



**BHARATI VIDYAPEETH**  
(Deemed to be University)  
**SCHOOL OF PHYSIOTHERAPY**

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Ref. No: -BVDU/SOP/ 89/2021

Date: 22/01/2022

CIRCULAR

All the teachers are hereby informed that Academic Council Meeting (ACM) is scheduled on 27/01/2022 at 1:30pm in conference hall.

The Agenda of the meeting are as follows.

**Agenda of Meeting**

S.No	Agenda
1.	<b>Introduction with the academic council committee members</b>
2.	<b>Committees</b>
3.	<b>NAAC Co-ordinator</b>
4.	<b>Academic Responsibilities-</b> <b>UG- I BPTH</b> Attendance, Class test schedule and marksheet, Seminar evaluation , other student development programme
5.	<b>Academic Quality Auditing</b> <ul style="list-style-type: none"><li>• <b>Class Moniotoring</b></li><li>• <b>Teaching Plan</b></li><li>• <b>Teachers Diary</b></li><li>• <b>Power Point Auditing</b></li><li>• <b>Report Documentation</b></li></ul>
6.	<b>Library</b>
7.	<b>Website Development</b>
8.	<b>Exam Cell</b>
9.	<b>Research Cell</b>

10	Laboratories Responsibilities
11	Extension Activities
12	Days Observation
13	Collaborations
14	IQAC
15	Sports & Cultural
16	IEC
17	Green Audit
18	Faculty Development Programme

**Dr. Chetana Kunde**  
**ACM Secretary**

**Dr. Swati Bhise**  
**Principal**

PRINCIPAL  
Bharati Vidyapeeth  
(Deemed to be University)  
School of Physiotherapy  
Pune-Satara Road, Pune-411043.



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Date: 27/01/2022

Academic Council meeting was conducted on 27/01/2022 under the chairmanship of Dr.Swati Bhise (Principal, School of Physiotherapy, Pune) in presence of Secretary, Dr.Chetana Kunde (PT), Co-ordinator Dr. Rucha Pande (PT) and faculty members of School of Physiotherapy, Pune in the Conference hall of School of Physiotherapy on second floor.

Meeting started at sharp 1.30 pm and ended at 4.15 pm.

Agenda of the meeting was -

S.No	Agenda
1.	<b>Introduction with the academic council committee members</b>
2.	<b>Committees</b>
3.	<b>Academic Responsibilities- UG- I BPTH</b> Attendance, Class test schedule and marksheet, Seminar evaluation , other student development program
4.	<b>Academic Quality Auditing</b> <ul style="list-style-type: none"><li>• <b>Class Monitoring</b></li><li>• <b>Teaching Plan</b></li><li>• <b>Teachers Diary</b></li><li>• <b>Power Point Auditing</b></li><li>• <b>Report Documentation</b></li></ul>
5.	<b>Library</b>
6.	<b>Website Development</b>
7.	<b>Exam Cell</b>
8.	<b>Research Cell</b>
9.	<b>Extension Activities</b>
10	<b>Days Observation</b>
11	<b>Collaborations</b>
12	<b>IQAC</b>
13	<b>Sports &amp; Cultural</b>

<b>14</b>	<b>IEC</b>
<b>15</b>	<b>Green Audit</b>
<b>16</b>	<b>Faculty Development Programme</b>

- 1) Introduction with academic Council Committee members –  
 All the academic faculty members were introduced to the head of the council committee  
 Chairperson of the academic council – Dr. Swati Bhise (PT)  
 Secretary of the academic council – Dr. Chetana Kunde (PT)  
 Co-ordinator of the academic council – Dr. Rucha Pande (PT)

2) Committees-

a) Vishakha Committee –

- Vishakha Committee deals with sexual harassment of women in college and at work place.
- Responsibility of the Committee given to – Dr. Ruchita Killedar(PT)
- To prepare SOP for Vishakha Committee.
- To conduct a meeting every year for management of the committee reforms.
- Preparation of flex for the committee by concerned committee members.
- To take inputs from Brig.Dr. A.K.Verma Sir for better functioning of the committee.

Members-

Chairman of the Committee	Dr. Verma
Vice Chairman of the committee	Dr. Swati Bhise (PT)
Members of the committee	Dr. Ruchita Killedar (PT)
	Dr. Janhavi Atre (PT)
Student representatives	2 Female students

b) Anti – ragging Committee –

- Anti-ragging committee deals with prevention of ragging.
- Responsibility of the committee given to Dr. Chetana Kunde(PT)

- Confirm whether to form an anti-ragging squad for the committee and decide on the members of the anti-ragging squad.
- To prepare SOP of the committee.

Members

Chairperson	
Principal and Controller	Dr. Swati Bhise (PT)
Name of the Rector from girls hostel	
Name of the Rector from boys hostel	
Members	Dr. Neeraj Athavale (PT)
	Dr. Chetana Kunde (PT)
Name and contact number of parent of a female student	Mrs Kadam
Name and contact number of parent of a male student	
Student representatives -	2 males and 2 female students

c) Grievance redressal Committee –

- This committee consists of redressal of grievances from staff as well as students.
- Responsibility of the committee proceedings was given to Dr. Neeraj Athavale (PT)
- To prepare SOP for the committee.

d) Exam grievances Committee –

- Grievances related to exam, absentee and term, prelim as well as university examination will be considered under exam grievances committee.
- Responsibility of the committee proceedings was given to Dr. Neeraj Athavale (PT)
- To prepare SOP for the committee.

e) Mentorship Committee

- Division of students according to faculty members for allotment of mentees,
- Responsibility of the committee proceedings was given to Dr. Chetana Kunde(PT)

- Mentorship report to be submitted at the end of every month during the council meeting.

### 3) Academic Responsibilities –

- To form Parent Teacher Association (PTA) by every class coordinator.
- Class coordinator for 1<sup>st</sup> BPTTh – Dr. Neeraj Athavale (PT)
- It is the responsibility of each year coordinator to submit and present composite student Attendance record, Class test schedule and mark sheets, and seminar evaluation.
- Parent teacher meeting should be conducted every year and should be arranged by the class coordinator.

### 4) Academic quality Auditing

#### a) Class monitoring –

- Rough draft of class monitoring power point was presented by Dr. Janhavi Atre (PT) of planned Vs conducted lectures and practical in the given month.
- Responsibility of Preparation and presentation of Class monitoring PPT during every council meeting was given to Dr. Janhavi Atre (PT)

#### b) Teaching plan –

- It was decided to display Teaching plan before starting of new month.
- Responsibility of collection of teaching plan was given to Dr. Janhavi Atre (PT)
- Filing of all teaching plans, collection of PPTs from all teachers was also given to Dr. Janhavi Atre (PT)

#### c) Teacher's Diary –

- Presentation of sample format of teacher's diary was done by Dr. Chetana Kunde (PT)
- Responsibility of finalizing the format of the diary and printing was given to Dr. Chetana Kunde (PT)

#### d) Power point auditing –

- A sample PPT template for preparation of lecture topics was presented by Dr. Janhavi Atre( PT)
- It was discussed that institute's logo should be kept on the left side corner of every slide while name of the faculty as well as name of topic can be added in the footer section next to institute's name.
- It is the Responsibility of Dr.Janhavi Atre (PT) to share the finalized template with all faculties.

#### e) Report Documentation –

- Responsibility of collection of reports for all conducted special days and camps was given to Dr. Rucha Pande (PT)

#### 5) Library –

- Library Audit was done and presented by Dr. Ruchita Killedar (PT).
- Discussion regarding maintenance of optimum student: textbook ratio and other needs of the library were identified.
- Materials required in the library are Library cards; borrow cards, Entry book, and issuance regimen.
- Discussion in the meeting regarding borrowing software from medical college for book issuance.
- Discussion of access of links for journals from by using book issuance software like SOUL.
- To include library feedback in the library to improve book collection in the library.
- To establish Book Bank Scheme and accept donation of books for financially poor and gain fund for the same.
- To perform Audit of the library at the end of every year (twice).
- To identify Number of lacking books of each subject and order the lacking books.

Subject	Textbooks that need to be ordered	Reference Books that need to be ordered
Anatomy	1	8
Physiology	2	0
Biochemistry	1	1
Kinesiology and Kinesiotherapy	11	7
Electrotherapy	2	1
Pathology	3	1
Microbiology	1	1
Psychology	4	2
Total	25	21

#### Library Committee members

Library	Dr. Swati Bhise (PT)
Treasurer	
Faculty committee members	Dr. Chetana Kunde (PT) Dr. Ruchita Killedar (PT)
Student members	

#### 6) Website development-

- Responsibility of website development was allotted to Dr. Neeraj Athavale (PT) and Dr. Janhavi Atre (PT)
- To upload information about the newly joined faculty.
- To upload the final syllabus of the course.
- To upload information about college extension activities, special days conducted and camps on the website.

#### 7) Exam Cell –

- Responsibility of the Exam Cell was given to Dr. Neeraj Athavale (PT) , Dr. Ruchita Killedar (PT) and Dr. Janhavi Atre (PT)



- To prepare a format of answer sheets, question paper.
- Responsibility of Collection of resume of external examiners for university examination was also allotted.

#### 8) Research Cell –

- It was discussed by Principal ma'am that every faculty must publish at least one research paper at the end of an academic year.

- ~~Responsibility of the research cell was allotted to Dr. Chetana Kunde (PT) and Dr. Swati Bhise (PT).~~

#### 9) Extension Activities-

- Responsibility of filing records of all activities conducted was allotted to Dr. Rucha Pande (PT).

#### 10) Days Observation-

- Finalization of list of days to be celebrated in college was done by Principal Dr. Swati Bhise (PT) ma'am along with faculty members.
- Responsibilities pertaining to the days to be celebrated were distributed amongst the faculty members.

#### 11) Collaborations-

- It was discussed by Principal Dr Swati ma'am that there is a need for planning of collaborations with other institutes of the Vidyapeeth would enhance development of the College.

It was decided that Discussions related to IQAC, Sports & Cultural, IEC, Green Audit and Faculty Development Programme to be done in the next Academic Council meeting

*Chetana*  
Dr. Chetana Kunde  
Academic Council Secretary

*Swati*  
Dr. Swati Bhise  
Principal