



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

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Ref. No: -BVDU/SOP/ 11A /2022

Date: 8/12/2022

**CIRCULAR**

**AGENDA OF THE MEETING**

**Teacher's academic council meeting**

1. New academic calendar
2. Syllabus completion before the terminal exam
3. Activities schedule
4. Academic duties/ responsibilities
5. Overview of the exam
6. Journal renewal and new book purchase list
7. Sports and cultural schedule in Jan month

Address To, all faculty members

**PRINCIPAL**  
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Academic Council meeting was conducted on 01/12/2022 under the chairmanship of Dr.Swati Bhise (Principal, School of Physiotherapy, Pune) in presence of Secretary, Dr.Chetana Kunde (PT) and all faculty members of School of Physiotherapy, Pune in Principal Madam's cabin on second floor at School of Physiotherapy, Pune.

Meeting started at sharp 2.00 pm and ended at 4.30 pm.

Agenda of the meeting was -

S. No	Agenda
1.	<b>Academic Responsibilities- UG- I BPT h</b> a) Distribution of academic responsibilities among the faculty members b) Class test schedule, teaching plan responsibilities, conduction of OSPE and OSCE for students. c) Allotment of mentors and mentees. <b>UG -II BPT h</b> a) Updated time table and teaching plan distribution b) Organization of sports and cultural activities c) Allotment of research guides for students.
2.	<b>Finalize List of Days to be celebrated</b>
3.	<b>Update library book list</b>
4.	<b>Update OPD Equipment List</b>

1) **Academic Responsibilities-**

UG -I BPT h

- a) Distribution of academic responsibilities among the faculty members  
Responsibility of Teaching Plan

Subject	Name of Faculty Member
I BPT h Kinesiology and Kinesiotherapy	Dr.Janhavi Atre
I BPT h Electrotherapy	Dr.Neeraj Athavale
II BPT h Kinesiology	Dr.Rucha Pande and Dr. Ketaki Kulkarni
II BPT h Kinesiotherapy	Dr.Chetana Kunde
II BPT h Electrotherapy	Dr.Ruchita Killedar

b) **Class test schedule-** It was unanimously decided that the Pre-Terminal Examination should be conducted before terminal examination from 15<sup>th</sup> December 2022 followed by practical examination to be conducted in the same month.

OSPE and OSCE conduction for I BPTTh – Tentative date was decided to be 26<sup>th</sup> and 27<sup>th</sup> December 2022.

Subject	Name of the faculty member
Kinesiotherapy	Dr.Chetana and Dr.Janhavi
Electrotherapy	Dr.Neeraj and Dr.Ruchita

c) Allotments of mentors for I BPTTh class – Students were equally divided amongst all the faculty members for mentorship by using a random chit method. One faculty member had approximately 6 to 7 students as mentees.

## UG –II BPTTh

### a) Updated time table and teaching plan distribution-

It was decided that the Time-table for I BPTTh to be finalized in forthcoming days before the Second BPTTh term initiated. Second Year co-coordinator was appointed to be Dr. Chetana Kunde. Teaching plan was distributed between faculty members as mentioned above.

### b) Organization of sports and cultural activities-

It was decided that budget for sports and cultural activities should be finalized between 20-25<sup>th</sup> Dec 2022. Accordingly, dates of activities and sports events could be planned.

### c) Allotment of research guides for students-

Students were equally divided amongst all the faculty members (for research project) by using a random chit method. One guide had approximately 6 to 7 students.

## 2) Finalize List of Days to be celebrated

Tentative plan for celebration of days was made as follows-

Day	Tentative Plan
8 <sup>th</sup> January Hon.Patangrao Kadam Saheb Birthday	Camp to be conducted in Saswad
World Environment Day	Field Visit to be planned
World CP Day	Visit to Naigaon CP center
World Stroke Day	Organization of CME

It was also decided to conduct a workshop every six months by inviting resource person expert in their field for facilitating learning of students.

3) **Update library book list**

It was unanimously decided that library should be updated with books of the latest edition with text books and reference books mandatory for III BPTH. The Requirement of books will be raised by addressing the library coordinator at - [library.sopt@bharativedyapeeth.edu](mailto:library.sopt@bharativedyapeeth.edu)

4) **Update OPD Equipment List**

It was decided that new equipment's required in the OPD to be shortlisted by end of December.

Tentative equipment's- NMES, EMG Biofeedback, Balance master, cycle and telemeter

5) Internal exam has to be conducted in the month of Dec 2022 for clearing IA. So the students will be eligible for the Supplementary University exam Dec 2022.

**Teaching staff**

1. Dr. Swati Avinash Bhise
2. Dr. Chetana Kunde
3. Dr. Neeraj Athavale
4. Dr. Ruchita Killedar
5. Dr. Janhavi Atre
6. Dr. Rucha Pande
7. Dr. Ketaki Kulkarni
8. Dr. Rutika Tavangiri

**Sign**





