



**VSPM'S DENTAL COLLEGE & RESEARCH CENTRE,
NAGPUR-440019**

Digdoh Hills, Hingna Road, Nagpur-440 019 Ph: (07104) 665000,665301 Fax: (07104) 665011, Email:
vspmdcrcnagpur@gmail.com Website: <https://vspmdcrc.edu.in>

REF:VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1148 /2022

Date: 03/09/2022

CIRCULAR

A meeting of IQAC Committee is scheduled on 5th September 2022 at 11.00 a.m. in the conference hall to discuss the NAAC updates. All IQAC committee members are requested to be present in the meeting.



UshaRadke

**Dr. UshaRadke
Dean
VSPM'S DCRC, Nagpur**

Copy to:

- 1) Vice-Dean, VSPM'S DCRC, Nagpur.
- 2) Dr. Mukta Motwani, IQAC Coordinator, VSPM'S DCRC, Nagpur.
- 3) Dr. Usha Shenoy, IQAC Coordinator, VSPM'S DCRC, Nagpur.
- 4) All IQAC Members, VSPM'S DCRC, Nagpur.
- 5) All HODs, Criteria Heads for information, VSPM'S DCRC, Nagpur.



**VSPM'S DENTAL COLLEGE & RESEARCH CENTRE,
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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 /1162 /2022

Date: 07/09/2022

MINUTES OF IQAC COMMITTEE HELD ON 5th SEPTEMBER 2022

A meeting of IQAC was conducted 5th September 2022 at 11.00 a.m to discuss updates and future planning. The following members were present

Sr No	Name of Member	Designation	Committee Designation	Attendance
1	Dr. Usha Radke	Dean	Chairperson	Present
2	Dr. Mukta Motwani	Professor & HOD	Coordinator	Present
3	Dr.Usha Shenoy	Professor & HOD	Co-Coordinator	Present
4	Dr. Pushpa Hazare	Ex-Dean	External Educationist	-
5	Dr. K. Venugopal Reddy	Professor & HOD	Member	Not Present
6	Dr. Vrinda Kolte	Professor	Member	Present
7	Dr. Rajshri Kolte	Professor	Member	Present
8	Dr. Neelam Pande	Professor	Member	Present
9	Dr. Rajesh Kubde	Professor	Member	Not present
10	Dr. Shubhangi Bagde	Professor	Member	Present
11	Dr. Gagandeep Lamba	Reader	Member	Present
12	Dr. Ananya Hazare	Reader	Member	Present
12	Dr. Apurva Mohite	Sr. Lecturer	Member	Present
13	Mr. Chetan Deshmukh	A.O.	Member	Present
14	Dr. Sudhir Deshmukh	Treasurer	Member	Present
15	Dr. Aparna Sharma	A.P. GMC, Nagpur	Member Alumni	-
16	Mr. Eknath Choudhary	C.E.O.	Member	-
17	Mrs. Kadambari Saigal	Librarian	Member	Not present

Criteria	Point discussed	Responsibility	Target
	The IQAC committee analyzed the report given by NAAC and criteria which were given zero, 2 and less than 2 points were discussed for improvement.		
Criteria 1	i) All teachers to see the website daily for updates of MUHS. ii) It was decided to increase the Add on courses and follow-up to be taken by the Criteria One head. More Number of students be encouraged to in the participate in the Add on courses and value added courses. All these courses to be added in taken in academic calendar. iii) The research work on the community based topics to be increased and outcome of the same to be shown on record. Also it was decided that the RST posting can be shown as clinical postings. Separate meeting with the Dept. of P.H.D.	All eligible HODs/ Teachers	Immedi



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	<p>to be conducted by IQAC to bring out the plan to IQAC and where the improvement is needed will be recommended by the IQAC.</p> <p>iv) Time-table to be made for activities for extracurricular activities - It was desired that every month every club has to conduct one activity and necessary record to be maintained. Sports club has to submit the record of six months in respect of 2021-22 and three months of 2022-23 year. Dr. Anuj Chandak assured to submit the same within seven days. Feedback to be taken from students about Music, dance and sports .</p>	Dr. Anuj Chandak/	
Criteria 2	<p>i) Mentors for PGs other than guide to be appointed.</p> <p>ii) Student's centric methods- All departments to increase the number of innovative teaching methods i.e. PBL / CBL etc.</p> <p>iii) It was decided to conduct a Lecture on Analytical skills</p>	Criteria Head	
Criteria 3	<p>i) Efforts to be taken by the teachers to increase number of books and papers published & also to increase number of clinical trials.</p> <p>ii) Collaborative activities to be started with Governmental and non governmental Agencies. Meeting to be conducted by PHD department with IQAC.</p> <p>iii) Eligible teachers to apply for excellence awards in teaching when they get the opportunities.</p> <p>iv) IQAC to discuss the matter pertaining awards and recognitions received for extension and outreach activities from Government / other recognized bodies in a separate meeting with PHD Department.</p>	All teaching staff IQAC/HOD, PHD All Teachers IQAC	
Criteria 4	<p>i. It was proposed that the specialty museum can to be shown in the criteria.</p> <p>ii. Existing budget for Library to be shown.</p> <p>iii. Other: Student's exchange program to be started- Dr. G. Lamba to take initiative.</p>	Dr. G. Lamba.	
Criteria 5	<p>i. Students to be encouraged to participate more in intercollegiate extracurricular activities to win more awards.</p> <p>ii. Our college alumni association to enquire with other colleges association to achieve improvement.</p>		
Criteria 6	<p>i) Implementation of e-governance in areas of operation- The HMIS and ERP is being used by the college. Efforts to be taken to record the data in respect of academics and Examinations. HMIS and ERP Committee to look into the matter.</p>	Dr. Jaishree Chahande	



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Criteria 7	i) Code of conduct programs to be organized.		
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Dr. Usha Shenoy
Professor & HOD
Co-coordinator IQAC

Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC

Dr. Usha Radke
Dean
Chairperson

H.O.D. ORTHODONTICS
VSPM'S Dental College &
Research Centre, Digdoh Hills
Hingna Road, Nagpur - 440018

Copy to:

- 1) All HODs, VSPM'S DCRC, for information
- 2) All members of the IQAC.



**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 5th
September 2022**

Date: 12 /09 /2022

The action taken report with respect to the minutes of meeting held on 5/9/2022 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	All departments to increase Add on courses and value added courses.	All HOD's	New add on and value added courses planned in the departments of oral medicine and radiology, Periodontology, Oral pathology, Pedodontics and Oral surgery.
2.	Time table to be made for extracurricular activities. Sports club to submit 6 months record of 21-22 and three months of 22-23 within 7 days.	Dr. Anuj Chandak	Time table comprising of monthly activities from each club submitted to IQAC office.
3.	All departments to increase the number of innovative teaching methods.	Dr.Usha Shenoy	All departments submitted a document to IQAC stating the details of innovative teaching methods.
4.	Alumni association to enquire with other colleges to get ideas for improvement.	Dr.Gagandeep Lamba	Telephonic enquiries were done with the alumni associations of SPDC Wardha and NKPSIMS Nagpur.
5.	Data regarding academics and examinations to be uploaded on ERP	Dr.Jayashree Chahande	All departments instructed to do the same.

**Dr.Mukta Motwani,
IQAC Co-ordinator**

**Dr. Usha Radke
Dean and IQAC Chairperson**



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 12/2 /2022

Date: 14/09/2022


CIRCULAR

This is to inform to all criteria heads to ignore the previous circular regarding meeting with IQAC heads as the schedule has been changed. The new dates are as follows:

- 15th Sept. 2022 Criteria 1 and 3 at 11.30 a.m.
- 16th Sept. 2022 Criteria 5 and 6 at 10.30 a.m.
- 19th Sept. 2022 Criteria 7 and 4 at 10.30 a.m.
- 20th Sept. 2022 Criteria 2 and 8 at 10.30 a.m.

AGENDA:

- The points which were discussed in the last IQAC meeting (which received less score in NAAC Inspection); regarding those points all criteria heads are requested to come up with ideas and plans for improvement in the score in the next cycle.


Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee




Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to: All HODs / Criteria Heads for information and necessary action.



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1282 /2022

Date: 26/09/2022

MINUTES OF IQAC COMMITTEE HELD ON 19th SEPTEMBER 2022

A meeting of the IQAC Heads with the Head of Criteria 7 was conducted on 19th September 2022 at 11.00 a.m in the conference hall.

Criteria	Point discussed	Responsibility	Target
Criteria 7	<ol style="list-style-type: none">1) It was proposed that there should be a Tactile Path for the disabled people on all the floors. Proposal to be put up for the furtherance in the matter2) It was suggested that the Code of conduct Programs should be conducted.3) It was decided to print the Copy of code of conduct and it should to be given at the time of admission or orientation events.4) It was suggested that Professional ethics events related to code of conduct should be conducted.	A.O./Civil Code of conduct committee/Admission committee/ Stu. Section.	


Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee




Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to: All HODs / Criteria Heads for information and necessary action.

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 19th
September 2022**

Date: 29 /09 /2022

The action taken report with respect to the minutes of meeting held with the head of **Criteria 7on** 19/9/2022 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	Professional ethics event related to Code of conduct to be conducted.	Code of conduct committee	A program was planned on professional ethics for 3 rd year students in February 2023.
2.	Copy of Code of conduct to be printed and given to students at the time of admission or orientation.	Admission committee	Copies printed and will be given during next orientation program.



**Dr. Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1281 /2022

Date: 26/09/2022


MINUTES OF IQAC COMMITTEE HELD ON 19th SEPTEMBER 2022

A meeting of the IQAC Heads with the Head of Criteria 4 was conducted on 19th September 2022 at 11.00 a.m in the Conference hall, DCRC.

Criteria	Point discussed	Responsibility	Target
Criteria 4	<p>The IQAC Committee recommended the Criteria head to work on the following points:</p> <ol style="list-style-type: none">1) Letter from CS for Hingna P.H.C. to be obtained2) Letter from Dr. K. Venugopal, Professor & HOD for the Kanholibara P.H.C. to be obtained.3) It was suggested to check for changes in recent manual of NAAC regarding point 4.3.24) Budget for book purchase to be received from Library5) Librarian was instructed to increase the activities as per the NAAC criteria6) E resources content to be used by teachers and new guidelines need to be checked. The matter is to be discussed with Dr. Saeesh Deshpande.	<p>Dr. K. Venugopal Reddy</p> <p>Dr. K. Venugopal Reddy</p> <p>Librarian/ Mr. Harpreet Singh</p> <p>Librarian/ Mr. Harpreet Singh</p> <p>Dr. Saeesh Deshpande E learning Committee</p>	


Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee




Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to: All HODs / Criteria Heads for information and necessary action.

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 19th
September 2022**

Date: 29 /09 /2022

The action taken report with respect to the minutes of meeting held with the head of **Criteria 4** on 19/9/2022 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	Budget for purchasing books to be given by library.	Librarian	Budget received by Dean and IQAC.
2.	E-resources to be used by teachers and students.	Dr. Saeed Deshpande	Moodle committee activated and increased enrollment of students done.



**Dr. Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1643 A /2022

Date: 01/12/2022

CIRCULAR

A meeting of IQAC Committee is scheduled on 1st December 2022 at 2 pm in the conference hall. All are requested to be present

Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee

Dr. Usha Radke
Dean &
Chairperson, IQAC Committee



DEAN

VSPM'S Dental College &
Research Centre, Digdoh Hills
Hingna Road, Nagpur-440019

Copy to:

- 1) All HODs VSPM'S DCRC, Nagpur for information.
- 2) All IQAC members, VSPM'S DCRC, Nagpur for information.



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1644 / 2022

Date: 01/12/2022

MINUTES OF IQAC MEETING 1st December 2022

Agenda	Discussion
GAP analysis	Review regarding GAP analysis of various criterias was done.
AQAR Submission	Documents for AQAR to be kept ready by all criteria incharges,
Regarding White board	White board to be put in IQAC room for documents to be uploaded.
Tentative Dates for AQAR data submission	15 th December is the tentative deadline for all In charges to keep the documents ready .
Regarding conduction of program	Criteria heads to identify the programs to be conducted and documents to be kept ready.


Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee




Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

DEAN
VSPM'S Dental College &
Research Centre, Digdoh Hills
Hingna Road, Nagpur-440019

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 1st
December 2022**

Date: 8 /12 /2022

The action taken report with respect to the minutes of meeting held on 01/12/2022 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	Documents for AQAR submission to be kept ready.	All criteria in charges	Review done regarding document preparation by IQAC members and 15 th December given as deadline to finish all pending work.
2.	Criteria heads to identify programs to be conducted and documents to be kept ready.	All criteria in charges	Tentative topics and schedule of programs submitted to IQAC head.



**Dr. Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1658 A /2022

Date: 02/12/2022

CIRCULAR

A meeting of IQAC Committee with Criteria 2 in charges is scheduled on 2/12/2022 in the HOD Chamber of Department of Orthodontics at 11.00 a.m. All concerned members are requested to attend the meeting.

Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee



Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

DEAN

VSPM'S Dental College &
Research Centre, Digidoh Hills
Hingna Road, Nagpur-440019

Copy to: All Criteria 2 in charges and all IQAC members



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 1674 A /2022


Date: 05/12/2022

Minutes of Meeting of IQAC with Criteria. 2 on 2/12/2022

Agenda	Discussion
Criteria 2.2.1	Dr. Jaya Joshi/Dr. Sae to provide sample documents to all departments for Slow learners and Advanced learners as done in dept. of Prosthodontics. <ul style="list-style-type: none">- Identify slow and advanced learners- Special programs for both.- Student participation details.- Outcome records.
Criteria 2.2.3	Dr. Khandekar mam - To provide all documents related to beyond class room activities
Criteria 2.3.1	<ul style="list-style-type: none">- Integrated teaching to be maintained by all departments. It has to reflect in academic calendar.
SDL -	Dr. Tapasya to provide sample documents of SDL as performed in the dept. of Oral Medicine & Radiology.
Flipped Classroom -	Dr. Kavita to provide sample documents to all departments as performed in the department of Pedodontics.
Criteria 2.3.3	Moodle activity to increase. <ul style="list-style-type: none">- Dr. Sae to make a plan for all departments.- YouTube videos
Criteria 2.3.4	Student mentor ratio. <ul style="list-style-type: none">- Log book for mentors to be given to all mentors.
Criteria 2.3.5	HSET/UG Cell/PG Cell to look into analytical skills, creativity & innovation for staff and students.
Criteria 2.5.3	Mid Course improvement to be taken through moodle.
Criteria 2.5.4	Dr. Tapasya To keep all the templates ready for Mid Course Improvement.
Criteria 2.6.	HSET to conducted programs on mapping of program outcomes and course outcomes.


Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee




Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to: All Criteria 2 in charges and all IQAC Members.

DEAN
VSPM'S Dental College &
Research Centre, Digdoh Hills
Hingna Road, Nagpur-440019

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 2nd
December 2022**

Date: 12 /12 /2022

The action taken report with respect to the minutes of meeting held with the head of **Criteria 2** on 02/12/2022 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	Sample documents for potential learners and advanced learners to be provided to all departments.	Dr.Jaya Joshi and Dr.Saee Deshpande	Sample documents provided to all departments via mail.
2.	Sample documents for beyond classroom activities to be provided to all departments.	Dr.Shubhangi Khandekar	Sample documents provided to all departments via mail.
3.	Sample documents for SDL and Flipped classroom to be provided to all departments.	Dr.Tapasya Karemore Dr.Kavita Hotwani	Sample documents provided to all departments via mail.
4.	YouTube videos to be submitted by all departments.	Dr.Saee Deshpande	Each department submitted 2 procedural videos to be uploaded on colleges YouTube channel.



**Dr.Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**



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REF VSPM'S DCRC/DEAN/HOD MEET/F.NO. 33/22/2023

DATE: 05/01/2023

CIRCULAR

A meeting of all HODs and IQAC members is called on 6th January 2023 at 10.30 a.m. to discuss the following agenda. All HODs & IQAC members are required attend the meeting.

Agenda:

- 1) Regarding submission of AQAR Data for 2022
- 2) ERP Issues
- 3) H.S.E.T. Muddle
- 4) Republic day.

Venue: Conference Hall

Usha Radke

**Dr.Usha Radke,
Dean**

VSPM'S DCRC, NAGPUR

Copy to:

- 1) All HOD's, VSPM'S DCRC, Nagpur.
- 2) All IQAC Members.

Sr no	Name of Member	Designation	Committee Designation	Department
1	Dr. Usha Radke	Dean	Chairperson	Prosthodontics
2	Dr. Mukta Motwani	Professor & HOD	Coordinator	Oral Medicine & Radiology
3	Dr.Usha Shenoy	Professor & HOD	Co-Coordinator	Orthodontics
4	Dr. K. Venugopal Reddy	Professor & HOD	Member	Public Health Dentistry
5	Dr. Vrinda Kolte	Professor	Member	Oral & Maxillofacial Surgery
6	Dr. Rajshri Kolte	Professor	Member	Periodontics
7	Dr. Neelam Pande	Professor	Member	Prosthodontics
8	Dr. Rajesh Kubde	Professor	Member	Conservative Dentistry
9	Dr. Shubhangi Bagde	Professor	Member	Oral Pathology
10	Dr. Gagandeep Lamba	Reader	Member	Pedodontics
11	Dr. Ananya Hazare	Reader	Member	Orthodontics
	Dr. Rajlakshmi Banerjee	Reader	Member	Prosthodontics
12	Dr. Apurva Mohite	Sr. Lecturer	Member	Oral Medicine & Radiology
12	Mr. Chetan Deshmukh	A.O.	Member	Administrative Block

- 3) H.S.E.T. Member



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 72 /2023

Date: 06/01/2023

MINUTES OF ALL HODS & IQAC MEMBERS MEETING CALLED ON 6th JANUARY 2023

A meeting of all HODs & IQAC members was convened under the chairmanship of Dr. Usha Radke, Dean on 6th January 2023 at 10.30 a.m. to discuss the agenda mentioned below: All HODs and IQAC Members were present for the meeting.

S.N.	Subject	Discussion	Responsibility	Deadline
1	Regarding submission of AQAR Data for 2022	<p>The recommended Benchmark along with the earlier Benchmarks for the QnMs of Affiliated / Constituent College Manual was discussed criteria wise and the following recommendations were given by the IQAC committee:</p> <ul style="list-style-type: none">i) It was decided to collect all the AQAR data and submit the same to the NAAC on or before 25th January 2023.ii) It was decided to collect the appreciation letter from the camp organizers.iii) It was decided to add 5 new value added / Add on courses every year. Only First to Final year students to participate in the said courses.iv) One staff should be registered from each department for Swyam and appear for the examination. The fees would be borne by the college. It was brought to the notice of all that no certificate would be issued by the Swyam unless the registered staff appeared for the offline examination.v) It was decided to modify the Feedback form from this session.vi) Dean directed the Research committee to take efforts in view to receive the maximum grants from Governmental and Nongovernmental organization.	<p>Dr. Saeed Deshpade.</p> <p>Dr. Abhay Kolte</p>	<p>Circular to be issued</p>



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		<p>vii) Workshops, seminars, conferences on Research methodology, intellectual property to be increased and it should be more than 40 in five years</p> <p>viii) Swachha Bharat, Aids awareness, Gender issues etc. should be increased which should be more than 40 in five years.</p> <p>ix) All MOUs to be finalized on College letterhead rather than taking on stamp papers.</p> <p>x) Number of computers should be increased so as to improve computer: student ratio.</p> <p>xi) Percentage of expenditure incurred on maintenance of infrastructure should be increased.</p> <p>xii) The ICT & computing skills for the students should be increased. The certificates should be collected for the soft skills, language communication skills, computing skills and ICT should be collected by the respective committees.</p> <p>xiii) Guidance cell to put up the details regarding Percentage of placement of outgoing students progressing to higher education.</p> <p>xiv) Average number of sports and cultural program should be increased.</p> <p>xv) Dean informed that Green audit would be done by the outer agency.</p>	IT Department	
1	ERP Issues	All Committee Chairman/ Member secretary to upload the meeting data in ERP. It was recommended that access should be given to all committee Chairman. Discrepancies between ERP and Muster would be resolved by Mr. Swapnil	Mr. Swapnil Wath	Next week
2	H.S.E.T.	HSET meeting would be conducted in the presence of all HODs henceforth.	All HDOs / HSET Chairman	Immediate
3	Moodle	All HODs and Moodle Coordinators have to ensure that LMS Moodle is used by he	All HODs/ Moodle	-



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		students for their subjects especially for slow learners. All videos have been uploaded by all departments.	coordinators	
4	Celebration of Republic Day	Suggestions were requested by the Dean for the upcoming Republic Day celebration. The patriotic song to be prepared by the students. The formats for the Individual award and Best performing department were revised by the Award advisory committee and accepted by the Dean and all HODs.	Dr. R. Banerjee Formats to be sent to all depts. With immediate effect.	Before 25 th Jan. 2023 Immediate

The meeting was adjourned with a vote of thanks to Dean Madam.

Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee



Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to:

- 1) All HODs, VSPM'S DCRC, Nagpur for information necessary action.

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 6th
January 2023**

Date: 12 /01/2023

The action taken report with respect to the minutes of meeting held with all the HOD's on 06/01/2023 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	AQAR for 2021-22 to be submitted to NAAC before 25 th January 2023.	IQAC and all criteria in charges.	All IQAC members checked the progress of document preparation in their respective departments.
2.	All students especially the potential learners to use LMS Moodle for viewing videos and lectures.	All Moodle coordinators and HOD's	Instructions given to all the students in all the lectures to enroll for all subjects on Moodle platform to view the content.



**Dr. Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**



**VSPM'S DENTAL COLLEGE & RESEARCH CENTRE,
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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 441A /2023

Date: 03/04/2023

MEETING OF IQAC COMMITTEE 6TH APRIL 2023

A meeting of IQAC Committee is scheduled on 6th April 2023 at 10.30 a.m. in the Conference Hall, DCRC, Nagpur. All HODs and IQAC members are requested to attend the meeting.

Agenda:

- 1) Discussion on "Implementation of ISO 21001 Educational Management System" with IQAC in charge and team.

**Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee**



**Dr. Usha Radke
Dean &
Chairperson, IQAC Committee**

Copy to: All HODs and IQAC Members for information.



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 479 /2023 Date: 11/04/2023

MINUTES OF MEETING HELD FOR ISO CERTIFICATION

A meeting for ISO certification was called on 6th April 2023 at 11.00 a.m. in the Conference Hall. The meeting was chaired by Dr. Ramakrishna Shenoi, Officiating Dean, Dr. Mukta Motwani, Coordinator, IQAC.

Demonstrator:

Dr. Ramesh Lakhe & Mrs. Kranti Dharkar

The following members were present for the meeting.

- 1) Dr. AbhayKolte, Professor & HOD
- 2) Dr. Alka Dive, Professor & HOD
- 3) Dr. UshaShenoy, Professor & HOD
- 4) Dr. K. Venugopal Reddy, Professor & HOD
- 5) Dr. DevendraNagpal, Professor & HOD
- 6) Dr. NeelamPande, Professor
- 7) Dr. GagandeepLamba, reader.
- 8) Dr. AnanyaHazare, Reader
- 9) Dr. ApurvaMohite, Asst. Professor

At the outset Dr. Ramakrishna Shenoi welcomed Dr. Ramesh Lakhe & Mrs Kranti Dharkar, Demonstrators and introduced them to the attendees.

Mr. Lakhe thanked Dr. Shenoi and Dr. Motwani and started explaining the importance of ISO accreditation. ISO 21001 has 10 clauses which are organized into folders and templates for various documents are prepared in these folder. It was instructed to prepare documents according to these templates and after its completion internal audit would be done. The following clauses were discussed.

- 1) **4.1 SWOT Analysis-** analysis and action plan to be prepared and finalized. The actions plan prepared and implemented would be inspected. The weakness, opportunities and threats need to be reviewed, updated and finalized.
- 2) **4.2- Interested parties:** Needs and expectation: methods of taking feedback, student's feedback forms, student's information and frequency of the feedback would be inspected as per the table. This table can be changed as per the requirement. The template needs to be reviewed, updated and finalized.
- 3) **4.3- Scope- UG, PG, Post PG:** Permission letters of UG, PG, Fellowship courses along with affiliations, No. Of grants, license and its validation to be kept ready.
- 4) **4.4- List of departments** along with specializations available and other departmental data to be prepared as per templates. The information of Examination, academic calendar, Library to be shown in functions and list of committees to be kept ready.



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- 5) 4.5- Process mapping - have to be reviewed and changes to be done as per the requirement and system.

- 6) 4.6- Departmental process and their process interaction chart to be prepared.

Clause No. 5- Leadership.


- 1) **5.1- Legal requirements** letters to be kept ready like MPCB consent. Software's, instruments, legal statutory and legal complied data, license No., Registration No. should be available in this folder.
- 2) **5.2- Education Quality Policies of the institution.** The draft has been provided, it has to be reviewed, updated & finalized. Core values to be reviewed and finalized with modifications. All these documents to be displayed as per the requirement of the 21001.
- 3) **5.3- Organization structures** has already been established (Organogram), to be modified and finalized. Committees & Cells should be represented in the Organogram.

Clause 6


- 1) **6.1- Risk assessment & Control.** The draft has been provided, to be reviewed, updated and finalized. For example malfunction of the instruments, competition with other dental colleges etc.
- 2) 6.2- Objectives Road map - To be reviewed, updated and finalized.
- 3) 6.3- Change Analysis- If there is any changes in syllabus, courses or in regard to resources to be shown in this clause.

Clause 7

- 1) **7.1 Requirement-** 4 and 6 criteria of NAAC to be utilized.
- 2) **7.2 Appraisal forms-**The details of the forms and training needs to be mentioned and the skills required for teaching staff to be included in the forms. The development of all students, Non-teaching staff should be mentioned.
- 3) **7.3- FDP:** Development program for teaching and non-teaching staff, evidences and evaluation would be verified during the audit.
- 4) **7.4- Communication system-** Table has been provided to be reviewed, updated and finalized. (Notice board)
- 5) 7.5- Manual. 99% of the part has been completed and modifications of only 1% to be updated and finalized.
- 6) Clause No. 8, 9 and 10 would be discussed in next meeting.


Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee




Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to: All HODs / IQAC Members for information.

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 6th April
2023**

Date: 11 /04/2023

The action taken report with respect to the minutes of meeting held for ISO certification on 06/04/2023 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	Dr.Ramesh Lakhe explained the clauses of ISO 21001 from clause 4 to 7 and the documents that need to be prepared in each sub clause.	IQAC	All IQAC members planned next meeting to allot the document preparation to various criteria in charges.



**Dr.Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**



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REF: VSPM'S DCRC/DEAN/IQAC/F.NO. 39 / 10/04 / 2023

Date: 10/04/2023

MEETING OF IQAC COMMITTEE 11TH APRIL 2023

A meeting of IQAC Committee is scheduled on 11TH April 2023 at 9.30 a.m. in the Conference Hall, DCRC, Nagpur. All IQAC members are requested to attend the meeting.

**Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee**



**Dr. Usha Radke
Dean &
Chairperson, IQAC Committee**

Copy to: All IQAC Members for information.



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Date: 13/04/2023

CIRCULAR

For compilation of ISO proforma various documents have to be prepared. In view of the duties to compile these documents have been allotted which are as follows:

Clause 4.1 -SWOT analysis and action plan.
-All departments to fill the data in the template provided to the department soft copy.

Clause 4.2 - Interested parties.
- IQAC members.

Clause 4.3 -Criteria 2 In charge.

Clause 4.4 -List of Departments Function - All departments to fill the data in the template provided to the department in soft copy.

Clause 4.4 -Process mapping. - All departments.

Clause 4.4- List of Committees - Criteria 6Incharge.

Clause 5.1 - Template to be sent to office. (Mr. Manekar)

Clause 5.2 - Education policy - IQAC Co-ordinators.

Clause 5.2 - Vision / Mission - (Criteria 6 In charge.)

Clause 5.2- Pledge to profession (Dr. Jayashree Chahande)

Clause 5.3 - Organization chart. (Criteria 6 In charge)

Clause 5.3-Responsibility & Authority. (Time table committee)

Clause 6.1- Risk assessment Matrix

- Teaching learning- Criteria 2.
- Infrastructure -criteria 7.
- IT -Criteria -4
- Finance - Criteria 6

Clause 6.2 - Roadmap-Pt 1.- UG + PG Cell

Clause 6.2- Pt-2 → HSET committee.

- Pt - 3 →Criteria 3 (Research)

- Pt-4 →Criteria 7 (Social activities)

- Pt - 6 →Criteria 1 (Value base deduction).



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Clause 6.3 - Change analysis. - IQAC, Dean, VD.

Clause 7.1 -Criteria 4&Criteria 6 in charges.

Clause 7.2 - Employee competency. (HR department)

Clause 7.3 - Pt - 1 → Time table committee. (Annual training calendar)
Entire 7.3 clause to criteria 5

Clause 7.4 - IQAC members.

Clause 7.5 - Manual - Criteria 4.

Kindly take note of the same and the data has to be sent to IQAC co-ordinator on 18th
April 2023 on iqaccommittee@gmail.com.

Mukta

Dr. Mukta Motwani
Professor & HOD
Coordinator IQAC Committee



Usha

Dr. Usha Radke
Dean &
Chairperson, IQAC Committee

Copy to: All IQAC Members for information.

**ACTION TAKEN REPORT ON THE MINUTES OF MEETING HELD ON 11th April
2023**

Date: 18 /04/2023

The action taken report with respect to the minutes of meeting held for ISO work allotment on 11/04/2023 is as follows:

Sr. No.	Point discussed	Responsibility	Work done
1.	Various sub clauses of ISO were allotted to related committees, departments and NAAC criteria heads and data to be sent on 18 th April 2023.	IQAC, all criteria in charges and HOD's.	Work distribution was done.



**Dr. Mukta Motwani,
IQAC Co-ordinator**



**Dr. Usha Radke
Dean and IQAC Chairperson**