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DENTAL COLLEGE AND HOSPITAL,
NAVI MUMBAI,
SECTOR 7, C.B.D., BELAPUR, NAVI MUMBAI - 400614

Committee Name:

Date: March 17, 2025

Time: 2:00 pm

Location: NAAC room, BVDU Dental College and Hospital

The following members were present: Dr. Laresh Mistry (coordinator)
Dr. Dipooja Patil
Dr. Sandhya Methal
Dr. Minal Kshirsagar
Dr. Shantanu Deshpande

The following members were unable to attend : Nil

Meeting agenda:

1. Review and discussion with Criteria Heads for AQAR and NAAC preparation.
2. Status update on data collection under each criterion.
3. Planning timelines and responsibilities for final compilation.

After the discussion on the agenda items, the following recommendations were made:
As per agenda all the points were discussed.

1. The IQAC Coordinator welcomed all **NAAC Criteria Heads** and reiterated the importance of coordinated efforts for the preparation of AQAR 2024-25 and the upcoming NAAC cycle.
2. **Review of Criteria-wise Progress**
 - o Each Criteria Head briefly presented the current status of data collection, challenges faced, and pending inputs from departments.
 - o Key observations:
 - **Criterion I (Curricular Aspects):** Awaiting documentation on curriculum enrichment and feedback analysis.
 - **Criterion II (Teaching-Learning and Evaluation):** Data mostly are pending,

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- **Criterion III (Research, Innovations and Extension):** Research publications and extension activities need consolidation.
- **Criterion IV (Infrastructure and Learning Resources):** Updates on new additions and maintenance records pending.
- **Criterion V (Student Support and Progression):** Data on placements and higher education admissions partially collected.
- **Criterion VI (Governance, Leadership and Management):** Strategic plan updates required from departments.
- **Criterion VII (Institutional Values and Best Practices):** Finalization of best practices for 2024–25 still in progress.

3. Discussion on Common Issues

- Criteria heads raised concerns about delays in departmental data submission.
- It was proposed to assign internal deadlines for each department and monitor progress weekly.

4. Timeline and Compilation Plan

- IQAC proposed the following timeline:
 - Final data submission from all departments: **May 15, 2025**
 - Criteria Heads to finalize drafts: **June 2, 2025**
 - Compilation and internal review: **June 30, 2025**

Action taken:

All departments will be asked to Submit final department data to Criteria Heads

Criteria head to Finalize draft reports for each criterion

Internal compilation and review by IQAC

Circulate reminders and track submission status

The meeting was concluded and minutes signed on by the members present.



Signature

Dr. Laxesh Mishra

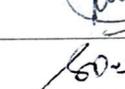
Name

Date Committee Chairperson

17/05/25


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Signature of committee members:

| Sr. No. | Name | Sign |
|---------|---------------------------------|---|
| 1 | Dr. Laresh Mistry (coordinator) |  |
| 2 | Dr. Dipooja Patil |  |
| 3 | sDr. Sandhya Methal |  |
| 4 | Dr. Minal Kshirsagar |  |
| 5 | Dr. Shantanu Deshpande |  |



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Committee Name: **Internal Quality Assurance Cell (IQAC)**

Date: February 19, 2025

Time: 2:00 pm

Location: NAAC Room BVDU Dental College and Hospital

The following members were present: Dr. Laresh Mistry (coordinator)
Dr. Dipooja Patil
Dr. Sandhya Methal
Dr. Minal Kshirsagar
Dr. Shantanu Deshpande
Dr. Hitesh Sawant

The following members were unable to attend: Nil

Meeting agenda:

1. Preparation of the report on important institutional activities conducted from March 2024 to February 2025 for submission to the University.
2. Compilation of data from departments and functional committees.

After the discussion on the agenda items, the following recommendations were made:
As per agenda all the points were discussed.

1. Opening Remarks

The IQAC Coordinator welcomed the members and emphasized the importance of preparing a comprehensive report covering key activities conducted by the institution over the last academic year, from **March 2024 to February 2025**, as required by the affiliating university.

2. Discussion on Report Preparation

- It was informed that the university has requested a detailed summary of important events and achievements including academic, co-curricular, extension, research, infrastructure development, and student support activities.
- A report structure was proposed, covering the following major sections:
 - Academic Programs and Reforms

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- Research and Publications
 - Faculty Achievements
 - Student Achievements
 - Extension and Outreach
 - Workshops/Seminars/Guest Lectures
 - MoUs/Collaborations
 - Infrastructure Improvements
 - Best Practices and Innovations
- Members agreed to follow this structure and submit relevant data accordingly.

3. Data Collection Process

- All Heads of Departments and Committee Coordinators were requested to submit department-wise data in the prescribed format by **February 26, 2025**.
- IQAC will compile and finalize the report for submission to the university by **March 1, 2025**.

4. Common Format and Guidelines

- It was decided that IQAC will circulate a common data submission template by **February 20, 2025**, to ensure uniformity across all submissions.
- Guidelines for brief and factual reporting (with evidence where applicable) will also be included.

Action taken:

- Circulate standard format for activity reporting
- Submit department/committee activity data (Mar 2024–Feb 2025)



Dr. Laxmi Mishra

19/2/25

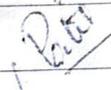
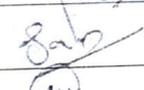
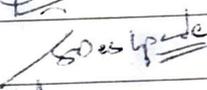
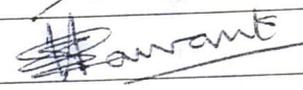
Signature

Name

Date Committee Chairperson


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Signature of committee members:

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|---------|---------------------------------|---|
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| 2 | Dr. Dipooja Patil |  |
| 3 | sDr. Sandhya Methal |  |
| 4 | Dr. Minal Kshirsagar |  |
| 5 | Dr. Shantanu Deshpande |  |
| 6 | Dr. Hitesh Sawant |  |


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Committee Name: **Internal Quality Assurance Cell.**

Date: January 24, 2025

Time: 2:00 pm

Location: NAAC room, BVDU Dental College and Hospital

The following members were present: Dr. Laresh Mistry (coordinator)
Dr. Dipooja Patil
Dr. Sandhya Methal
Dr. Minal Kshirsagar
Dr. Shantanu Deshpande
Dr. Hitesh Sawant

The following members were unable to attend : Nil

Meeting Agenda

1. Preparation of department-wise data collection format for AQAR and NAAC documentation.
2. Discussion on institutional strategic plan and alignment with departmental planning.

After the discussion on the agenda items, the following recommendations were made:
As per agenda all the points were discussed.

1. The meeting began with opening remarks by the IQAC Coordinator, who emphasized the need for systematic and timely data collection to ensure smooth preparation of AQAR 2024-25 and other quality benchmarks.

2. Preparation of Department Data Collection Format

- A draft format for departmental data collection was presented and discussed. It included fields related to teaching-learning, research outputs, extension activities, student achievements, and departmental innovations.
- Members provided suggestions to make the format more inclusive and user-friendly.
- It was decided that IQAC will finalize and circulate the revised format by **January 15, 2025.**


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3. Discussion on Strategic Plans

- The institutional strategic plan was reviewed, focusing on core goals such as academic excellence, research enhancement, and community engagement.
- Departments were asked to align their annual objectives with the institutional strategic plan.
- A strategic planning workshop for HoDs and committee conveners was proposed for later in January to ensure shared understanding and coherence in planning.

4. General Suggestions and Observations

- Members emphasized the importance of periodic review of departmental goals.
- It was suggested to include measurable KPIs (Key Performance Indicators) in department plans.

Actions Taken:

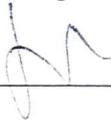
Finalize and circulate department data collection format

Submit suggestions for data format (if any)

Schedule and organize strategic planning workshop

Departments to draft plans aligned with strategic goals

The meeting was concluded and minutes signed on by the members present.



Dr. Laxmi Mishra

24/1/25

Signature

Name

Date

Committee Chairperson


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Committee Name: **Internal Quality Assurance Cell (IQAC)**

Date: January 9, 2025

Time: 2:00 pm

Location: NAAC room, BVDU Dental College and Hospital

The following members were present: Dr. Laresh Mistry (coordinator)
Dr. Dipooja Patil
Dr. Sandhya Methal
Dr. Minal Kshirsagar
Dr. Shantanu Deshpande
Dr. Hitesh Sawant

The following members were unable to attend : Nil

Meeting agenda:

1. Review of progress on AQAR 2023–24.
2. Completion of all criteria inputs for AQAR submission.
3. Submission of Annual Plans by all departmental and functional committees.

After the discussion on the agenda items, the following recommendations were made:
As per agenda all the points were discussed.

1. **Review of AQAR 2023–24 Criteria Completion**

Each criterion coordinator provided a brief update on the data collected so far. The following points were noted:

- **Criteria I to VII:** Some pending data from departments and functional units.
- Data related to student satisfaction survey and feedback analysis is still awaited.
- Inputs for innovation and best practices require final drafts.

2. **Completion Timeline for AQAR**

- All criterion heads were instructed to finalize their respective sections by **January 25, 2025**.

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- The final AQAR document would be compiled and reviewed by IQAC in the first week of February for submission by the deadline.

3. Annual Plan Submission by Committees

- All institutional committees (e.g., Academic, Examination, Research, Extension, etc.) were reminded to submit their **Annual Plans for 2024–25** by **January 20, 2025**.
- The plans should align with the institutional strategic goals and include timelines, expected outcomes, and responsible members.

4. Discussion and Suggestions

- It was suggested that a common template for annual plans be circulated to ensure uniformity.
- The IQAC will provide support to committees needing assistance in drafting their plans.

Action taken:

- Finalization of AQAR data for Criteria I–VII
- Submission of pending feedback reports and innovation practices
- Circulate standard template for Annual Plans
- Submission of Annual Plans for 2024–25
- Compilation and review of final AQAR document

The meeting was concluded and minutes signed on by the members present.



Dr. Laxesh Mishra

9/1/25

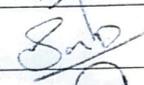
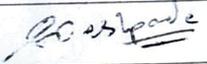
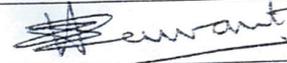
Signature

Name

Date Committee Chairperson


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