

Shri Shivaji Education Society, Amravati's

डॉ. पंजाबराव उपाख्य भाऊसाहेब देशमुख स्मृती वैद्यकीय महाविद्यालय, अमरावती.

**Dr. Panjabrao Alias Bhausaheb Deshmukh Memorial Medical College**

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NABH Certified. PEH-2021-1399

Dr. M. W. Jagtap  
Coordinator

**NAAC STEERING COMMITTEE**

Dr. A. T. Deshmukh  
Dean

Out. No. PDMMC/NAAC/134/2022

Date: -25/07/2022

### Minutes of Meeting- Criteria I

First online serial meeting of Criteria I Chairperson and members with Administrative Audit Administration (AAA) Advisor- Dr. Shubhangi was held on 06/07/2022 at 12:00 noon onwards.

Following members were present in the meeting:-

Dr. P. R. Somwanshi	Director Dr. P. D. M. M. C.
Dr. M. W. Jagtap	NAAC Co-Ordinator
Dr. K. A. Bansod	Chairperson Criteria I
Dr. S. S. Rawlani	Member Criteria I
Dr. R. R. Khorgade	Member Criteria I
Dr. M. K. Deotale	Member Criteria I
Dr. R. S. Singh	Member Criteria I
Dr. A. S. Sande	Member Criteria I

Following points were discussed in the meeting:-

Direct one to one interaction was held between the chairperson (& committee members) and the AAA Advisor online. Every metric was discussed at length and feedback from both sides was exchanged. The AAA Advisor was shown/ shared the homework and preparations in soft copy done by the committee. Available documents were also shared with the Advisor.

Advisor instructed the committee to get genuine documents from Dean's office duly scanned at source of generation of documents and duly signed/certified by Head of Institute (HOI).

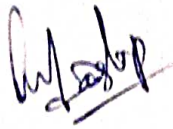
Following specific instructions were given by Advisor:-

- 1) Programme outcome (PO) and Course outcome (CO) are to be described. Refer MUHS Curriculum/ Syllabus and NMC Curriculum. Study SSR of a) NKP Salve Institute of Medical Sciences and b) Ramaiah Medical College for details.
- 2) Every committee should have its own Standard Operating Procedure (SOP) for working.
- 3) Scanned documents are not clearly legible. Rescan original documents and then show to AAA Advisor in next online meeting.
- 4) Prepare Google Forms for feedback. Prepare feedback analysis and put up before College Council.
- 5) Prepare stakeholders feedback report to be exhibited under NAAC Tab of college website.

The chairperson and members asked their questions, doubts and received satisfactory answers from Dr. Jedhe-Mhaske. It was stressed by Dr. Jedhe-Mhaske that, few metrics will require revision and screening by Advisor. She also instructed the committee to prepare the data/documents by her and have another meeting online to see the correctness of documents.

Committee Chairperson and metric In-Charge were given specific instructions by the Advisor and were noted by respective metric In-Charge and Chairperson.

The meeting ended with vote of thanks by NAAC Co-Ordinator.



NAAC Co-Ordinator

**Co-ordinator NAAC**  
**Dr. P.D.M.M.C., Amravati**



DEAN

Copy To: - 1) Hon'ble Director- Dr. P. D. M. M. C.

2) Hon'ble Dean -Dr. P. D. M. M. C.

3) Dr. K. A. Bansod – NAAC Criteria I Chairperson - Through Mail/ Whatsapp/ Official Groups.

4) PDMC Google Group, CC Whatsapp Group, MUHS Part II 80/21- NAAC Committee Whatsapp Group, all other official online groups.