



Dr. Vithalrao Vikhe Patil Foudation's
COLLEGE OF PHYSIOTHERAPY

Opp. Govt. Milk Dairy, M.I.D.C., Ahmednagar-414111

Tel:- (0241) 2778042, 2777059, Fax:- (0241) 2779757

E-mail: principal_physiotherapy@vimscopt.edu.in Website: www.vimscopt.edu.in

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Ref. No:-DVVPF's/COPT/2024/1605

Date: 10/09/2024

CIRCULAR

This is to inform all esteemed members that Meeting of **Internal Quality Assurance cell** is scheduled on 20th September 2024 at Conference Hall COPT.

Agenda for the meeting is as follows:

Agenda Item	Particulars
Item No. 1	Conformation of the Minutes
Item No. 2	To discuss to curriculum aspects
Item No. 3	To discuss about teaching learning & Evaluation issues, organizing workshop on Blue Print, & Grievance Redressal cell.
Item No. 4	To discuss research consultancy and extension activities, increase in intake for PG course & Panel discussion is planned on the occasion of World PT Day.
Item No. 5	To discuss about Library and infrastructure requirements related issues
Item No. 6	To discuss about students support activities and their overall progression
Item No. 7	To discuss about governance & Leadership related issues
Item No. 8	To discuss about issues related to OPD & Clinical

Coordinator
IQAC

Principal

Copy to:-

1. Hon'ble Director, DVVP Foundation, Ahmednagar.
2. All members of IQAC Committee
3. Office copy.

PRINCIPAL
DVVPF's College of Physiotherapy
Ahmednagar-414111



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Internal Quality Assurance Cell Action taken report

Meeting held on 20th September 2024.

Sr. No.	Issue	Person responsible	Status of Compliance
1.	Basic workshop on Research methodology	Dr. Deepak	Conducted in February 2025.
2.	Curriculum feedback to be obtained from students	Dr. Suvarna	Feedback obtained & report placed in CCM & LMC.
3.	Regular meeting for in house journal	Dr. Deepak	Meeting held once in 3 months.
4.	Formulate policy for faculty development.	Dr. Suvarna	Rough draft prepared placed in CCM approved with modifications.
5.	Education Tour for 1 st year & Interns.	Dr. Deepak	Conducted in Rehab center at Nasik in Feb 2025.
6.	MOU with industry to be established.	Dr. Deepak	Considering the limited no. of PG students for regular posting it was decided to proceed with this in June 2025

IQAC Coordinator

Copy to:

1. Principal DVVPP's COPT for kind information.
2. All teaching staff.
3. All members of IQAC.



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Ref. No:-DVVPF's/COPT/2024/11

Date: 24/09/2024

The IQAC meeting was held on **20th September 2024 at 3.00pm in conference Hall** (COPT) under the Chairmanship of Dr. Shyam D. Ganvir, Chairman IQAC.

Following Members were present:-

Sr.No.	Name of the members	Designation
1	Dr. Shyam D. Ganvir	Chairman
2	Dr Suvarna S. Ganvir	Coordinator
3	Hon. Shri. Vasantrao Shahurao Kapare	Member& Trustee, DVVPF
4	Dr. Abhijit D. Diwate	Member
5	Dr. Deepak B. Anap	Member
6	Dr. Arijit Kumar Das	Member
7	Dr. Saqib Syed	Member
8	Dr. Maheshwari S. Harishchandre	Member
9	Dr. Deepti Thokal	Member
10	Dr. Archana Nagargoje	Member
11	Dr. Hitav Someshwar	Member
12	Ms. Jitendra Parab	Member
13	Ms. Priyanshu Pardeshi	Member
14	Dr.Vijay Patil	Member
15	Mr. Ajit Kulkarni	Member
16	Mr. Dipkishor P. Akolkar	Member
17	Mrs. Manisha R. Gade	Member

Minutes of Meeting are as follows-

Item No. 1:- Minutes of the last meeting were read and action taken report was confirmed.

Item No. 2:- Curricular aspects

1. Academic audit of postgraduate students should be scheduled to verify whether the activities have been conducted as per the requirements.
2. Class monitoring practice being running smoothly. It can be incorporated in the college app.
3. PGD-CET preparations can be arranged in the institute for interns. A proposal with all details of curriculum & financial unifications can be sent to management for approval.

Item No. 3:- Teaching learning & evaluation

1. PhD RAC meeting was held on 9th & 16th December 2024 for 2019 & 2022 Batch respectively PhD research progress was discussed & the report has been prepared. It will be sent to university for approval.
2. PG 1st year exams conducted & results have been declared.
New batch of students have joined from Nov.2024. Their academic program will be run as per the academic calendar.
3. 1st year undergraduate students have joined from 1st Dec.2024. According to academic calendar, and new CBPE curriculum, 3 formative examinations will be scheduled.

Item No. 4:- Research consultancy & Extension.

1. Considering the huge clinical data available in each clinical dept, it was suggested to conduct a good quality retrospective study.
2. Considering the Cyclothon & Marathon events being conducted in city in next month, chairperson informed that institute was approached to provide Physiotherapy services.

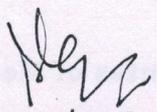
Item No. 5:- Library & infrastructure

1. Physical verification of the instrument & equipment's available in the departments & college was held in the first week of December 2024.
2. As per the issue raised in Library committee meeting question papers of institute level exams are not available in the Library. Also more sets of book bank scheme were desired by students.

Item No. 6:- student support

1. It was suggested by chairperson to prepare a policy for felicitation of institute toppers at institute level.

Meeting ended with vote of thanks.


Secretary
IQAC

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6) Item No 7: Students Support & Progression -

- The issues raised in the regular mentorship meetings were reviewed to per the composite mentorship report it was observed that due follow up/ remedial measures are being taken up on these issues.
- VIMS career counselling session will be conducted for current batch of interns. Also education tour can be planned.

7) Item No 8: Governance, Scholarship & Management:-

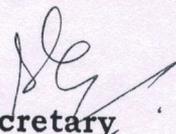
- It was suggested an institutional scheme for scholarship can be initiated to benefit the students. Chairman informed that it will be discussed in the next Local Management council meeting.

8) Item No 9:- Institutional distinctiveness & Best Practices :

- TLR is being received from all faculties and in being reviewed on a regular basis.
- Feedbacks are being obtained from all stakeholders at predetermined there and its analysis is being done for.
- It was unformed to the house that days of national & international health importance and NSS unit are being observed with informant of students to create awareness and improve team work and leadership.

9) Item No. 11: Any other matter;

- Regular IEC Meetings are scheduled in the month of January and February 2025.


Secretary.

IQAC

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- Hon'ble Director for kind information
- Principal, COPT for kind information
- All the teaching staff members
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Ref. No:-DVVPF's/COPT/2024/3032

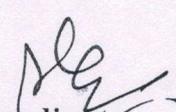
Date: 10/12/2024

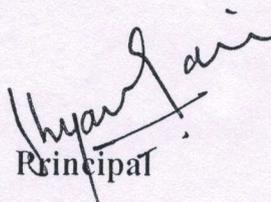
CIRCULAR

This is to inform all esteemed members that Meeting of **Internal Quality Assurance cell** is scheduled on 20th December 2024 at Conference Hall COPT.

Agenda for the meeting is as follows:

Agenda Item	Particulars
Item No. 1	Confirmation of the Minutes
Item No. 2	To discuss to curriculum aspects
Item No. 3	To discuss about teaching learning & Evaluation issues, organizing workshop on Blue Print, & Grievance Redressal cell.
Item No. 4	To discuss research consultancy and extension activities, increase in intake for PG course & Panel discussion is planned on the occasion of World PT Day.
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Item No. 8	To discuss about issues related to OPD & Clinical


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Internal Quality Assurance Cell Action taken report

Meeting held on 20th December 2024.

Sr. No.	Issue	Person responsible	Status of Compliance
1.	Basic workshop on Research methodology	Dr. Deepak	Conducted in February 2025.
2.	Curriculum feedback to be obtained from students	Dr. Suvarna	Feedback obtained & report placed in CCM & LMC.
3.	Regular meeting for in house journal	Dr. Deepak	Meeting held once in 3 months.
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6.	MOU with industry to be established.	Dr. Deepak	Considering the limited no. of PG students for regular posting it was decided to proceed with this in June 2025

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Ref. No:-DVVVPF's/COPT/2024/

Date: 28/12/2024

The IQAC meeting was held on **20th December 2024 at 3.00pm in conference Hall (COPT)** under the Chairmanship of Dr. Shyam D. Ganvir, Chairman IQAC.

Following Members were present:-

Sr.No.	Name of the members	Designation
1	Dr. Shyam D. Ganvir	Chairman
2	Dr Suvarna S. Ganvir	Coordinator
3	Hon. Shri. Vasantrao Shahurao Kapare	Member & Trustee, DVVVPF
4	Dr. Abhijit D. Diwate	Member
5	Dr. Deepak B. Anap	Member
6	Dr. Arijit Kumar Das	Member
7	Dr. Saqib Syed	Member
8	Dr. Maheshwari S. Harishchandre	Member
9	Dr. Reshma D. Shete	Member
10	Dr. Deepti Thokal	Member
11	Dr. Archana Nagargoje	Member
12	Dr. Hitav Someshwar	Member
13	Ms. Jitendra Parab	Member
14	Ms. Priyanshu Pardeshi	Member
15	Dr. Vijay Patil	Member
16	Mr. Ajit Kulkarni	Member
17	Mrs. Varsha A. Sawant	Member

Dr. Rathi, Dr. Sneha Choradiya and Dr. Shipla Parab joined through Zoom.

Minutes of Meeting are as follows:

- 1) **Item No.1 & 2:** Minutes of the last meeting were read and confirmed.

2) **Item No.3: Curricular Aspects:-**

- It was decided to conduct value added courses through online mode as students are not allowed to join the institute physically. Requisite practical demonstrations can be scheduled later.
- Regular curriculum feedback is scheduled in the month of February 2024. The feedback form was placed for the discussion and was accepted by the house at it is for its implementation.
- Interdisciplinary Workshop of Resident as Teacher and Basic Workshop on Research is scheduled in Jan 2025. Approval from University will be sought for these workshops.

3) **Item No. 4: Teaching, Learning & Evaluation:-**

- Curriculum delivery is being done with special emphasis on strategies to improve students' involvement during online learning. Google class room have been created and are being improvised for teaching purpose with addition assignments and class tests.
- Integrated teaching session is scheduled in the month of February 2025. It was suggested by Dr. Rathi to include more topics in integrated teaching. Suggestion is taken up and will be worked upon by the curriculum committee.

4) **Item No 5:- Research, Innovation & Extension:**

- Shri. Kapre suggested to formulate structured faculty development policy considering the extensive more already done by the faculty.
- Also it was suggested, to take steps for establishing MOU with more NGOS in City specially in the industrial set ups while will also open up avenues for consultancy.
- To improve the quality of work in our in-house journal once a month meeting should be scheduled.

5) **Item No 6: Infrastructure & Learning Resources -**

- Library update was reviewed by the house. It was suggested that a composite library catalog can be prepared for ready reference.
- It was informed that college website is being updated regularly and the contents satisfactory.
- Tele rehabilitation sessions are being regularly conducted for patients with positive feedback.



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Ref. No:-DVVPF's/COPT/2025/ 4141

Date: 10/03/2025

CIRCULAR

This is to inform all esteemed members that Meeting of **Internal Quality Assurance cell** is scheduled on 21st March 2025 at Conference Hall COPT.

Agenda for the meeting is as follows:

Agenda Item	Particulars
Item No. 1	Confirmation of Minutes of Last Meeting
Item No. 2	Curricular Aspects
Item No. 3	Teaching, Learning & Evaluation
Item No. 4	Research, Consultancy & Extension
Item No. 5	Library & Infrastructure
Item No. 6	Student Support
Item No. 7	Governance, Leadership & Management
Item No. 8	Institutional Distinctiveness
Item No. 9	OPD & IPD Services


Coordinator
IQAC


Principal

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Internal Quality Assurance Cell Action taken report

Meeting held on 21st March 2025

Sr. No.	Issue	Person responsible	Status of Compliance
1.	Organization of evidence Based Workshop	Dr. Deepak	Organized on 1 st April 2025
2.	Student wise Marksheet of 1 st Year formative Assessment exam	Dr. Arijit	Implemented from 1 st formative exam of 1 st year
3.	Special session of guidance about exam & research work	Dr. Suvarna	Organized in May month & positive feedback received
4.	Monthly meeting of in-house journal	Dr. Deepak	Conducted every month
5.	STRG proposals from each dept. to be submitted to MUHS	Dr. Suvarna	Submitted by each dept. in May 2025
6.	Fitness screening sessions at foundation institutes	Dr. Deepti	Series of monthly sessions started from April 2025
7.	Analysis of Performance Appraisal & Dept. Profile	Dr. Suvarna	Conducted in May 2025 & report will be submitted soon
8.	Physio expert meet for interns	Dr. Suvarna	1 st meet held in May 2025
9.	TOT workshop on CBPE	Dr. Suvarna Dr. Deepti	Scheduled in June 2025

IQAC Coordinator

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Ref. No:-DVVPF's/COPT/2025/*249*

Date: 24/03/2025

The IQAC meeting was held on **21st March 2025 at 3.00pm in conference Hall (COPT)** under the Chairmanship of Dr. Shyam D. Ganvir, Chairman IQAC.

Following Members were present:-

Sr.No.	Name of the members	Designation
1	Dr. Shyam D. Ganvir	Chairman
2	Dr Suvarna S. Ganvir	Coordinator
3	Hon. Shri. Vasant Rao Shahurao Kapare	Member & Trustee, DVVPF
4	Dr. Abhijit D. Diwate	Member
5	Dr. Deepak B. Anap	Member
6	Dr. Arijit Kumar Das	Member
7	Dr. Saqib Syed	Member
8	Dr. Maheshwari S. Harishchandre	Member
9	Dr. Deepti Thokal	Member
10	Dr. Archana Nagargoje	Member
11	Dr. Hitav Someshwar	Member
12	Ms. Jitendra Parab	Member
13	Ms. Priyanshu Pardeshi	Member
14	Dr. Vijay Patil	Member
15	Mr. Ajit Kulkarni	Member
16	Mr. Adhinath Waditke	Member
17	Mrs. Varsha Sawant	Member

Minutes of Meeting are as follows-

Item No. 1:- Minutes of the last meeting were read and action taken report was confirmed.

Item No. 2:- Curricular aspects

1. Interdisciplinary workshop was conducted in January 2025. The feedback suggested to conduct workshop on evidence based Physiotherapy for postgraduate students Dr. Deepak Anap PG Co-ordinator is instructed to work upon the organization on of this workshop.

Item No. 3:- Teaching learning & evaluation

1. It was suggested to prepare student wise result sheet & every assessment examination. A trial can be done with 1st year students as their 1st formative exam is over a week back. If found useful it can be implemented for other batches as well.
2. A separate session on how to write answers for 3rd years & How to conduct research study is suggested as per the feedback received through student council. It is scheduled in the month of April under the guidance of year Co-ordinator.
3. It was informed that composite attendance of PG students is being collected from this month onwards by concerned depts. instead of PG Co-ordinator as it was noted that there is a discrepancy in the same.

Item No. 4:- Research consultancy & Extension.

1. The policy on faculty development has been formulated & was circulated among teachers for inputs. The final version is made available to all teaching staffs.
2. In house journal meeting is being conducted once in a month. It was suggested to expand the panel of reviewers for better quality manuscripts. Also to broaden the reach of authors, it was suggested to send the soft copy of previous issues to all Institutes in the country.
3. Short term research grants proposal of MUHS is open from January to July 2025. It was suggested to send minimum one proposal from each dept. to University for grants.
4. Research grant from Azim Premjee foundation is also open for submission. Minimum one project from institute should be submitted.

Item No. 5:- Library & infrastructure

1. In order to provide exposure of community PT to students & provide PT services out of institute, it was suggested to conduct fitness screening sessions at foundation colleges.
2. College APP on cloud 9 domain is working satisfactorily. However few updates in the form of composite class monitoring report to be made available on the app.
3. It was suggested to conduct stock verification of all departments regularly as few equipment's were reported to be misplaced, during CCM. Twice a year stock verification to be conducted hence forth.
4. Department profile submitted by each dept. every month was put before the house for discussion. It was suggested to include updates about staff & Intern research study in the profile.

Item No. 6:- Student Support

1. With new interns joining in the April Month, it was suggested to keep the monthly session on Physio expert Meet, to provide career options to interns.
2. It was suggested to announce "student of the Month" award every month depending on the academic & Co-extra-curricular activities participation by students. It will be implemented from next month onwards.
3. In order to provide extra weightage to clinical posting & improve the experience it was suggested to announce. A patient of the Month & Therapist of the Month.

Item No 7: Governance, Scholarship & Management

1. It was suggested by Mr. Kapre to analyse performance appraisal reports submitted by faculty & to provide constructive feedback to them about their progress.
2. FDP Google form created for collecting information about faculty participation in various activities is found to be working properly. It was discussed to make modifications & circulate it every fortnightly in the group.

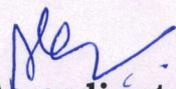
Item No 8:- Institutional distinctiveness

1. With the announcement of competency based Physiotherapy curriculum, it was decided to conduct workshops to train other faculty. First workshop to be conducted in June 2025.
2. Regular audit of Library should be conducted for record maintenance & resource update.

Item No 9:- OPD & Clinical Services

1. The Pragati Pustak drive should be started in paediatric OPD in order to provide early detection facility.
2. Corrective surgery camp is scheduled in the next month. There are other camps also which are conducted by the hospital where in PT services are being provided. It was instructed to keep the record & generate scholarly material out of it.

Meeting ended with vote of thanks.


Co-ordinator
IQAC

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Ref. No:-DVVPF's/COPT/2025/ 1064

Date: 16/06/2025

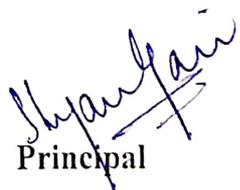
CIRCULAR

This is to inform all esteemed members that Meeting of Internal Quality Assurance cell is scheduled on 27th June 2025 at Conference Hall COPT.

Agenda for the meeting is as follows:

Agenda Item	Particulars
Item No. 1	Confirmation of minutes and Action Taken Report (ATR) of the previous meeting.
Item No. 2	Curricular Aspects
Item No. 3	Teaching, Learning & Evaluation
Item No. 4	Research, Consultancy & Extension
Item No. 5	Library & Infrastructure
Item No. 6	Student Support
Item No. 7	Governance, Leadership & Management
Item No. 8	Institutional Distinctiveness
Item No. 9	OPD & IPD Services


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Internal Quality Assurance Cell Action taken report

Meeting held on 27th June 2025

Sr. No.	Item	Person responsible	Action
1.	Organization of E- content development Workshop	Dr. Suvarna Ganvir	Held on July 2025
2.	Analysis of 5yrs of student survey satisfaction data	Dr. Suvarna Ganvir	Analysis done, report prepared
3.	Organization & GCP workshop for PG students	Dr. Deepak	Organized in August 2025
4.	MOU with Snehalaya for patient care	Dr. Deepti	MOU prepared signed & treatment started
5.	Revision of code of conduct	Dr. Shyam Ganvir	Sent to experts for comments
6.	Seminar on Ethic legal practices	Dr. Deepak	Seminar Organized in September 2025


IQAC Coordinator

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Ref. No:-DVVVPF's/COPT/2025/1400

Date: 30/06/2025

The IQAC meeting was held on **27th June 2025 at 3.30pm in conference Hall (COPT)** under the Chairmanship of Dr. Shyam D. Ganvir, Chairman IQAC.

Following Members were present:-

Sr.No.	Name of the members	Designation
1	Dr. Shyam D. Ganvir	Chairman
2	Dr Suvarna S. Ganvir	Coordinator
3	Hon. Shri. Vasant Rao Shahurao Kapare	Member & Trustee, DVVVPF
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5	Dr. Deepak B. Anap	Member
6	Dr. Arijit Kumar Das	Member
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8	Dr. Maheshwari S. Harishchandre	Member
9	Dr. Deepti Thokal	Member
10	Dr. Archana Nagargoje	Member
11	Dr. Brijesh Vishwakarma	Member
12	Dr. Victoria Kuttan	Member
13	Dr. Sarvesh Rasal	Member
14	Ms. Janhavi Kate	Member
15	Dr. Satish More	Member
16	Mr. Ganesh Baviskar	Member
17	Mr. Adhinath Waditke	Member
18	Mrs. Varsha Sawant	Member

Chairperson welcomed new members of the Committee

Minutes of Meeting are as follows-

Item No. 1:- Minutes of the last meeting were read and action taken report was confirmed.

Item No. 2:- Curricular aspects

1. Curriculum Committee meeting held in April month reported that there is uneven teaching work distribution among staff. Hence another meeting held in June month redistribution of UG teaching was done & it will be implemented in from next academic session.

Item No. 3:- Teaching learning & evaluation

1. Content development workshop is scheduled in the month of July 2025 for the newly joined teachers under the guidance of IQAC Co-ordinator.
2. Online student satisfaction survey was done in the first week of June 2025. It revealed overall satisfaction about the teaching learning & examination system of college. Mr. Kapre suggested to analyze 5yrs of data to understand if there are any repeated negative comments which should be addressed immediately.
3. Good clinical practices workshop is planned in August 2025 for PG Student.

Item No. 4:- Research consultancy & Extension.

1. It was informed by Principal Sir that institute has applied for research funds to parent University, Azim Premji Foundation for community related projects.
2. IEC committee meeting was held in June 2025 final year students presented their research projects along with 2 faculty members.
3. Research publications till June 2025 has been satisfactory in number However publications in quality journals is still lacking Dr. Diwate suggested to take the help from Medical College research cell for selecting good quality journals .
4. A Local NGO Snehalaya has approached institute for providing health care services for their patients. MOU will be signed in the next month and then work will be started.

Item No. 5:- Library & infrastructure

1. Library Advisory Committee is reconstituted and the meeting will be held in July 2025.
2. Library audit was conducted in May 2025. It revealed only 1book missing which is replaced by the concerned student.
3. In order to increase the E-content resources used by teachers, It was suggested to organize a orientation session for all teachers.

Item No. 6:- Student Support

1. Final year BPT result declared in April month has been a remarkable in terms of consistent 100% pass percentage since last 3 years in the regular batch.
2. Student council has been actively organizing various events for students & institute. One such event was tree plantation on the occasion of world environment day, celebration of world Music day, world poetry day. Students participated enthusiastically & appreciated the efforts of student council.
3. Alumni activities has been organized every month wherein Alumni guide current students on various aspects of Physiotherapy.

Item No 7: Governance, Leadership & Management

1. IQAC Committee has been revised in April 2025 & New members have been given appointment letters.
2. With new staff joining this year redistribution of NAAC work has been done.
3. TOT workshop has been organized for all teachers as per the instructions from University for implementation of new syllabus.
4. Review of 3 years of performance appraisal was done in May month along with review of departmental profile. Results have been communicated to the staff & Heads of department for further necessary action.

Item No 8:- Institutional distinctiveness

1. Warkari camp was organized for the warkari (devotees who walk a long distance) wherein staff & students were posted daily for 3 weeks. It received a good response from staff & students. Appreciation certificates have been issued to participants.
2. Staff & students are posted in DDRC of the foundation for providing health care services to the disabled individuals 4 Olympic level Paraathletes have been trained at our OPD.
3. Code of conduct was framed 3 years back. It is due for its revision. It will be done in next month.
4. Best practices of video library has been progressing smoothly with the contribution from all departments.

Item No 9:- OPD & IPD Services

1. Seminar on Medico Legal Practices & third party insurance is proposed for our alumni in the month of August.
2. Health Literacy program has been instituted on the guidelines of WHO along with Dharma Foundation of India, New Delhi.

Meeting ended with vote of thanks to chair.


Co-ordinator
IQAC

Copy to: The Principal DVVPF's COPT for kind information