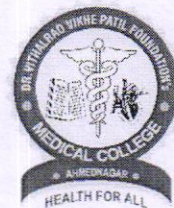




Dr. Vithalrao Vikhe Patil
Foundation
Ahmednagar

Dr. Vithalrao Vikhe Patil Foundation's
MEDICAL COLLEGE & HOSPITAL

Opp. Govt. Milk Dairy, Vadgaon Gupta, M.I.D.C.,
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**Action Taken Report of Internal Quality Assurance Cell (IQAC) meeting held on Monday,
10th August 2020 at 03:00 pm.**

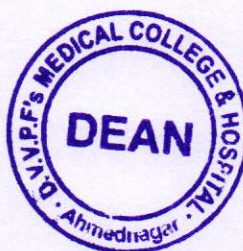
Sr. No.	Item No.	Resolution No.	Action Taken
1	Item No. 2: To review and finalize the plan of action for the academic year 2020-21.	Resolution No.2: Plan of action for the academic year 2020-21 was confirmed by the chairman after taking into consideration inputs from all stakeholders and it was agreed it must be made available to all departments for further actions.	Plan of action is being implemented as per decisions taken previously. Plan of action is communicated to all stakeholders.
2	Item No. 3: Considering the emergency of Covid-19 welfare activities particularly free vaccination & treatment to the patients, students & staff.	Resolution No.3: Covid-19 affected everyone and during this period welfare activities need to be extended to the patients, students & staff. Free vaccination & treatment was confirmed for further actions.	Free vaccination & treatment has started for patients, students and faculty, both teaching and non-teaching.
3	Item No. 4: Consideration for Air Conditioners for OPD's & Operation Theatres	Resolution No.4: After a thorough review further actions for provision of Air Conditioners for OPD's & Operation Theatres was decided.	Work for installing Air Conditioners for OPD's & Operation Theatres has begun and is expected to be completed in July 2021
4	Item No. 5: Preparation of feedback forms	Resolution No.5: The Chairman and the all the committee members reviewed the all online feedback forms in the meeting. Some corrections were suggested and after finalizing the corrections	Feedback Committee co-ordinator made the changes in the feedback format as suggested by the IQAC Committee,

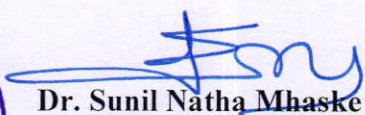
		in the feedback format, they will be incorporated in the online portal.	after approval of the same, feedback forms for students, teachers, parents, and other stakeholders were incorporated in the online portal.
5	Item No. 6: Arrangement for feedback response from students, parents and other stakeholders on quality related institutional process	Resolution No.6: The Chairman mentioned that proper record of all the feedback obtained from students, parents and all other stakeholders needs to be maintained properly. He requested Feedback Committee co-ordinator to submit the detail analysis of the feedback forms and the Action Taken Report on the feedback as early as possible	Feedback was collected from students, parents and all other stakeholders. It was analysed and action to be taken report was placed before the college council.
6	Item No. 7: Documentation of various programmes / activities leading to quality improvement	Resolution No.7: Chairman informed the house that the following activities during the last five years need to be well documented: <ol style="list-style-type: none"> 1. Minutes of Meetings of all statutory bodies / committees / councils. 2. Details of the faculty development programmes organized by the Institution 3. All research activities such as research projects, clinical trials, research publications, paper / poster presentations at various conferences, patents, copyrights, etc. 4. Faculty awards and rewards at national and international level 5. Student achievements and participation at national / international events. 	A sensitization workshop was conducted for all the HODs, teaching and non-teaching staff of all the departments regarding documentation of various activities of the department. All the staff were made aware regarding the importance of documentation and to do the same.

7	Item No. 8: Preparation of SOP of each department	Resolution No.8: After detailed discussion it was resolved that each department will prepare the SOP for daily functioning as well as teaching learning activities including slow and advanced learners, etc.	All the departments have prepared the SOP for daily functioning of the department including the teaching learning activities, slow and fast learners, etc. One copy of the same is made available to the IQAC office.
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Place: Ahmednagar

Date: 10th October 2020





Dr. Sunil Natha Mhaske
Dean & IQAC Chairman