

DR. V. H. DAVE HOMOEOPATHIC MEDICAL COLLEGE

NAAC

IQAC (QUALITY ASSURANCE CELL)

IQAC CHAIRPERSON: DR. TARUN DAVE

IQAC CORDINATOR: DR. SWATI MEHTA

IQAC COMMITTEE MEMBERS:

- | | |
|----------------------|--|
| 1) DR PANKAJ DAVE | MEMBER FROM MANAGEMENT |
| 2) DR. LEENA DIGHE | NOMINEE FROM TRUST |
| 3) DR. TARUN DAVE | PRINCIPAL AND CHAIR PERSON |
| 4) MR. AMIT VYAS | STAKE HOLDER (M.D. AMUL) |
| 5) MR. VIJAY PIJWALA | ADMINISTRATER |
| 6) DR. SWATI MEHTA | IQAC COORDINATOR |
| 7) DR. KAMALA PATEL | NOMINEE FROM THE ALUMNI (DYP. SUP. HOSPITAL) |
| 8) MR. MIHIR PATEL | OC- ADFMIN OFFICE |
| 9) DR. ISHA MANKED | NOMINEE FROM THE PG STUDENTS |
| 10) RAMESH CHANDRA | NOMINEE FROM THE UG STUDENTS |
| 11) DR. POOJA BHATT | NOMINEE FROM THE EMPLOYEE (HOD. COMMUNITY MEDICINE) |
| 12) DR. JIMISH PATEL | NOMINEE FROM THE EMPLOYEE (I/C EXTRA CURICULAR ACTIVITIES.) |

PLAN OF ACTION:

Our committee being a “**participative**” and “**facilitative**” unit, would closely work with the faculty members of our college & hospital to plan out the best possible strategies!

We introduce a consistent plan of action that would lead our college & hospital towards progress which include preparing strategies for –

- a. Efficient & timely work processes
- b. Academic research & programs
- c. Affordable & innovative approaches
- d. Use of ICT for modernization of education
- e. Best assessment process for maintaining the quality
- f. Increasing the footfall of the patients getting satisfied with the treatment & facilities available for them in our hospital
- g. Increase the revenue of the institution by various sources available from our hospital & college
- h. Ensuring the best possible infrastructure to achieve goals

FUNCTIONS OF IQAC

Let us now understand various functions of our IQAC cell.

- a. Setting quality benchmarks with consistent work
- b. Creating parameters to reach academic as well as non-academic learning goals
- c. Creating parameters to reach hospital development goals
- d. Creating a student – centric teaching – learning environment
 - i. Enabling faculty to efficiently use Educational Technical tools for innovation in education
 - ii. Considering the feedback of students, faculty, parents in the college and patients and their relatives / attendants, hospital staff in the hospital for the best practices
 - iii. Organizing various workshops, seminars, medical camps for the quality educational environment and fund resources too.
 - iv. Documenting all the activities in chronological order and keeping a tab on improvements
- b. Preparing 100% accurate MIS REPORTS for NAAC
 - i. Preparing and submitting one of the most important – ANNUAL QUALITY ASSURANCE REPORT (AQAR) as per the instructions of the NAAS after one year of NAAC ACCREDITATION.

Key Duties of IQAC

Here are the key duties of IQAC that help institutions to improve their processes.

- **Effective Leadership**
- **Practice Decentralization and Participate Management**
- **Perspective/Strategic Plan**
- **Organizational Structure**
- **Administrative Setup and E-governance**
- **Effectiveness of various bodies/ Cells/Committees**
- **Financial Support**
- **Professional Development**
- **Co-curricular and Extra-curricular Activities**
- **Academic Administrative Audit (AAA)**
- **Participation in various Accreditation and Rankings**

**MINUTES OF THE FIRST MEETING
HELD ON 9th AUGUST AT 2. PM
IN PRINCIPAL OFFICE**

The first IQAC meeting was scheduled at 2:00 pm on Friday 09/08/2024 at the Principal Office to transact the following agenda.

The following members were present.

1. DR. PANKAJ DAVE
2. DR. LEENA DIGHE
3. DR. TARUN DAVE
4. DR. SWATI MEHTA
5. DR. KAMLA PATEL
6. MR. AMIT VYAS
7. MR, VIJAY PIJWALA
8. DR. POOJA BHATT
9. DR. JIMISH PATEL
10. DR. ISHA MANKAD
11. MR. RAMESH CHANDRA
12. MR. MIHIR PATEL

AGENDA

1. Welcome and introduction of the IQAC members.
2. Highlights of the work done so far since the establishment of IQAC.
3. Requirements for IQAC with respect to NAAC and NABH.
4. Sharing required points suggested by the QAC inspection team.
5. Core Committee meeting report sharing by the co-ordinator.
6. Silver Jubilee Celebrations of PG Dept.
7. Website reforms.
8. Implementation of Performance Appraisal System.
9. Library update.
10. Formation of Campus Placement Cell.
11. Any other with permission of chairperson.

The meeting started on a welcome note by Dr. Leena Dighe President of Gujarat Homoeopathic society followed by Secretary Dr. Pankaj Dave with his detailing about the development of the college from 1973 till today and their efforts to grow the institution.

The Principal Dr. Tarun Dave shares his experiences of QCI inspection and then basic purposes, activities, and function of IQAC. He insists to form pharmaco vigilance committee and redistribute the work of different committees. He also ask to form committees for NABH and NAAC.

The Chairperson Dr. Leena Dighe requested all the members for open house discussion on academic excellence.

1. The clinical study lectures must be organised for interneees, which is already in plan and scheduled.
2. Teachers training program for CBDC was scheduled. Also discussion of ROTP for the teachers to start again with the help of NCH.

3. Regular bases seminar of different topics and subject after completion of the teaching plan by students must be implemented.
4. Reforming of web site of the institution with the photos, degrees and experience of the faculty in all subjects with their academic achievements.
5. Also update the topics completed and the name of the thesis of all MD students from the course started.
6. Adding the feedback from faculties and students.
7. RTI cell which is already formed must be on web site.
8. Also cord of conduct must be displayed on web site.
9. Academic department details displayed on web site.
10. The details of regular activities of the institution must be kept on social media like Instagram /Face Book and update the knowledge for society and parents.
11. Regular Medical camps must be held for the teaching learning process in the benefit of students and interns which is already implemented with Rotary club Anand Mid town by the efforts of Dr. Prashant Vyas.
12. Improvement of peripheral OPD/ Camps for MD students with Anganwadi workers in nearby Anganwadi. Also planning for the OPD for MD students at our hospital as per their topics.
13. Health awareness program will be planned by CMO Medical officers regularly.
14. Core Committee meeting report shared by the chair person Dr. Leena Dighe and coordinator Dr. Swati Mehta
15. Requirements for IQAC with respect to NAAC and NABH discussed by Mr. Vijaybhai he also discussed about Implementation of Performance Appraisal System.
16. For the Library update we can discuss with faculties and can add the books software and other requirements for the benefit of faculties and students.
17. For the Formation of Campus Placement Cell the portfolios allotted to the faculty has to contact different hospitals, colleges and the details will be upload at our web site with updates.
18. The Silver Jubilee Celebrations of PG Dept. Is already started with seminars and health care programs.
19. Renovation and reconstruction of hospital building and renovation of the college building were discussed.
20. For the funding different ideas discussed like seminar of the well-known personality in different subjects, college magazine which were already implemented since 45 years. Can held camps, inter college competition which was done last year in the celebration of 50 years of our college.
21. We have already held Alumni meets and have feedback of our graduate Alumnae and now we will going to organise PG Alumni meet in this silver jubilee year.
22. Our PG students are doing research work with the CCRH.
23. Discussion for video lectures on Zoom from different part of the country and can share their knowledge with faculties, students and interns
24. Discussed that the students who are not of remark student must be counselled by the concern faculties personally and provide them the knowledge in which they are lacking.
25. Dr. D.U Patil is appointed for pharmaco vigilance committee.

MINUTES OF THE MEETING OF THE CORE COMMITTEE OF V.H.DAVE HOM. MEDICAL COLLEGE

A meeting of core committee of the college scheduled and held on 23rd April 2024 at 2.30 pm in the principal office. The following members from the faculties, admin department and hospital were invited.

The following members were present.

Agenda

1. Introduction and welcome of members by the chairman.
2. Briefing regarding quality Assurance on campus by the secretary
3. Appointment of recording secretary of the committee
4. Organogram
5. Portfolios allotment selection
6. Role and responsibilities of the committee members
7. SWOT Analysis : A bird eye view
8. Next meeting date
9. AOB with permission of Chairman.

A meeting started with the welcome note by Dr. Tarun Dave Principal and Chairman of IQAC, Followed by a brief introduction of the IQAC program by Dr. Pankaj Dave secretary Gujarat Homoeopathic society and Dr. Leenaben President of GHS. They had shown their plan for the development of college Hospital in benefit of students and society.

Different committees were form and the portfolios are allotted to the following members.

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|---|--------------------|
| 1. IQAC coordinator | Dr. Swati Mehta |
| 2. Campus and infrastructure management | Miss. Sejal Thaker |
| 3. Account and Admin management | Mr. Tarunbhai Shah |
| 4. Hospital management | Dr. Kamla Patel |
| 5. Academic and examination | Dr. Jimish Patel |
| 6. Program and Publication | Dr. J.D Patel |
| 7. Student support committee | Dr. Neha Patel |
| 8. Staff welfare committee | Dr. Pooja Bhatt |
| 9. Alumni and Placement committee | Dr. Meera Shah |

Mr. Vijaybhai is appointed as an administrator of the IQAC and he described the role and responsibilities of the committees. He also forms an Organogram for the committees and their work. He also gave the brief details about SWOT Analysis that S strength, W Weakness O opportunity and T Threats.

All the committee coordinators were informed to select at least two members from the faculties or the non teaching staff for their committees. The next meeting will be planned with whole staff members including hospital, teaching and non teaching to provide the vision of the IQAC and the implementation of it in our college.

**MINUTES OF THE PLANNING MEETING of IQAC
HELD ON 10th DECEMBER AT 2. PM
IN PRINCIPAL OFFICE**

The Planning meeting of IQAC members was scheduled at 2:00 pm on Tuesday 10th December 2024 at the Principal Office to transact the following agenda.

The following members were present.

1. DR. PANKAJ DAVE
2. DR. LEENA DIGHE
3. DR. TARUN DAVE
4. DR. SWATI MEHTA
5. DR. KAMLA PATEL
6. MR. AMIT VYAS
7. MR, VIJAY PIJWALA
8. DR. POOJA BHATT
9. DR. JIMISH PATEL
10. MR. MIHIR PATEL

AGENDA

1. Minutes of the previous meeting for approval
2. Highlights of work done so far since the last meeting
3. Reports and action taken
4. Inspection grade [A+] awarded to the college
5. Performance appraisal
6. Website update
7. Silver Jubilee celebrations
8. Library update
9. Alumni Association
10. Committees functioning status
11. Any other points with the permission of the chair.

The meeting was called to order at 2:00 PM by Dr. Tarun Dave, Principal and Chairman of IQAC, who welcomed the attendees and appreciated the collective efforts of the entire college staff (teaching and non-teaching) as well as the performance of the interneers and students at the QCI and achieve the grade A+ for the college. He also expressed pride in the achievements and growth of the institution.

Dr. Leena Dighe (President) and Dr. Pankaj Dave (Secretary, Gujarat Homoeopathic Society) echoed these sentiments, congratulating the staff and the Principal, and encouraged the continued success of the institution.

1. The minutes of the previous meeting were reviewed and approved unanimously by all Members.
2. **Work Done Since the Last Meeting:**
 - **Clinical Study Lectures for Interneers:** Organized regularly every month.
 - **Teacher Training Program for CBDC:** Organized by Principal Dr. Tarun Dave for concerned colleges of SPU.

- **Seminars for Students:** Regular seminars held after completion of the teaching plan, running successfully.
- **Website Reform:** In progress; teaching staff details and RTI cell information submitted.
- **Social Media Presence:** Regular updates on Instagram and Face book regarding institution activities.
- **Collaboration for All India PG Seminars:** Conducted with Parul University.
- **PG Alumni Entries:** 49 ex-PG students have entered the PG Alumni group.

3. Library Update:

- Discussion with the Librarian regarding book suggestions, software, and other requirements from faculties.

4. Follow-Up Actions:

- **Medical Camps:** Follow-up from Dr. Prashant Vyas regarding regular medical camps for the teaching-learning process. Collaboration with Rotary Club Anand Mid-town has been successfully implemented.
- **Revised Plan for MD Students:** Planning for the MD students to work with Anganwadi workers in nearby Anganwadi and planning for OPD at the college hospital for MD students, in coordination with the CMO.
- **PG Alumni Group Formation:** The formation of the PG Alumni group on a new college handset was suggested and approved.

5. Silver Jubilee Celebrations:

- **Sponsorship for Meals:** Request sponsorship for breakfast or lunch from Alumni or Homoeopathic Pharmacies or book stores.
- **Stalls for Alumni Function:** Invite pharmacies, surgical stores, and book stores to set up stalls during the Alumni function.

6. Website and Staff Details:

- Mr. Mihir Patel was tasked with submitting the details of all staff members, including their photographs, for the website.

7. Staff Meeting:

- A meeting of staff members to discuss and improve clinical training for students.

8. Inter-College Seminar:

- An inter-college seminar will be planned in the near future.

9. Alumni Registration:

- A QR code for Alumni registration fees will be generated through the related bank.

10. Staff Achievements:

- Staff achievements since joining the college should be invited and displayed on the web site.

11. Best Student Display:

- A regular display of the best-performing students in different subjects after their examinations, as per CBDC, including photographs. Also, display the best seminar achievers among internees.

5. Action Points:

1. **Mr. Mihir Patel** to submit the details and photographs of all staff members for the website.
2. **Dr. Jimish Patel** to collaborate on the library update and gather faculty suggestions.
3. **Dr. Pooja Bhatt** to coordinate with the Rotary Club for regular medical camps for PG students.
4. **Dr. Tarun Dave** to lead the planning for Silver Jubilee celebrations, including sponsorship requests.
5. **All staff** to be invited to submit achievements for display.
6. **Dr. Tarun Dave** to organize the inter-college seminar in the near future.
7. **Mr. Mihir Patel** to generate the QR code for registration

6. Any Other Points:

- The meeting discussed the regular display of best students in different subjects and seminar achievers. Further discussions will be held to formalize this process.

7. Conclusion:

The meeting concluded with Dr. Tarun Dave thanking all members for their contributions and emphasizing the need for continued collaboration to ensure the success of ongoing and future initiatives.

The next meeting will be scheduled on 9th January 2025.

Meeting Adjourned at 4.15. PM.

**MINUTES OF THE PLANNING MEETING of IQAC
HELD ON 9th JANUARY 2025
AT 2. PM
IN PRINCIPAL OFFICE**

The meeting of IQAC members was scheduled at 2:00 pm on Tuesday 9^h January 2025 at the Principal Office to transact the following agenda.

The following members were present.

1. DR. PANKAJ DAVE
2. DR. LEENA DIGHE
3. DR. TARUN DAVE
4. DR. SWATI MEHTA
5. DR. KAMLA PATEL
6. MR. AMIT VYAS
7. MR, VIJAY PIJWALA
8. DR. POOJA BHATT
9. DR. JIMISH PATEL
10. MR. MIHIR PATEL

AGENDA

1. Welcome note
2. Minutes of previous meeting for approval
3. Reports of work done in the college from August 2024 to December 2024
4. Report of implementation performance Appraisal system.
5. Report of work done in hospital from August 2024 to December 2024
6. Report of work done in Library from August 2024 to December 2024
7. Report of update in website from August 2024 to December 2024
8. Report of work done by the campus placement cell
9. Report and update in the planning of Alumni meet (PG)
10. Pharmacy garden - a new project
11. Any other items with the permission of the chair

MEETING NOTES:

1. The meeting was called to order at 2:00 PM by Dr. Tarun Dave, Principal and Chairman of IQAC, who welcomed the attendees. He had invited Mr. Amit Vyas from AMUL as an advisor for the development and new venture of the college projects.
2. Approval of Previous Minutes:
The minutes of the previous meeting were approved unanimously by the members present.
3. Reports of Work Done in College:
The members discussed the reports of activities undertaken in the college from August 2024 to December 2024. It was concluded that meetings for each committee must be organized on a monthly basis.

4. MOU with CCRH:

Dr. Leena Dighe (President, Gujarat Homoeopathic Society) announced that the college has signed an MOU with CCRH for drug proving. A seminar on this topic is scheduled for 5th February 2025, coinciding with a workshop for PG students, which Dr. Pooja is responsible for.

5. Webinar Announcement:

Swasthya Kalyan College Jaipur is arranging a webinar on case presentation and discussion. All PG students have been informed to participate with their cases to be discussed and approved by concern guide.

6. Donations Received:

The college received four Sphygmomanometers sponsored by Mr. Amit Vyas for peripheral OPDs. Appreciation was expressed for this contribution.

7. Library Updates:

A donation of Rs. 40,000 from Prakash Charity Trust has been received for purchasing books, and this has been implemented. A stamp for such donated books will be prepared, and a separate cupboard must be used for these books. The library software has been purchased, and data entry is in progress.

8. Hospital Updates:

All departments in the hospital are equipped as needed. Patient rights and responsibilities have been finalized and will be updated on the website. All doctors have been instructed to write prescriptions in capital letters, and revised hospital charges have been implemented. All MOs and non teaching staff of Hospital has to keep daily work register and daily sign by CMO.

9. Website Updates:

2. Patients' rights, their rules and regulations and their responsibility is finalised and prepare the details for Web site.

Past dissertations of PG students will be documented and submitted to the concerned coordinator by Miss Mankad.

10. Student Welfare Initiatives:

Dr. Leena Dighe (President, Gujarat Homoeopathic Society) announced support for student participation in various seminars, providing Rs. 1500 for seminar presentations, Rs. 1000 for paper presentations and Rs. 500 for poster presentations

12. Campus Placement Cell Updates:

The placement committee coordinator reported that they are prepared for upcoming placements. Discussion on potential placements at AMUL Homoeopathic Pharmacy will proceed pending the Chairman's approval.

12. Campus Cleanliness:

It was advised by Mr. Amit Vyas that QR codes be placed on each floor for reporting cleanliness issues. Volunteers from PG and UG students will assist in maintaining discipline and managing tasks. Dr. Khushbu will oversee the daily cleaning chart.

3.

13. Parking Management:

Parking places have been assigned for staff, students, and patients, which will be managed by watchmen and student volunteers.

14. Suggestion Box:

A suggestion box has been placed in various areas; students must write their details i.e. their roll no, year and name while submitting suggestions.

15. Program Committee Updates:

Volunteer requirements from the Program Committee have been approved, and student representatives will arrange for volunteers soon.

16. Lectures and Webinars:

Mr. Amit Vyas will offer lectures on food quality and adulteration, crucial for interns. A dermatology webinar from well known dermatologist, Chennai will also be organized for intern training.

17. Academic and Examination Committee Concerns:

Issues regarding proxy lectures when visiting professors cannot attend were discussed. Measures need to be taken to ensure that class teachers are informed of absences if possible in advance. Full time teaching staff has to inform well in advance about their absence to the class teacher will help them to arrange proxy.

18. Alumni Meet Planning:

Dr. Pooja and Dr. Meera are tasked with the planning of the PG Alumni Meet. The handset with new sim card will be provided by college to form a group of PG alumni will be assisted by PG students and volunteers

19. Pharmacy Garden Project:

A new project to develop a Pharmacy Garden was discussed, highlighting that the college already has several plants and will procure any needed from nursery.

20. Work Distribution:

Dr. Tarun Dave requested the Hospital and Account- admin management committee

chairpersons to compile registers of work done by non-teaching staff and submit them for his signature each weekend.

21. Report of implementation performance Appraisal system not submitted.

ADJOURNMENT:

The meeting was adjourned at 4.30 PM

NEXT MEETING scheduled on