

Internal Quality Assurance Cell - PSMC

Minutes of Meeting

Date: March 16, 2026

Time: 11.30 AM Onward

Venue: College Council Room, CAB, PSMC

The agenda for the meeting was as follows:

Agenda Number	Agenda
26.01.01	To approve the minutes of meeting held on December 26, 2025.
26.01.02	To review report of actions taken subsequent to the meeting dated December 26, 2025.
26.01.03	To review data collection, verification and compilation for the academic year 2023-24 and 2024-25 [YTD].
26.01.04	Finalize the frequency of IQAC meetings in a year and discuss to criteria for monitoring.
26.01.05	Areas of concern AAA internal audit.

Following members were present:

1. Dr Swapnil Agarwal, Dean, PSMC, Prof., Forensic Medicine & Toxicology
2. Dr Monica Gupta, Asso. Dean, Academic Excellence & Accreditation, Coordinator, IQAC, PSMC
3. Dr Dinesh Kumar, Addl. Dean, UGME, Prof., Community Medicine
4. Dr Harsha Jani, Addl. Dean, PGME, Prof., Ophthalmology
5. Dr Praveen Singh, Professor, Anatomy
6. Dr Suman Singh, Professor, Microbiology
7. Dr Nirav Vaghela, Principal & Professor, K M Patel Inst. of Physiotherapy
8. Dr Tejal Gandhi, Principal, Anand Pharmacy College, Anand
9. Dr Barna Ganguly, Professor, Pharmacology
10. Dr Chirag Patel, Asst. Dean, Diagnostic Service, Professor, Microbiology
11. Dr. Mustafa F Ranapurwala, Director, IQAC – BU [Invitee]
12. Dr Minal Patel, Professor, Physiology [Invitee]

Following members of IQAC, PSMC remained absent with permission:

1. Dr Jyoti Mannari, Professor, General Medicine



PROCEEDINGS:

Dr Monica Gupta welcomed the members to the meeting.

Agenda: 26.01.04: To approve the minutes of meeting held on December 26, 2025.

Discussion:

The minutes of the meeting dated 26-12-2025 were circulated along with agenda of this meeting on 26-12-2025. There were no suggestions or comments.

Resolution:

The minutes of the meeting of IQAC, PSMC dated 26-12-2025 be and are hereby approved.

Agenda: 26.01.02: To review report of actions taken subsequent to the meeting dated December 26, 2025.

Discussion:

Dr Monica Gupta presented the report of actions taken subsequent to the meeting held on 26-12-2025.

The actions taken were reviewed by the members. They expressed satisfaction with the actions taken. Dr Monica emphasized that an action plan would be proposed to enhance utilization of GNUMS so that data collection processes are streamlined to the extent possible.

Resolution: An action plan to be proposed and worked upon to enhance the utilization of GNUMS.

Agenda: 26.01.03: To review data collection, verification and compilation for the academic year 2023 - 24 and 2024 - 25 [YTD].

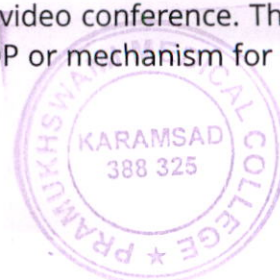
Discussion:

Data collection process for the previous academic years was discussed.

Dr. Barna Ganguly enquired about policy for consultancy, to which Dr. Mustafa conveyed that he would share the same.

Dr Monica Gupta presented Google form created for collection of research related data. Dr. Tejal Gandhi enquired about the maintaining evidence for data collection of the research carried out/completed. Dean positively responded that we do maintain proof of research.

Dr Gandhi informed that QCI takes student feedback through video conference. They choose students randomly. Dr. Tejal Gandhi asked whether there is SOP or mechanism for evaluation



of teaching-learning activities? Dr. Suman Singh replied that skill training is given to the students.

Dr Monica Gupta informed that since Dr Somashekhar Nimbalkar has left the IQAC needs to be reconstituted.

Dr Swapnil Agarwal said that the same ~~was~~ could be done and suggested membership based on NAAC criteria. Dr Gupta confirmed that earlier the membership was based on the NAAC criteria and members included faculty who were responsible for the different NAAC criteria.

Resolution:

1. Dr Mustafa to share policy regarding consultancy by end of March 2026.
2. Dean PSMC to revise constitution of IQAC PSMC by the end of March 2026.

Agenda: 26.01.04: Finalize the frequency of IQAC meetings in a year and discuss to criteria for monitoring.

Discussion:

Dr. Monica Gupta informed members that the meetings of IQAC are now being streamlined and positively will be conducted at least twice in a year.

There was a discussion on the agenda of the IQAC meeting and if a monitoring mechanism could be put into place so that data collection processes are streamlined and issues are discussed in advance, rather than wait for the AAA audit. Each of the members of the IQAC (who are selected based on the structure provided by NAAC) are engaged in different activities and could present a short report on the activities conducted. Likewise, any workshops which are conducted for Faculty Development to improve compliance could also be reported. Suggestions were sought from the attending members. Dr Swapnil said that we should be able to finalize a structure once the committee is reconstituted.

The next of meeting was declared as 26th August, 2026

Members agreed to the same.

Agenda: 26.01.05: Areas of concern for AAA internal audit.

Discussion:

Dr. Monica Gupta informed the members that one round of AAA internal audit had been completed in December. Since the audit occurred while the data was still being received by IQAC, compilation was pending. Since then the data has been collected, collated and compiled from different departments. The final audit by IQAC, BU for the academic year 2023-24 is

awaited. The AAA audit for 2024-25 is expected after March. The verification of data has been started. The challenges faced were pertaining to a few areas, which include value-added courses by departments, training on employability skills etc., and institutional development plan. Dr. Swapnil informed that a draft institutional development plan has been prepared. Providing career counselling to the students was also discussed. Dr. Dinesh said that placements and employability currently do not pose a challenge for medical students, as per current data 83% of the PGs are employed. Another challenge that is faced is regarding tracking students who have gone for higher studies or have started working. The mechanism that is planned to be put in place for the same was also discussed with the members.

Dr. Gandhi suggested that IQAC should follow-up with various committees for periodically for quality initiatives by them. She also enquired about Institutional Development Plan.

Dr. Monica Gupta raised the concern about the lack of documentation of feedback provided to students, pertaining to their internal assessment and also maintenance of record of students' attendance of the same. Dr. Dinesh Kumar replied that he will ask Ms. Ami to add internal assessment to the timetable for all the batches. In addition, it would be attempted to ensure that the feedback module of GNUMS application for Internal Assessment is utilized for all the years.

Implementation of POCO mapping in Journal/ Log books and blueprints had not been done and is currently underway. Only one department had done the blueprinting for all the assessments conducted and one department had done the blueprinting for the University exam in the year 2023-24. Dr. Monica Gupta also informed that the expectation was that blueprinting should also be done for practical exams and shared with students. Dr. Mustafa, Dr. Monica, Dr. Harsha and Dr Dinesh also discussed that NMC has prescribed the format of practical exam with details of exercises/cases for the summative assessment and that amounts to being a blue print.

Dr Tejal also suggested that the students need to be informed about the paper style for each exam, through a document, a verbal intimation at the beginning of the session is not enough. Dr. Dinesh informed that circulars have been released pertaining to the scheme of assessment and the pattern of Question Papers has been shared with the students on What's App UG Community for all the batches.

Dr Tejal Gandhi suggested that Quality initiatives could also include extra-curricular activities and inputs from different committees who can submit reports on the quality initiatives they have undertaken. The IQAC can then review these reports and provide constructive suggestions, helping the committees improve their performance in future activities. This is essentially the role of the IQAC, she emphasized.

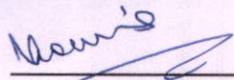
Dr. Monica added that minutes of meetings (MoMs) from various curriculum-related meetings are already being collected as part of this process.



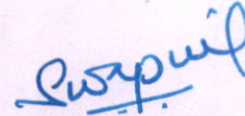
Resolution:

1. Institutional Development Plan to be finalised.
2. Curriculum committee to develop mechanism to align POCO mapping for all departments.
3. Inputs to be obtained from different committees, and discussed by members.
4. IQAC to explore the possibility of arranging a few sessions on employability skills for IIIrd MBBS students/Interns.

The meeting ended with a vote of thanks to the Chair.



Dr Monica Gupta
Coordinator, IQAC, PSMC
**Asso. Dean, Academic Excellence &
Accreditation**



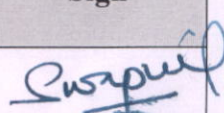
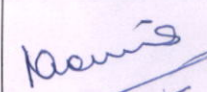
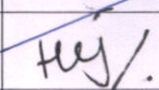
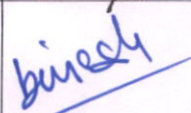
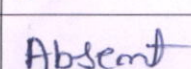
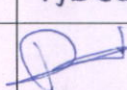
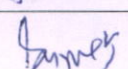
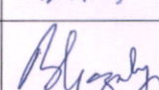
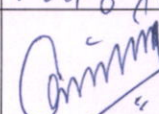
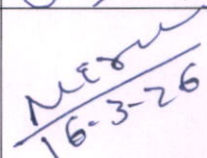
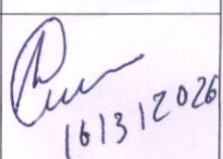
Dr. Swapnil S Agarwal
Chairperson, IQAC, PSMC
Dean
Pramukhswami Medical College

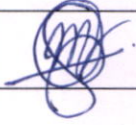


INTERNAL QUALITY ASSURANCE CELL - PSMC

Attendance Sheet

Program / Event:	Meeting of IQAC (PSMC)
Date: 16-03-2026	Venue: College Council Hall, PSMC
Time: 11:30 AM Onwards	Email: iqacpsmc@bhaikakauniv.edu.in

Sr. No.	Name	Designation & Department	Role	Sign
1	Dr Swapnil Agarwal	Dean	Chairperson, IQAC PSMC	
2	Dr Monica Gupta	Asso. Dean, Academic Excellence & Accreditation Professor, Pathology	Coordinator, IQAC PSMC	
3	Dr Harsha Jani	Addl. Dean, PGME Professor, Ophthalmology	Member	
4	Dr Dinesh Kumar	Addl. Dean, UGME & Academic Administration Professor, Community Medicine	Member	
6	Dr Jyoti Mannari	Professor, General Medicine	Member	
7	Dr Praveen Singh	Professor, Anatomy	Member	
8	Dr Suman Singh	Professor, Microbiology	Member	
9	Dr Barna Ganguly	Professor, Pharmacology	Member	
10	Dr Chirag Patel	Professor, Microbiology	Member (Senior Administrative Official)	
11	Dr Nirav Vaghela	Principal, K M Patel Inst. of Physiotherapy, Karamsad	External Expert on Quality Management/ Industry/ Local Community	
12	Dr Tejal Gandhi	Principal, Anand Pharmacy College, Anand	External Expert on Quality Management/ Industry/ Local Community	

13	Dr. Mustafa	Director, IQAC, BU	Member. Invitee.	
14	Dr. Tejendra			
15	Dr. Minal Patel	Professor & Head, Physiology	Invitee	
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