting this meeting.

The points in agenda of this meeting were discussed one by one in detail.

Agenda 1: Review of previous meeting minutes

Previous meeting minutes were read by IQAC Co-ordinator. They were approved by all the members.

Agenda 2: Discussion on academic calendar 2020-2021

Academic calendar format prepared for the academic year 2020-2021 was reviewed by all the members. Discussion regarding important day celebration was done. For the purpose of smooth conduction, all the departments were allotted day celebration. Reporting formats was finalized and informed to all departments.

Agenda 3: Review of NAAC criterion related work

After discussion regarding current status of work meeting with criterion head is planned. All heads are informed to report 500 words wherever applicable. Necessary website changes are also reviewed. All teachers meeting for orientation of NAAC is planned.

Agenda 4: Planning of value added courses

Considering metric 1.3.2 and 1.3.3 , discussion was done on appropriate courses for students to be implemented. It was decided by members to conduct course in stree rog department on Garbhasanskar and concern department was informed to plan and prepare detailed course outline.

Agenda 5: Review of E-content development of teaching staff

As per the changed scenario in last few months of COVID 19 and need of e- content to be shared with students, it was decided to organize a small training for teaching staff on the subject.





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Agenda 6: Discussion on research project regarding COVID-19

Discussion on research project regarding prevention and treatment of COVID-19 was done . Interested and experienced teachers were informed to select topic and design protocols for submission.

Agenda 7: Impromptu topic

- Departmental activity format- Dr. Yogini Kulkarni madam suggested all members to give inputs on points to be added in existing departmental monthly activity report. This can be helpful for centralization of data needed for various QnM metrics. All members approved this and it was decided to review and improvise existing format.

Summary of the salient points discussed and decided for implementation:

- Academic calendar 2020-2021 approved and instructed to notify all departments.
- Criterion chairpersons informed to submit 500 words for QIM
- Planning of value added courses of stree rog department
- E-content training
- Research project proposals regarding COVID-19
- Revised departmental activity format finalized.

Meeting ended with vote of thanks by Co-coordinator to all..


IQAC Coordinator
P.D.E.A.'s

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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report of IQAC Meeting Conducted on 18th February 2020

31712020

The meeting of IQAC was organized on 18th February 2020 in the anti-chamber at 2.00 PM. Agendas regarding strategic plan and NAAC were discussed. The IQAC and college have taken action on the decisions taken by the IQAC.

Following is the action taken report:

Agenda 1: Discussion on strategic plan of IQAC

IQAC strategic plan was finalized. Meeting frequency decided as quarterly.

Agenda 2: Review of existing policies regarding academic work

Checklist for uniform documentation of UG coordinators and instructions were given to UG academic coordinator to check files of previous 5 academic years. These files were crosschecked by Dr. Firke and Dr. Phadke. Suggestions regarding formats for future documents were given to all.

Agenda 3: Review and distribution of NAAC criterion related work

All chairpersons took meeting of members allotted to them for metrics and templates were given to all for QnM metrics to them. Regarding QIM metrics members were instructed to collect and organize supporting evidences.

Office staff was allotted to different metrics and were given formats in which data will be needed.

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL



Attendance of IQAC Meeting

A meeting of **IQAC** was held on 3/07/2020 at 2.00 pm in auditorium under the chairmanship of Dr. Ragini Patil (Principal). Attendance of **IQAC** members for this meeting is as following;

SR NO.	NAME	POST	Sign
1.	Dr. Ragini R Patil	Chairman	
2.	Shri Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. Rajkumar Bobade	Co-ordinator	
5.	Dr. Arti Firke	Co-coordinator	
6.	Dr. Varsha Sane	Co-coordinator	
7.	Dr. Swati Chobhe	Member	
8.	Dr. Jayant Phadke	Member	
9.	Dr. Shweta More	Member	
10.	Dr. Yogini Kulkarni	Member	
11.	Dr. Ila Bhor	Member	
12.	Dr. Prashant Tople	Member	
13.	Dr. Yogita Jamdade	Member	
14.	Dr. Dinesh Naik	Member	
15.	Mr. Pravin More	Member	
16.	Dr. Abhijeet Bhondawe	Member	
17.	Ms. Snehal Raut	Member	
18.	Mrs. Mugdha P. Sardeshpande	Member	

IQAC Chairman





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INTERNAL QUALITY ASSURANCE CELL



Notice for Internal Quality Assurance Cell (IQAC) Meeting

Date: 28/09/2020

All members of IQAC are hereby informed that, IQAC meeting will be held on

Date: 1/10/2020

Time: 1.30 pm

Venue: Auditorium

To discuss following agenda all members of IQAC are expected to attend this meeting.

Agenda of Meeting:

1. Review of previous meeting minutes
2. Review of NAAC criterion related work
3. Discussion on metrics where information needed from all departments
4. Discussion on clinical skill lab
5. Discussion on herbal garden development at Dehuroad.
6. Review of existing policies regarding feedback mechanism

***All members should follow COVID-19 Protocol strictly. Guidelines of use of mask, hand sanitization and social distancing should be followed.**


IQAC Chairman





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INTERNAL QUALITY ASSURANCE CELL



Notice regarding meeting scheduled on 1/10/2020

SR NO.	NAME	POST	Sign
1.	Dr. Ragini R Patil	Chairman	
2.	Shri. Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. Rajkumar Bobade	Co-ordinator	
5.	Dr. Arti Firke	Co-coordinator	
6.	Dr. Varsha Sane	Co-coordinator	
7.	Dr. Swati Chobhe	Member	
8.	Dr. Jayant Phadke	Member	
9.	Dr. Shweta More	Member	
10.	Dr. Yogini Kulkarni	Member	
11.	Dr. Ila Bhor	Member	
12.	Dr. Prashant Tople	Member	
13.	Dr. Yogita Jamdade	Member	
14.	Dr. Dinesh Naik	Member	
15.	Mr. Pravin More	Member	
16.	Dr. Abhijeet Bhondawe	Member	
17.	Ms. Snehal Raut	Member	
18.	Mrs. Mugdha P. Sardeshpande	Member	





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INTERNAL QUALITY ASSURANCE CELL



Proceeding of Meeting

Date: 1/10/2020

Time: 1.30 pm

Venue: Auditorium

Agenda of Meeting:

1. Review of previous meeting minutes
2. Review of NAAC criterion related work
3. Discussion on metrics where information needed from all departments
4. Discussion on clinical skill lab
5. Discussion on herbal garden development at Dehuroad.
6. Review of existing policies regarding feedback mechanism

Minutes of Meeting:

IQAC Co-ordinator welcomed Chairman Dr. R. R. Patil Madam and all the members of the committee. Proper precaution of use of mask, hand sanitization and social distancing were followed while conducting this meeting.

The points in agenda of this meeting were discussed one by one in detail.

Agenda 1: Review of previous meeting minutes

Previous meeting minutes were read by IQAC Co-ordinator. They were approved by all the members.

Agenda 2: Review of NAAC criterion related work

Review of all criterion related completed documentation were given by respective chairpersons. Discussion was done on points where queries were raised. QnM metrics were discussed from criterion 1.

Agenda 3: Discussion on metrics where information needed from all departments

After discussion on QnM metrics from criterion 1, it was decided to inform all HODs, to submit cross cutting issues from each department along with list of visits of preceding academic year.





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Agenda 4: Discussion on clinical skill lab

Discussion regarding development of clinical skill lab was done. As an initial step all departments will be informed to submit models from each department to be included in skill lab.

Agenda 5 : Discussion on herbal garden development at Dehuroad

Process of development of herbal garden Bhavprakash was reviewed. Inputs from all members were obtained.

Agenda 6: Review of existing policies regarding feedback mechanism

Currently we are collecting student's feedback regarding teachers every semester. But considering NAAC metric, curriculum committee was advised to prepare feedback forms for various stakeholders according to their roles.

Decision : The prepared formats were reviewed by all members and approved after suggestions. Formats were forwarded to feedback committee. Feedback policy draft presented by Dr Mahadar was approved. Feedbacks will be collected by google forms, they will be collected during October to December of each year. Review and scrutiny will be done by feedback committee and later the suggestions will be forwarded to IQAC through the principal for further action.

Summary of the salient points discussed and decided for implementation:

- Cross cutting issues format from each department
- Models from all department suitable for skill lab listing
- Curriculum feedback policy finalization

Meeting ended with vote of thanks by Co-coordinator to all..


IQAC Coordinator
P.D.E.A.'s

**College of Ayurved And Research Centre,
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INTERNAL QUALITY ASSURANCE CELL




Action Taken Report of IQAC Meeting Conducted on 3rd July 2020

1 | 10 | 2020

The meeting of IQAC was organized on 3rd July 2020 in the Auditorium at 2.00 PM . various agendas were discussed. The IQAC and college have taken action on the decisions taken by the IQAC.

Following is the action taken report:

SR.NO.	AGENDA	ACTION TAKEN
1.	Academic calendar 2020-2021 approved and instructed to notify all departments.	All departments were given copy of academic calendar and instructed to strictly follow the same
2.	Criterion chairpersons informed to submit 500 words for QIM	All chairpersons submitted the drafts to Dr. Firke madam & Dr. Bobade sir , after review the same were forwarded to Principal Dr. Patil mam, which later were finalized through discussion with metric related faculty, chairperson and all criterion chairperson.
3.	Planning of value added courses of stree rog department	1. Garbha Mata Sanskar E- Course 27 th July to 2 nd August 2020, 34 students completed 2. Saundarya Online course ongoing from 2 nd Oct to 7 th October 2020, 27 students are enrolled
4.	E-content training	Dr. Firke and Dr. Bobade have done discussion with Dr. Chinmay Phadke to organize the e-content development training, tentative January 2021 is planned.
5.	Research project proposals regarding COVID-19	Received 2 research grants under EMR Scheme from Ministry of AYUSH, Govt. of India, New Delhi
6.	Revised departmental activity format finalized	Revised departmental activity format mailed to all departments and data collection started in new format


IQAC Coordinator
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INTERNAL QUALITY ASSURANCE CELL



Attendance of IQAC Meeting

A meeting of IQAC was held on 1/10/2020 at 1.30 pm in auditorium under the chairmanship of Dr. Ragini Patil (Principal). Attendance of IQAC members for this meeting is as following;

SR NO.	NAME	POST	Sign
1.	Dr. Ragini R Patil	Chairman	
2.	Shri. Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. Rajkumar Bobade	Co-ordinator	
5.	Dr. Arti Firke	Co-coordinator	
6.	Dr. Varsha Sane	Co-coordinator	
7.	Dr. Swati Chobhe	Member	
8.	Dr. Jayant Phadke	Member	
9.	Dr. Shweta More	Member	
10.	Dr. Yogini Kulkarni	Member	
11.	Dr. Ila Bhor	Member	
12.	Dr. Prashant Tople	Member	
13.	Dr. Yogita Jamdade	Member	
14.	Dr. Dinesh Naik	Member	
15.	Mr. Pravin More	Member	
16.	Dr. Abhijeet Bhondawe	Member	
17.	Ms. Snehal Raut	Member	
18.	Mrs. Mugdha P. Sardeshpande	Member	

IQAC Chairman

