



**BHARATI VIDYAPEETH**  
**(DEEMED TO BE UNIVERSITY)**  
**DENTAL COLLEGE AND HOSPITAL**  
**SECTOR -7, C.B.D. (BELAPUR), NAVI MUMBAI – 400614**



**IQAC- NAAC Committee meeting**

**Date:** 02/05/2024

**Time:** 12 noon

**Location:** NAAC room

**Attended By:**

1. Dr. V. Sreenivasan
2. Dr. Mridula Joshi
3. Dr. Ashwin Jawdekar
4. Dr. Rahul Rao
5. Dr. Prajakta Rao
6. Dr. Ashish Jain
7. Dr. Vinayak Thorat
8. Dr. Varsha Shirur
9. Dr. Mirella Vaz
10. Dr. Vaishali Mall
11. Dr. Shantanu Deshpande

**Members Absent:**

1. Dr. Vithal Patil
2. Dr. Shreyas Shah

**Meeting Agenda:**

- a) Overview of preparations for NAAC.
- b) Boards and showcase work
- c) Committee presentations and achievements
- d) External meeting finalization
- e) Any other

## **Minutes of Meeting along with Recommendations**

- **Points discussed:**

1. It was discussed and decided that brick wall will be made in the registration area and a TV screen of 65-75 inches will be installed.
2. Dr. Ashwin Jawdekar suggested that turf mats be placed in the open areas outside IQAC room.
3. Dr. Vinayak suggested that the 1<sup>st</sup> and 2<sup>nd</sup> BDS Information booklet can be printed and displayed outside OMDR department.
4. Content of various committee boards were finalized.
5. College and University vision and mission boards to be put up at the entrance area.
6. Principal Sir said that he has not yet received the quotation for the brick wall.
7. Content for TV display was discussed.
8. Inspirational quotes to be put up in library.
9. IQAC powerpoint presentation to be finalized.
10. Testimonials from meritorious students to be taken.
11. IQAC should bring about changes based on feedback received.
12. Principal instructed that feedback committee should take feedback from students to bring about initiatives in teaching.
13. In Website- add course outcomes.
14. Green audit to be carried out at the earliest- Dr. Vivek Sharma
15. Benchmark presentation has to be improved with regard to data on publications, value added courses, infrastructure, alumni registration and green audit.
16. By 15<sup>th</sup> May 2024, follow up of all the work assigned to be taken.

## **Action Taken:**

1. Dr. Ashish Jain was instructed by Principal to get the quotation for TV Screen.
2. Content of boards were made by Dr. Vinayak, Dr. Mirella, Dr. Sandhya and Dr. Shantanu and checked by all core team members.
3. Dr. Vinayak started making the content for TV display.
4. Library committee was instructed to plan for the inspirational quotes in library.
5. Review of all the work done till now was done.

# IQAC - NAAC Meeting

02/05/2024

## Attendance Sheet

① Dr. V. Sreenivasan

Sreenivasan

② Dr. Ashwin Jawdekar

Ashwin

③ Dr. Meidula Joshi

Meidula 21/5/24

④ Dr. Prajakta Rao

Prajakta 21/5/24

⑤ Dr. Rahul Rao

Rahul

⑥ Dr. Ashish Jain

Ashish

⑦ Dr. Vinayak Thorat

Vinayak

⑧ Dr. Varsha Shirur

Varsha

⑨ Dr. Miella Vaz

Miella

⑩ Dr. Vaishali Mall

Vaishali

⑪ Dr. Shantanu Deshpande

Shantanu



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**IQAC- NAAC Committee meeting**

**Date:** 03/05/2024

**Time:** 12 noon

**Location:** NAAC room

**Attended By:**

1. Dr. V. Sreenivasan
2. Dr. Mridula Joshi
3. Dr. Ashwin Jawdekar
4. Dr. Rahul Rao
5. Dr. Prajakta Rao
6. Dr. Ashish Jain
7. Dr. Vinayak Thorat
8. Dr. Varsha Shirur
9. Dr. Mirella Vaz
10. Dr. Vaishali Mall
11. Dr. Shantanu Deshpande

**Members Absent:**

1. Dr. Vithal Patil
2. Dr. Shreyas Shah

**Meeting Agenda:**

1. Discussion related to NAAC questionnaire for student satisfaction survey

### Minutes of Meeting along with Recommendations

- Points discussed:

1. Important points related to student satisfaction survey was discussed and it was decided to conduct student orientation and include all the highlights of the institute and all the work done till now in the presentation.
2. It was decided to include the following in the presentation-
  - Value added courses
  - Teaching and learning
  - Mentoring
  - Statutory committees
  - Student support
  - Feedback
  - Infrastructural improvement of college
3. Dr. Prajakta suggested that we can make a softcopy of COs and competencies and circulate amongst the students.
4. Principal sir suggested healthy food inclusion in the canteen menu.
5. Preamble of Constitution to be displayed in college.
6. Yearwise publication without duplicates to be compiled by criteria 3.
7. Notice boards should be made available in departments to put up department highlights.
8. NAAC visit to be planned.

### Action Taken:

1. The following staff were instructed to orient the students for NAAC-  
Dr. Mridula Joshi  
Dr. Ashwin Jawdekar  
Dr. Vinayak Thorat  
Dr. Laresh Mistry  
Dr. Sandhya Methal  
Dr. Kirti Buva
2. The content of the presentation was finalized by Dr. Mridula and Dr. Vinayak.
3. Dr. Ashish Jain – Staff orientation


IQAC-NAAC Meeting  
Attendance Sheet

03/05/2024

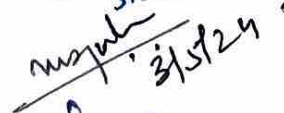
① Dr. V. Sreenivasan



② Dr. Ashwin Jawdekar

  
31/5/24

③ Dr. Midula Joshi

  
31/5/24

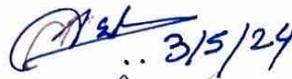
④ Dr. Prajakta Rao

  
31/5/24

⑤ Dr. Rahul Rao



⑥ Dr. Ashish Jain

  
31/5/24

⑦ Dr. Vinayak Thorat

  
31/5/24

⑧ Dr. Varsha Shirur

  
31/5/24

⑨ Dr. Miella Vaz

  
31/5/24

⑩ Dr. Shantanu Deshpande

  
31/5/24

⑪ Dr. Prakash Talreja

  
31/5/24

⑫ Dr. Sandhya Methial

  
31/5/24

⑬ Dr. Swati Kale

  
31/5/24

⑭ Dr. Ashwin Wagli



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**IQAC- NAAC Committee meeting**

**Date:** 12/04/2024

**Time:** 12 noon

**Location:** NAAC room

**Attended By:**

1. Dr. V. Sreenivasan
2. Dr. Mridula Joshi
3. Dr. Ashwin Jawdekar
4. Dr. Rahul Rao
5. Dr. Prajakta Rao
6. Dr. Ashish Jain
7. Dr. Shreyas Shah
8. Dr. Mirella Vaz

**Members Absent:**

1. Dr. Vithal Patil
2. Dr. Varsha Shirur
3. Dr. Vinayak Thorat
4. Dr. Vaishali Mall

**Meeting Agenda:**

- a) To discuss NAAC preparedness.
- b) To discuss about the NAAC boards.

## **Minutes of Meeting along with Recommendations**

- **Points discussed:**

1. IQAC meeting with external members to be scheduled.
2. Future plans to be finalized and documented.
3. Institutional governance and best practices – supporting documents to be kept ready.
4. SSR to be compiled by next week.
5. Criteria 1,2,3 presentations to be shown to Principal Sir.
6. CV of external members to be filed.
7. Phone connection in IQAC room is required.
8. Mock NAAC inspection to be planned.
9. Last NAAC inspection events and documentation checked was discussed in order to plan for the forthcoming inspection.
10. Committees to be instructed to make files which would contain- SOP, Achievements, Minutes of meeting. Files to be ready by 30/4/24.
11. TV screen to be wall mounted near the entrance of the college.
12. Lockers outside IQAC room to be shifted and beautification of the area to be done. Concretization and turf mats for beautification outside IQAC room by 30/4/24.
13. Canteen area to be enclosed. New chairs and tables required.
14. Painting work to be completed by 30/4/24.
15. NAAC boards- content, layout discussed.

## **Action Taken:**

1. SSR was compiled.
2. All criteria presentations were checked.
3. Store person was instructed by Dr. Ashwin for phone connection in IQAC room.
4. Discussion was done with Principal Sir for wall mounted TV screen and instructions were given to the concerned person.
5. Content for the NAAC boards were made by IQAC and NAAC members.

IQAC-NAAC Meeting  
Attendance Sheet

- ① Dr. V. Sreenivasan
- ② Dr. Mridula Joshi
- ③ Dr. Ashwin Jawdekar
- ④ Dr. Prajakta Rao
- ⑤ Dr. Zahid Rao
- ⑥ Dr. Ashish Jain
- ⑦ Dr. Miella Vaz.
- ⑧ Dr. Shreyas Shah

①  
Dr. V. Sreenivasan  
12/4/24

Dr. Mridula Joshi

Dr. Ashwin Jawdekar

Dr. Prajakta Rao

Absent — Dr. Vitthal Patel  
Dr. Vansha Shinde  
Dr. Vinayak  
Dr. Vaishali Mal.



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**IQAC- NAAC COMMITTEE**

**Minutes of Meeting**

Date: 22/12/23

Time: 11am

Location: Department of Prosthodontics- PG Clinic

The following members were present:

- i. Dr. Mridula Joshi
- ii. Dr. Vinayak Thorat
- iii. Dr. Mirella Vaz

Members who were unable to attend:

Dr. V. Sreenivasan  
Dr. Sarita Shrivastava  
Dr. Vithal Patil

Members who didn't attend:

Dr. Ashwin Jawdekar  
Dr. Rahul Rao  
Dr. Prajakta Rao  
Dr. Ashish Jain  
Dr. Shreyas Shah

**Meeting Agenda:**

- 1) Update on NAAC work
- 2) Finalizing and making of notice for two NAAC mock inspections in January- Internal and External.
- 3) Website discussion.
- 4) Minutes review and signing.
- 5) Review status of completion of our future plans of 2023-24.
- 6) Any other.

### **Minutes of Meeting along with Recommendations**

- The minutes of meeting was called to order by Dr. Mridula Joshi at 11 am.
- Points discussed:
  - 1) An update of the NAAC work was taken by Dr. Mridula Joshi.
  - 2) It was decided to have two NAAC mock inspections in the month of January 2024. The Internal mock inspection will be conducted by the IQAC- NAAC committee of our college. Dr. Deepak Langade and Principal of Bharati Vidyapeeth College of Nursing, Navi Mumbai will be invited to conduct the External mock inspection. Invitations to be sent to both of them for the External mock inspection. It was decided to conduct the Internal mock inspection on 17/01/24 and the date of the External mock inspection was finalized after confirming the availability of Dr. Deepak Langade and Principal of Bharati Vidyapeeth College of Nursing. The notice was drafted for the mock NAAC inspection.
  - 3) The updation of college website was discussed. Since we had not received any recommendations for the website from the NAAC Core team, Dr. Mridula Joshi spoke to Pore Sir regarding the same. And as per his instructions we have to wait for their recommendations and then update the website accordingly.
  - 4) The previous meeting minutes were reviewed and the pending signs were taken.
  - 5) The status of completion of our future plans of 2023-24 was discussed.

### **Action Taken:**

- 1) The notice for the upcoming NAAC mock inspection in January 2024 was circulated to all departments.

## Committee Meeting Minutes Academic Year 2023-24

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

### Signature of committee members:

Sr. No.	Name	Sign
1.	Dr. V. Sreenivasan	— Absent —
2.	Dr. Mridula Joshi	<del>Signature</del>
3.	Dr. Ashwin Jawdekar	— Absent —
4.	Dr. Prajakta Rao	— Absent —
5.	Dr. Rahul Rao	— Absent —
6.	Dr. Sarita Shrivastava	— Absent —
7.	Dr. Ashish Jain	— Absent —
8.	Dr. Vithal Patil	— Absent —
9.	Dr. Vinayak Thorat	<del>Signature</del>
10.	Dr. Shreyas Shah	— Absent —
11.	Dr. Mirella Vaz	<del>Signature</del>



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**IQAC- NAAC COMMITTEE**

**Minutes of Meeting**

Date: 24/08/23

Time: 9 am

Location: Department of Prosthodontics- Seminar room

The following members were present:

- i. Dr. Mridula Joshi
- ii. Dr. Ashwin Jawdekar
- iii. Dr. Rahul Rao
- iv. Dr. Prajakta Rao
- v. Dr. Sarita Shrivastava
- vi. Dr. Ashish Jain
- vii. Dr. Vinayak Thorat
- viii. Dr. Shreyas Shah
- ix. Dr. Mirella Vaz

Members who were unable to attend: ———

Members who didn't attend:

Dr. Minakshi Bhattacharjee

Dr. Vithal Patil

**Meeting Agenda:**

- 1) To discuss the challenges faced in data compilation and entry in Cleverground software.
- 2) To discuss requirements for NAAC work and setting up of NAAC room.

### **Minutes of Meeting along with Recommendations**

- The minutes of meeting was called to order by Dr. Mridula Joshi at 9am.
- Points discussed:
  - 1) Data from Criteria is received at a slow pace.
  - 2) More staff is required to fill data in software. Hence, Dr. Vaishali Mall, Dr. Prasad Mhaske and Dr. Tejal Patil to help in filling data in software along with Dr. Mridula Joshi, Dr. Vinayak Thorat and Dr. Mirella Vaz.
  - 3) Deadline to fill data in software- 30/08/23.
  - 4) Internet issue was discussed.
  - 5) It was discussed that there is an urgent need of one computer and one scanner in the NAAC room.
  - 6) Feedback committee has to prepare the action taken report of the Student Satisfaction Survey. It has been noted that all students have not filled the survey. Only 157 students out of 500 have filled it.
  - 7) The curriculum feedback format has been prepared and given to Criteria 1 to fill. Report to be prepared by the feedback committee.
  - 8) The LAN connection point in the NAAC room to be made functional.
  - 9) IIC policy to be made by Dr. Ashish Jain.

### **Action taken:**

1. The additional staff who were instructed to help in filling the data in the software did the needful.
2. One computer and one scanner was procured for the NAAC room.
3. The LAN connection point in the NAAC room was made functional.

24/8/23.

IQAC- NAAC Meeting - Attendance Sheet

- ① Dr. Midula Joshi ~~mysh~~ - 24/8/23.
- ② Dr. Ashwin Jawdekar ~~to~~ over
- ③ Dr. Rahul Rao 24/8/23
- ④ Dr. Ashish Jain Asht
- ⑤ Dr. Vinayak Thorat 24/8/23
- ⑥ Dr. Sarita S. 24/8/23
- ⑦ Dr. Shreyas Shah SK
- ⑧ Dr. Nirulla Vaz. Nirulla
- ⑨ Dr. Prajakta Rao Prajakta 24/8/23



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**IQAC- NAAC COMMITTEE**

**Minutes of Meeting**

Date: 26/10/23

Time: 9.30 am

Location: Conference room

The following members were present:

- i. Dr. Mridula Joshi
- ii. Dr. Ashwin Jawdekar
- iii. Dr. Rahul Rao
- iv. Dr. Vinayak Thorat
- v. Dr. Mirella Vaz

Members who were unable to attend:

Dr. Prajakta Rao

Members who didn't attend:

Dr. Shreyas Shah

**Meeting Agenda:**

- 1) To finalize the Organogram for NAAC.
- 2) To discuss about the NAAC boards.

### **Minutes of Meeting along with Recommendations**

- The minutes of meeting was called to order by Dr. Mridula Joshi at 9.30am in the conference room.
- Points discussed:
  - 1) The Organogram was discussed and suggestions were given by all the members for it to be revised. The organogram was modified accordingly and it will be finalized after Principal Sir's approval.
  - 2) An update was taken from Dr. Ashwin Jawdekar regarding the discussion with the vendor for the new NAAC boards which are to be made. Dr. Ashwin Jawdekar shared the quotation received from the vendor.
  - 3) The new NAAC boards which are to be made was finalized.

### **Action Taken:**

- 1) The organogram for NAAC is finalized after discussion with Principal Sir.
- 2) Layout for the NAAC Boards is finalized.

IQAC- NAAC Meeting  
Attendance Sheet

Date - 26/10/23

Time - 9.30am

① DR. ASHWIN JAWDEKAR

*[Signature]*

② DR. RAHUL RAO

*[Signature]*

③ DR. MRIDULA JOSHI

*[Signature]*  
26/10

④ DR. VINAYAK THORAT

⑤ DR. MIRELLA VAZ

*[Signature]*  
26/10/23



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**IQAC- NAAC meeting with Criteria Coordinators and Members**

**Minutes of Meeting**

Date: 27/05/24

Time: 11 am

Location: IQAC room

The following members were present:

- i. Dr. Ashwin Jawdekar
- ii. Dr. Rahul Rao
- iii. Dr. Prajakta Rao
- iv. Dr. Mirella Vaz
- v. Dr. Tejal Patil
- vi. Dr. Harsh Mishra
- vii. Dr. Shreyas Shah
- viii. Dr. Anamika Sinha
- ix. Dr. Sneha Masne
- x. Dr. Bhavani S.N.
- xi. Dr. Saudamini More
- xii. Dr. Sheetal Jadhav
- xiii. Dr. Hitesh Sawant
- xiv. Dr. Deepak Sharma
- xv. Dr. Uttam Shetty

Members who were unable to attend: -----

Members who didn't attend: -----

**Meeting Agenda:**

- 1) To discuss the metric-wise file preparation, data to be uploaded on college website and salient features of each Criterion which staff should be aware of.

### **Minutes of Meeting along with Recommendations**

- The minutes of meeting was called to order by Dr. Ashwin Jawdekar and Dr. Prajakta Rao at 11am.
- **Points discussed:**
  - 1) The metric-wise files that are to be prepared for each Criterion where discussed with the respective Criteria Coordinator/ Member. Index to be made for all files and tags to be put as per the metric. Queries regarding the respective criteria were addressed.
  - 2) Data to be uploaded for each criterion was discussed as per the document shared by the University.
  - 3) The criteria Coordinators/ Members were informed that all staff should be aware about the salient features of all the criteria.

### **Action taken:**

1. The supporting documents for each Criterion are filed as per the metric.
2. Orientation for all the faculty was conducted by each Criterion Coordinator/ Member for NAAC preparedness.

# NAAC meeting with Criteria Coordinators & Members.

27/5/2024.

11 am

Sr. No.

Name

Sign

1. Dr. Ashwin Jawdekar

Dr. Ashwin

2. Dr. Rahul Rao

Rahul Rao

3. Dr. Prajakta Rao

Dr. Prajakta

4. Dr. Miella Vaz

Criteria 1

Dr. Miella

5. Dr. Tijal Patil

Criteria 2

Dr. Tijal

6. Dr. Harsh Mishra

Criteria 3

Dr. Harsh

7. Dr. Shreyas Sheth

NAAC + Criteria 6

Dr. Shreyas

8. Dr. Anamika Singh

Criteria 3

Dr. Anamika

9. Dr. Sneha Mahale

Criteria 2

Dr. Sneha  
27/5/2024

10. Dr. Bhavani S.N

Criteria 3

Dr. Bhavani

11. Dr. Sandanini More

Criteria 3

Dr. Sandanini

12. Dr. Shreetaal Gadgil

Criteria 7

Dr. Shreetaal

13. Dr. Jitish Sawant

Criteria 3

Dr. Jitish

14. Dr. Deepak Sharma

Criteria 4

Dr. Deepak

15. Dr. Uttam Shetye

Criteria 5

Dr. Uttam



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**IQAC- NAAC Core with Criteria Coordinators meeting**

**Date:** 12/03/2024

**Time:** 12 noon

**Location:** NAAC room

**Meeting Agenda:**

1. To discuss about all NAAC criteria
2. Cleverground status
3. Filing of supporting documents

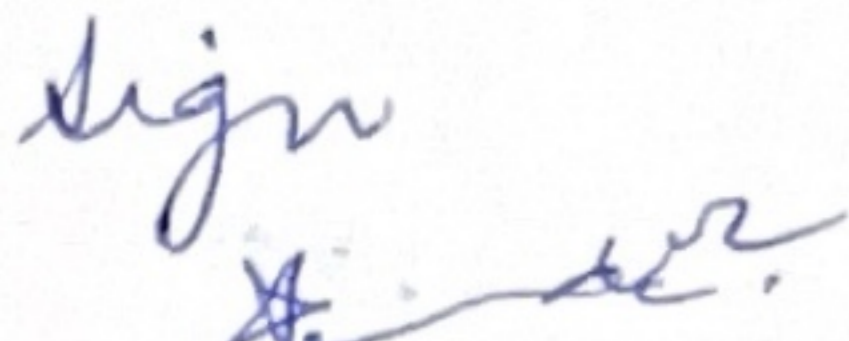
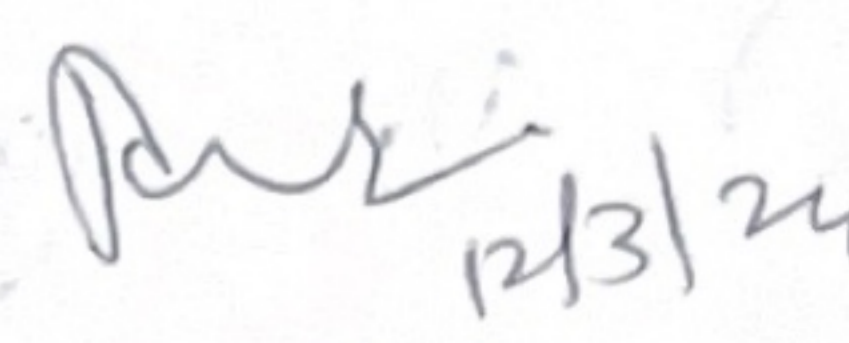
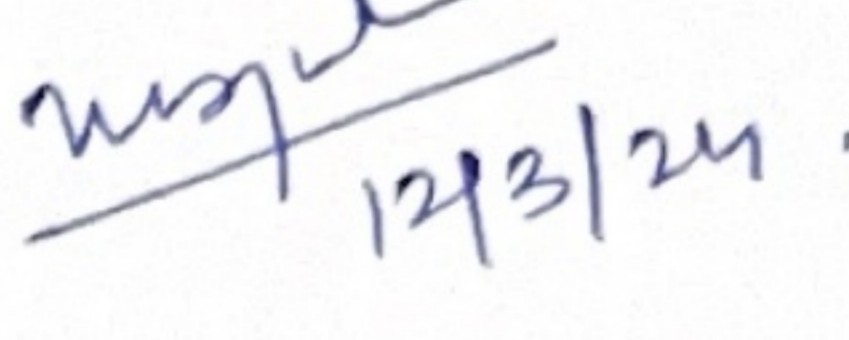
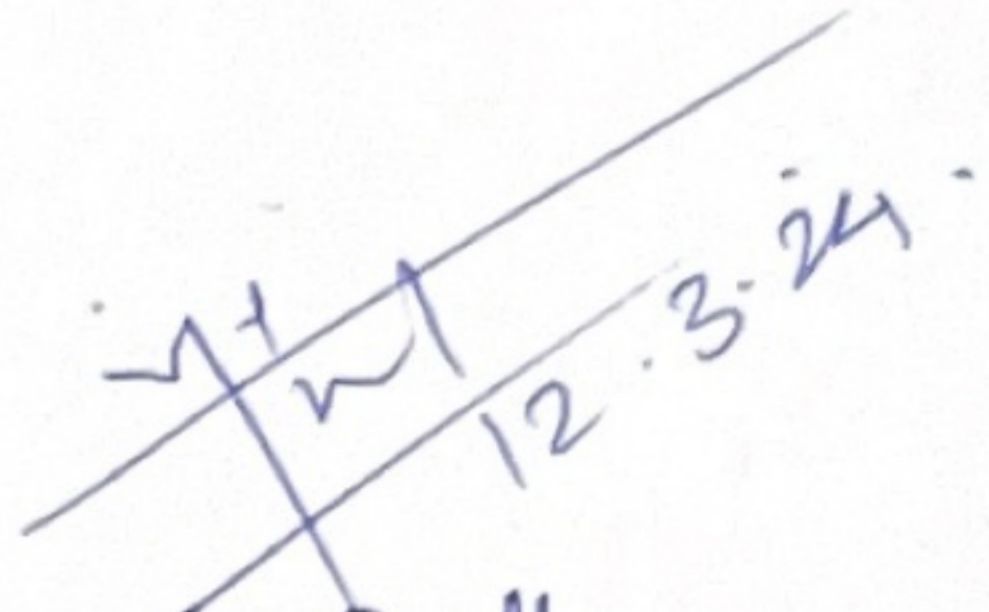
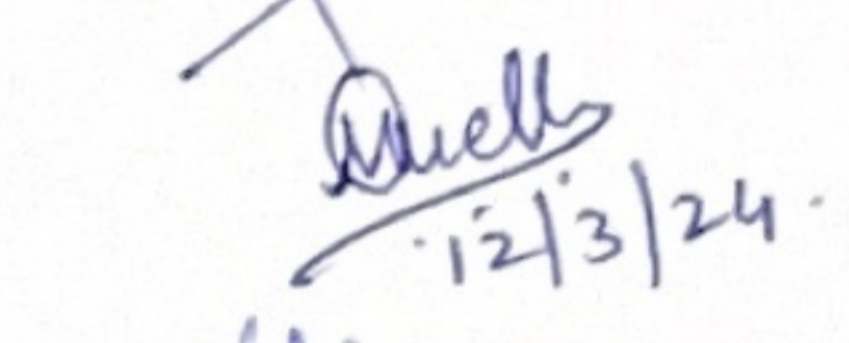
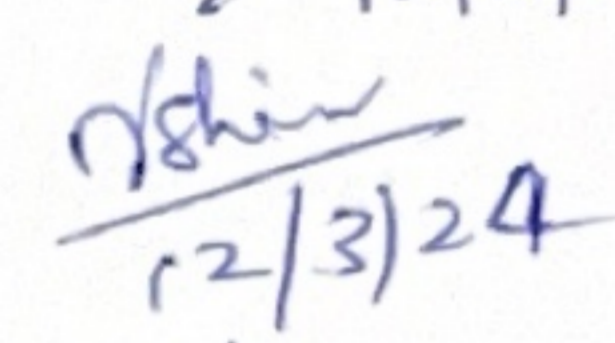
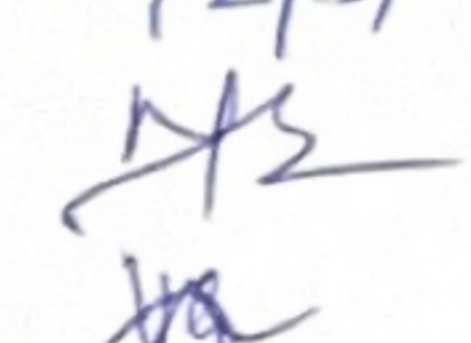

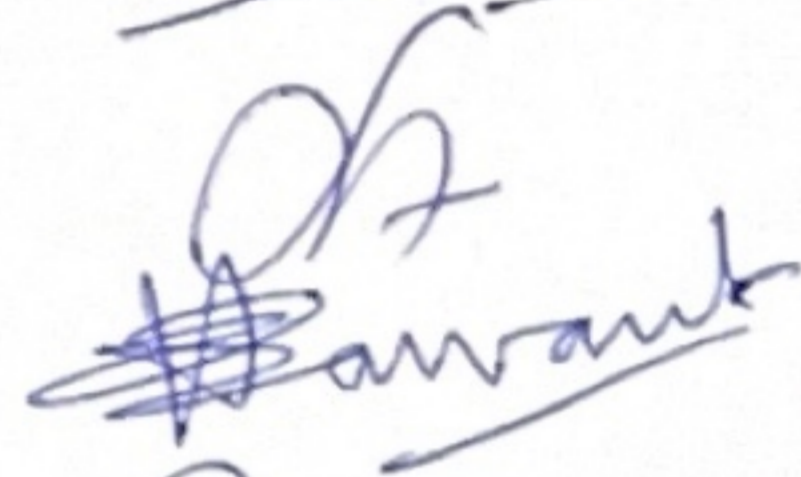
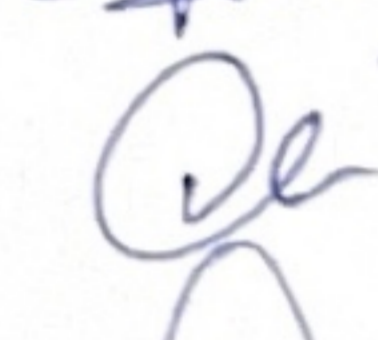



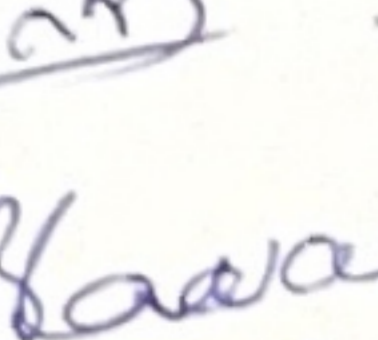
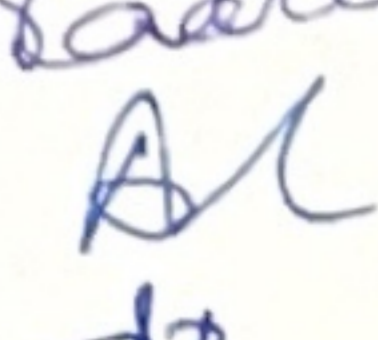



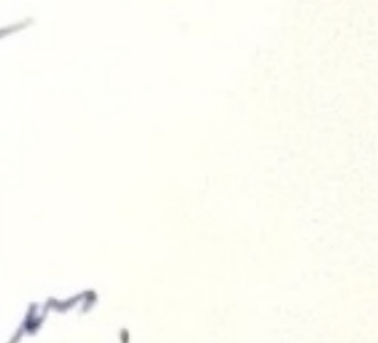
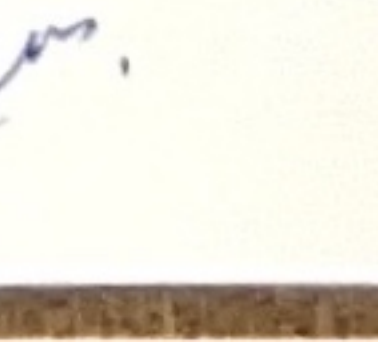
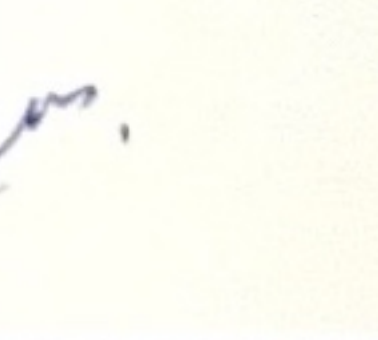

**Minutes of Meeting along with Recommendations**

- **Points discussed:**
  1. It was informed that Dr. Sarita Shrivastava will be leaving the college, hence a new criteria 1 coordinator to be nominated.
  2. All coordinators and members to be aware of all the data submitted.
  3. Criteria 1: printing of cleverground data ongoing and was informed that Value added courses and feedback data is in review in cleverground.
  4. Criteria 2: all queries were reverted to and printing of SSR in progress.
  5. Criteria 3: cleverground data in review and printing of SSR not started.
  6. Criteria 4: data sent on cleverground. Printing of SSR not started.
  7. Criteria 5: cleverground data in review and progress. Printing of SSR not started.
  8. Criteria 6: all data in review and printing of SSR completed.
  9. Criteria 7: cleverground data all sent and printing completed.

Action Taken:

1. All criteria coordinators were instructed to complete clevergound work and printing of SSR.
2. They were also instructed to make the criteria wise presentation.
3. New criteria 1 coordinator to be decided by principal.

NAAC + IQAC meeting  
Attendance 12/3/24.

Sl. No.	Staff Name.	Criteria	Sign
1.	Dr. Ashwin Jandekar	Vice Principal	
2.	Dr. Prayalok Rao	IQAC	
3.	Dr. Mridula Joshi	IQAC	
4.	<del>Dr. Prayalok Rao</del>		
4.	Dr. Mayank Thorat	NAAC	
5.	Dr. Mridula Vaz.	IQAC & Criteria 1	
6.	DR VARSHA SHIROR	NAAC	
7.	Dr. Nitesh Sahiya	NAAC	
8.	Dr. Vaishali Mall	NAAC Com.	
9.	Dr. Prakash T.	NAAC - 2	
10.	DR. Sneh Agrawal	NAAC - 6	
11.	Dr. Jyoti Kuvant	NAAC - 3	
12.	Dr. Harish Sargi	NAAC - 6	
13.	Dr. Anant Patil	NAAC - 6	
14.	Dr. Mahesh Ghedoge	NAAC - 4	
15.	Dr. Pradeep C. Dave	NAAC - I	
16.	DR. Sandhya A. Mehta	Criteria - 5	
17.	Dr. Bhavani S.N	NAAC - 3	
18.	DR. Ashima Lakher	NAAC - 2	
19.	Dr. Amli Bedia	NAAC - 2	
20.	Dr. Uttam Bhaty	NAAC - 5	
21.	Dr. Deepak Sharma	Naac - 4	
22.	Dr. Wasim Khan	NAAC - 1	
23.	Dr. Kirti Kumar		

24) M. Sauri Shivratna IDAC Kit

25) Dr. Sheetal Gadhar. NAAC-7 Full  
12/3/24

26) Dr. Jyotsna Naa 7

Yash  
12/3/24



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**IQAC and NAAC Core Committee meeting**

**Date:** 25/01/2024

**Time:** 10.30 am

**Location:** Conference room

**Attended By:**

1. Dr. Mridula Joshi
2. Dr. Ashwin Jawdekar
3. Dr. Rahul Rao
4. Dr. Prajakta Rao
5. Dr. Aarti Bedia
6. Dr. Vinayak Thorat
7. Dr. Shreyas Shah
8. Dr. Varsha Shirur
9. Dr. Mirella Vaz
10. Dr. Vaishali Mall

**The following were unable to attend:** -----

**The following did not attend:** -----

**Meeting Agenda:**

- a) To plan the minute to minute for Mock NAAC inspection scheduled on 01/02/2024.
- b) To discuss about the NAAC boards.

## Minutes of Meeting along with Recommendations

- Points discussed:

1. Boards to be made for the mock NAAC inspection:
  - NAAC: Core committee members and Criteria heads
  - IQAC: Internal and external members
2. Dr. Ashwin Jawdekar suggested that we have a make shift arrangement of a vertical museum for the display of awards in the NAAC room.
3. Dr. Shantanu Deshpande to make a collage of the awards and achievements. Dr. Varsha Shirur to explain to Dr. Shantanu Deshpande what needs to be done.
4. The collage in powerpoint format to be played on loop in the NAAC room on the smart board on the day of the mock inspection. To involve PGs and interns to help for the same.
5. Collage of the sports and cultural activities- Dr. Deepak Kolte
6. Collage of the scientific programmes- Dr. Nilesh Joshi
7. Collage of outreach programmes- NSS and community department- Dr. Prasad Mhaske.
8. Collage on teaching and learning programmes- Academic committee.
9. Dr. Prajakta Rao to get work done from the ICT team- Dr. Himmat Jaiswal, Dr. Ashima Jakhar, Dr. Pranita Jadhav and Dr. Sumeet Agarwal.
10. The statutory committee files to be kept in the NAAC room on display.
11. File on Career guidance – it should include scientific and academic programmes. Dr. Prakash Talreja to give the reports of Practice management and NEET to scientific committee. Dr. Jyotsna S. and Dr. Saudamini More to prepare the file. It should contain the minutes of meeting and the reports of the programmes conducted.
12. NAAC room arrangements for the mock inspection- Dr. Mirella Vaz and Dr. Shantanu Deshpande. To show it to Dr. Rahul Rao/ Dr. Mridula Joshi/ Dr. Ashwin Jawdekar on 31/01/24.
13. On the day of mock inspection- Principal, all members of NAAC and IQAC and all criteria coordinators to be present in the NAAC room.
14. NAAC team to call all Criteria coordinators and check the files on 29/01/24 and 30/01/24.
15. It was suggested to keep all the files of medical departments in one room.

16. During the department visit by inspectors, the departments should focus on their department distinctiveness.

17. Minute to minute: NAAC mock inspection- 01/02/2024

Inspectors- Dr. Deepak Langade, Dr. Vaishali Jadhav

9:00-9:30am- Welcome and Breakfast

9:30-10am- NAAC presentation in conference room (Peer team, Principal, Vice Principals, IQAC and NAAC Coordinator and Co-coordinators)

10:00-11:00am- Visit to NAAC room and checking of all files

11.00am – 12.30pm- Department visit- OMDR, Pedodontics, Orthodontics, Oral Surgery, Prosthodontics, Public Health Dentistry

12.30-1:30pm- Department visit- Conservative Dentistry, Periodontology, Oral Pathology and all medical departments

1:30-2:00pm- Lunch

2:00-2:30pm- Inspectors remarks/ observations/ suggestions and closing meeting.

Vote of Thanks

Signature of committee members:

[illegible]



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**IQAC- NAAC meeting**

**Minutes of Meeting**

Date: 09/01/24

Time: 10am

Location: Conference room

The following members were present:

- i. Dr. Mridula Joshi
- ii. Dr. Ashwin Jawdekar
- iii. Dr. Rahul Rao
- iv. Dr. Prajakta Rao
- v. Dr. Ashish Jain
- vi. Dr. Sarita Shrivastava
- vii. Dr. Varsha Shirur
- viii. Dr. Mirella Vaz
- ix. Dr. Vaishali Mall

**Meeting Agenda:**

- 1) Draft invitation letters to both inspectors for mock inspection to be shown to Principal Sir.
- 2) Induction of 2 staff to committee.
- 3) Updates of Criteria work.
- 4) Presentation made by Dr. Ashish Jain will be seen for suggestions.
- 5) To call Criteria 3,4,5 for follow up.
- 6) To call Alumni, NSS and sports committee for follow up.
- 7) Planning of central NAAC filing.
- 8) Any other, with permission of chair.

**Minutes of Meeting along with Recommendations**

- Points discussed:

- 1) Invitation letters for mock inspection were approved by Principal Sir. It was decided to send the invitation via email to both the external faculty.

- 2) Dr. Sandhya Methal and Dr. Shantanu Deshpande were nominated for IQAC members.
- 3) All Criteria Coordinators were called and updates were taken for completion of work.
- 4) Dr. Ashish Jain presented the NAAC orientation ppt and suggestions were given by the members.
- 5) Alumni, NSS and Sports committee members were called for the meeting and they were directed to provide the data required for the Criteria.
- 6) Planning of Central NAAC filing and boards were done.

**Action taken:**

1. Invitations were emailed to the external faculty for mock inspection.
2. Dr. Sandhya Methal was inducted to IQAC.
3. List of boards for display was finalized. Dr. Vinayak Thorat and Dr. Mirella Vaz were allotted the work to prepare the content for the boards.

IQAC - NAAC Meeting.  
Attendance Sheet

09/01/2024  
Time: 10am

Dr. Midula Joshi

Midula  
9/1/24.

Dr. Ashwin Jawdekar

Ashwin

Dr. Rahul Rao

Rahul

Dr. Prajakta Rao

Pra  
9/1/24

Dr. Ashish Jain

Ashish 9/1/24

Dr. Sarita Shrivastava

Dr. Varsha Shirsur

Varsha  
9/1/24

Dr. Miella Vaz

Miella

Dr. Vaishali Mall

Vaishali

~~Dr. Sarita Shrivastava~~

1. Dr. Prasad . Mhashe
2. Dr. UHann Shetty
- 3) Dr. Pradeep C. Dave
- 4) Dr. Harsh Mishra
- 5) Dr. Poonima Dalave
- 6) DR. TANVI SARAF
- 7) Dr. Kishi Buvq
8. Dr. Sandhya . D. Methur
- 9 Dr. Kharaw
10. Dr. Saudamini More
11. Dr. Rahul S.
12. Dr. Swati Dhane
13. Dr. Deepak Kulk
- 14) Dr. Sneh Agrawal
- 15) Dr. Mridula Jadhav
- 16) Dr. Ashwin Jundekar .
- 17) Dr. Swapnali .

Chit - Cri. 5

P. Dave - NSS

Harsh - Cri. 3  
09/01/2024.

Poonima - Alumni.  
9/1/2024

Tanvi - Cri 5, Alumni  
9/1/24

Kishi Buvq - Cri. 5  
9/1/24

Sandhya - Cri. 5  
9/1/24

Kharaw - Cri. 3.

9/1/24 - Cri 3  
18 9/1/24

Rahul - NSS.  
9/1/24

Swati - NSS  
9/01/24

Deepak - NSS.  
9/1/24

Sneh - Sports.  
9/01/2024

Mridula - IGAC  
Coordinator.  
9/1/24

Ashwin - Vice Principal  
(Academic).  
9/1/24

Swapnali - Alumni.  
9/1/24



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**IQAC- NAAC COMMITTEE**

**Minutes of Meeting**

Date: 05/12/23

Time: 11 am

Location: Conference room

The following members were present:

- i. Dr. Mridula Joshi
- ii. Dr. Ashwin Jawdekar
- iii. Dr. Rahul Rao
- iv. Dr. Prajakta Rao
- v. Dr. Ashish Jain
- vi. Dr. Vithal Patil
- vii. Dr. Vinayak Thorat
- viii. Dr. Mirella Vaz

Members who were unable to attend:

Dr. V. Sreenivasan

Members who didn't attend:

Dr. Sarita Shrivastava

Dr. Shreyas Shah

Meeting Agenda:

- 1) All updates of NAAC and IQAC work.
- 2) Website discussion.

### Minutes of Meeting along with Recommendations

- The minutes of meeting was called to order by Dr. Mridula Joshi at 11am in the conference room.
- Points discussed:
  - 1) The points discussed in the meeting with the University and the important dates shared was communicated by Dr. Mridula Joshi to all the members.
  - 2) By 07/12/23, the website data discrepancy report is to be submitted. The format for the same has been provided by the University. The report must be submitted only through HOI's/ NAAC Criteria Head's personal email ID.
  - 3) It was suggested by Dr. Ashwin Jawdekar, that a team of 4 to 5 members should be formed for updating the website. The following staff have been suggested and finalized- Dr. Himmat Jaiswal, Dr. Vinayak Thorat, Dr. Prasad Mhaske and Dr. Mirella Vaz.
  - 4) It was stated that there should be only one website of the Institute. Changes to be made in the new website. It was also mentioned that the COs and POs is on the old website, it should be uploaded in the new website.
  - 5) The number of staff mentioned on the college website should be as per what is submitted in the AQAR.
  - 6) Circular and notices should be uploaded on the website.
  - 7) Head of the Institute has to verify the data on the website.
  - 8) Data related to Code of Conduct, Student support, Achievements and awards of students and faculty, highlights of good research and publications, noted alumni, sports and cultural activities/ achievements should be uploaded on the website.
  - 9) All statutory committees should be mentioned on the website.
  - 10) Constitution and minutes of IQAC meetings of the last 5 years should be uploaded on the college website. AQAR should not be uploaded, the University will upload it.
  - 11) All tabs on the college website should be functional.
  - 12) Rankings such as India Today etc. should be flashed on the website.
  - 13) The webpage will be visited on 02/12/23 and the report of submission status of reports will be sent to VC Sir on the 08/12/23.
  - 14) There will be verification of the submitted reports by NAAC Core team on 15/12/23.
  - 15) Updation of website data as per recommendations from the NAAC Core team to be done by 22/12/23.

- 16) Verification of website data updation status by Head of the Institute and NAAC Criteria Heads will be done on 29/12/23.
- 17) By 31/12/23, the college website should be updated in accordance with NAAC data.
- 18) Dr. Mridula Joshi will coordinate with Dr. Vinayak Thorat, Dr. Mirella Vaz and Dr. Prasad Mhaske to assess the discrepancy and will then coordinate with Dr. Himmat Jaiswal.
- 19) Dr. Himmat Jaiswal (who is currently posted at Airoli) will be in college tomorrow and day after tomorrow to work with the team as he is the contact for the website. Dr. Ashwin Jawdekar will take updates from them daily.

**Action Taken:**

- 1) The website data discrepancy report is submitted to the University.
- 2) Website is being updated in accordance to NAAC data. Dr. Ashwin Jawdekar – Vice Principal (Academics) is taking update of the same from the team.

Attendance Sheet  
NAAC- IQAC Meeting

05/12/2023  
Time: 11am

- ① Dr. Ashwin Jawdekar.
- ② Dr. Mridula Joshi
- ③ Dr. Rahul Rao
- ④ Dr. Prajakta Rao
- ⑤ Dr. Ashish Jain
- ⑥ Dr. Vitthal Patil.
- ⑦ Dr. Vinayak Thorat
- ⑧ Dr. Mirella Vaz
- ⑨ Dr. Ashish Jain

~~msjoh~~  
5/12/23  
Rao

~~131~~  
5/12/23

~~71~~  
- Mirella  
Rao



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**IQAC COMMITTEE**

**Minutes of Meeting**

Date: 03/10/23

Time: 11am

Location: NAAC room

The following members were present:

- i. Dr. Prajakta Rao
- ii. Dr. Ashwin Jawdekar
- iii. Dr. Mirella Vaz

Members who were unable to attend:

Dr. V. Sreenivasan  
Dr. Mridula Joshi  
Dr. Sarita Shrivastava  
Dr. Vithal Patil

Members who didn't attend:

Dr. Ashish Jain

Meeting Agenda:

- 1) Strategic plan for peer team visit.
- 2) Preparedness of college/ department for NAAC inspection.
- 3) Finalizing dates for internal audit.
- 4) Recommendations/ suggestions from VC Sir and Principal.
- 5) Progress of presentations to be made to all stakeholders.
- 6) Progress of impact analysis document.
- 7) Any other



### Minutes of Meeting along with Recommendations

- The minutes of meeting was called to order by Dr. Prajakta Rao at 11am.
- Points discussed:
  - 1) We discussed that we have to inform all Departments regarding keeping the NAAC department files ready and there will be visits to the respective departments scheduled for the same. The schedule for visits to department (next week) to check NAAC files will be prepared by the NAAC cell.
  - 2) IQAC has to finalize the dates for internal and external audits for NAAC.
  - 3) It was discussed to have the Internal audit by Nursing College team on 26/10/23 (Tentatively).
  - 4) The tentative date for external audit by Dr. Deepak Langade is 30/11/23.
  - 5) Tentative date to check the IQAC file- 18/10/23.
  - 6) The schedule for completion of filing of supporting documents (completed status as per software) and labelling for the same for each criteria to be prepared by the NAAC cell.
  - 7) Dr. Viraj Kharkar to be involved in checking completion of committee NAAC files (Goals, objectives, minutes of meeting, reports etc.). The committee files to be checked on 18/10/23. A performance review of committees to be taken by Dr. Viraj Kharkar. A comprehensive report to be submitted to IQAC for the same.
  - 8) Dr. Mridula Joshi to prepare the NAAC presentation by 20/10/23 and get it approved by Principal Sir. The same pattern as per the earlier presentation to VC Sir can be used, except benchmarking.
  - 9) Boards for Best practices and Institute distinctiveness to be made.
  - 10) As per Dr. Shailesh Lele Sir's suggestion, two topics to be identified for value added courses. Refer Q.8. of the interns exit questionnaire survey to design a course.
  - 11) AETCOM schedule to be ready by November end and the sessions to be conducted from 1/12/23.
  - 12) Curriculum discussion with Dr. Shailesh Lele to be held on 27/10/23 (tentatively). Date to be confirmed with Principal Sir.
  - 13) Impact analysis made by Dr. Rahul Rao for the year 2022-23, to be followed up by Dr. Mridula Joshi and to be discussed in the next IQAC meeting.
  - 14) Dr. Mridula Joshi to find out from other colleges how the impact analysis is done.

## Form 1: Committee Meeting Minutes Academic Year 2023-24

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

Signature of committee members:

Sr. No.	Name	Sign
1.	Dr. V. Sreenivasan	— Absent —
2.	Dr. Mridula Joshi	— Absent —
3.	Dr. Ashwin Jawdekar	
4.	Dr. Prajakta Rao	
5.	Dr. Sarita Shrivastava	— Absent —
6.	Dr. Ashish Jain	— Absent —
7.	Dr. Vithal Patil	— Absent —
8.	Dr. Mirella Vaz	