



BHARATI VIDYAPEETH
(Deemed to be University)
SCHOOL OF PHYSIOTHERAPY

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Ref. No: -BVDU/SOP/ 15 /2023-24

Date: 03/07/2023

CIRCULAR

This is to inform all the faculty members that **Internal Quality Assurance Cell (IQAC)** meeting is scheduled on **25th July 2023** in presence of Chairperson Dr. Swati A. Bhise.

Details of the Meeting are as Follows:

Time: 2:00 pm

Venue: Conference Hall

Committee Members

Sr.No	Name of Faculty	Criteria
1.	Dr. Anushree Narekuli	Criteria I
2.	Dr. Chetana Kunde	Criteria II
3.	Dr. Neha Ghuhare	Criteria III
4.	Dr. Janhavi Atre	Criteria IV
5.	Dr. Rucha Pande	Criteria V
6.	Dr. Neeraj Athavale Dr. Sharayu Agre	Criteria VI
7.	Dr. Ketki Kulkarni Dr. Saurabhi Purandare	Criteria VII

AGENDA OF THE MEETING:

1. Follow-up of last meeting.
2. Discussion on Induction program for new commencing batch 2023-24.
3. Finalization of Course outcome, course objectives, programme outcome and Programme specific outcome.
4. Tracking of student progress in internal examination.





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Ref. No: -BVDU/SOP/ 40 /2023-24

Date: 18 / 8 /2023

REPORT- MINUTES OF THE MEETING
INTERNAL QUALITY ASSURANCE CELL (IQAC)

This is to inform all the faculty members that **Internal Quality Assurance Cell (IQAC)** meeting was conducted on scheduled **25th July 2023** in presence of Chairperson Dr. Swati A. Bhise at 2:00 pm in conference along with the following faculty members.


- Dr. Anushree Narekuli: IQAC Co-ordinator
- Dr. Sharayu Agre
- Dr. Chetana Kunde: IQAC Co-ordinator
- Dr. Neeraj Athavle
- Dr. Neha Ghugre
- Dr. Janhavi Atre
- Dr. Rucha Pande
- Dr. Ketki Kulkarni
- Dr. Saurabhi Purandare

Agenda of the Meeting was:

1. Follow-up of last meeting.
2. Discussion on Induction program for new commencing batch 2023-24.
3. Finalization of Course outcome, course objectives, programme outcome and Programme specific outcome.
4. Tracking of student progress in internal examination.
5. Planning on faculty developmental program
 - Teaching Technology
 - Research Methodology
 - Skill training
6. Overview on the ongoing faculty research project
7. Discussion of Committee formation
8. Discussion of Student Satisfaction Survey of Academic session of 2022-2023 with action taken report.



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10. Over-view of academic events- extension activities, field visits
11. Any other matter

Minutes of the meeting are as follows:

1. Follow-up of last meeting:

- Overview on follow-up of last meeting was given by Dr. Chetana Kunde.
- It was informed that presentation was done by all the criteria head and discussion was done what documents can be given as proof in metrics.
- It was decided to submit power point presentation for each criteria by the incharges till 30 August 2023 and its should be year wise displayed.

2. Discussion on Induction program for new commencing batch 2023-24.

- It was decided in meeting to conduct Induction program on 7th August 2023, for new First B.P.Th commencing batch (Batch 2023-24).
- It was also discussed to schedule orientation program to each batch for their commencing year, so that they are oriented with the subjects, program outcome and course outcome and related important information.

3. Finalization of Course outcome, course objectives, programme outcome and Programme specific outcome:

- Course outcome for I and II BPTH students are prepared by I & II BPTH Year coordinators (Dr. Neeraj and Dr. Chetana) and verified by Dr. Anushree and Principal.
- It was instructed to Dr. Sharayu Agre to prepare course outcome for III B.P.Th as year coordinator and submit till 30th August 2023.
- Programme Specific outcome is needed to be checked by IQAC co-ordinates.
- For course objectives and its attainment, which is NAAC requirement is needed to be discussed with College of Engineering and College of Management.
- The verbs should use from blooms taxonomy while the paper setting for all exams.
- While setting a paper 80% syllabus should be from must know area, 10% Good to know and 10% from Nice to know topics.

4. Tracking of student progress in internal examination:

- Dr. Chetana has presented marked scored by II B.P.Th students in terminal examination and attendance record from January to June 2023.
- It was instructed by Principal to Dr. Chetana to show this attendance to their parents in parent teacher meeting.



discuss student progress in terminal examination and attendance status.

- It was also communicated to take three parents as a representative for Parent- Teacher Association.
 - Dr. Neeraj Athavle (First Year coordinator) presented internal assessment status of I B.P.Th.
 - It was also said that the PTM meeting should be conducted twice in a year (After terminal and preliminary exam).
5. Planning on faculty developmental program
- **Teaching Technology:** Dr. Anushree was asked to communicate with Dr. Mrunal Ketkar and schedule teaching technology workshop for all the faculties.
 - **Research Methodology:** It was even instructed to schedule Research Methodology workshop for the faculty members at the earliest.
 - **Skill training:** It was instructed to explore about the different skill training program which can be conducted for the faculty of the School of Physiotherapy and schedule accordingly.
6. Overview on the ongoing faculty research project:
- Dr. Chetana Kunde is doing two project, one for NABH with Dr. Prachiti and Brig. Dr. A.K. Verma and other with Dr. Snehal Jain on pediatric. And both the research paper will be sent for Ethical committee approval in August 2023. And two papers are sent for publication.
 - Dr. Neeraj Athavale is doing inter-disciplinary project with IRSHA.
 - Dr. Neha Ghugre is doing Interdisciplinary project with Homeopathy College.
 - Dr. Janhavi is doing project on Parkinsonism patients.
 - Dr. Swati Bhise ma'am and Dr. Janhavi done Stroke registration in ICMR.
 - It was instructed to all the faculty members to start selecting topics and do publications in Scopus.
 - Dr. Rachana (Research Coordinator) will be joining from 1st September 2023; she will be guiding all the faculty members for research projects.
 - It was also decided to work on formation of Ethical committee of our Institute.
7. Discussion of Committee formation:
- Dr. Anushree Narekuli has presented the list of committee and even informed about the committee heads.



give their names for the committee members.

8. **Discussion of Student Satisfaction Survey of Academic session of 2022-2023 with action taken report:**

- Student Satisfaction Survey record for the academic year 2022-23 was presented by Dr. Chetana Kunde.
- It was noticed that students wanted more seminar and extracurricular activities.
- It was decided to start seminar as soon as academic session begins and extra-curricular activities are planned and scheduled in the month of January- February every year hence forth.
- Even on students demand one slot of sports for one hour is scheduled on every Thursday.

9. **New Teaching learning Methods implementation and further planning:**

- Our institute has already started implementing various teaching and learning methods and their evaluation is also kept in record.
- We have started with Peer group learning, Seminar presentations, Role play, experiential learning and field visits etc. for the students.

10. **Over-view of academic events- extension activities, field visits**

- Extension activities for the academic year 2023-24 were presented by Dr. Janhavi Atre.
- Few names of faculties were added in the coordinator list of the extension activities by Principal Madam and instruct Ketaki to display final list of extension activity.

11. **Any other matter**

- It was decided in meeting that following members will take responsibility of criteria wise screening of documents, before taken to final submission by Dr. Anushree and Dr. Chetana.

- a) Dr Nilesh – Criteria 6 & 7
- b) Dr. Sharayu Agre- Criteria 1 & 2
- c) Dr. Anushree Narekuli Criteria 3, 4, and 5



Co-coordinator, IQAC

School of Physiotherapy, Pune

Copy To:

- Circulate to all the Faculty members- for kind Information.




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