



DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES

(Declared as Deemed to be University under Section 3 of UGC Act, 1956)

Conferred 'A' Grade Status by HRD Ministry, Govt. of India

Re-accredited by NAAC (3rd Cycle) with 'A+' Grade (Score 3.53 on 4 Point Scale)

Sawangi (Meghe), Wardha



Internal Quality Assurance Cell

Quarterly Meeting 18.06.2018

Agenda Paper



INTERNAL QUALITY ASSURANCE CELL MEETING

Scheduled on Monday, 18/06/18 at 10.30

Item No.	Item to be discussed
1	To confirm the minutes of the last IQAC Meeting <u>2nd February 2018</u> held at IQAC Office of DMIMS (DU) Sawnagi (Meghe), Wardha.
2	To approve the 'Action Taken Report' of the last IQAC Meeting <u>2nd February 2018</u> held at IQAC Office of DMIMS (DU), Sawnagi (Meghe) Wardha.
3	To Review the status of the Prospective Developmental Plan 2013-2017
4	To deliberate on vision 2025 – yearly split targets of quantitative parameters from the year 2017-18 to 2024-25.
5	To Deliberate on the revised Citizen Charter of the DMIMS Deemed to be University
6	To deliberate on Revised website update Policy
7	To deliberate on University's Publicity And Competitive-Marketing Policy
8	Any other matter with the permission of the Chair

Agenda Item No 1:

To confirm the minutes of the last IQAC Meeting 17th February 2018 held at IQAC Office of DMIMS (DU) Sawangi (Meghe), Wardha.

MINUTES OF MEETING OF IQAC HELD ON 17.02.2018 at 2.30 p.m.

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Datta Meghe Institute of Medical Sciences (Deemed University), held on 17.02.2018 at 2.30 pm **held at IQAC Office of DMIMS (DU), Sawangi (Meghe), Wardha.**

The following members of the IQAC & Invitees attended the meeting:

The following members & Invitees attended the meeting:

Sn	Name of Member	Designation
1	Dr. Rajiv Borle <i>Hon'ble Vice-Chancellor, DMIMS (DU)</i>	Chairman
2	Dr. (Mrs.) Neelam V. Mishra <i>Hon'ble Pro Vice-Chancellor, DMIMS (DU)</i>	Chairman, IDP Committee
3	Dr. A. J. Anjankar <i>Hon'ble Registrar, DMIMS (DU)</i>	Member
4	Dr. Lalitbhushan Waghmare <i>Director, IQAC, DMIMS (DU)</i>	Member Secretary
5	Dr. Sandeep Shrivastava <i>CEO, AVBRH</i>	Member
6	Dr. Sunita Vagha <i>Director, SHPE/R, DMIMS (DU)</i>	Member
7	Dr. Zahir Quazi <i>Director, Research & Development, DMIMS (DU)</i>	Member
8	Dr. Abhay Gaidhane <i>Director, School for Epidemiology & Public Health, DMIMS (DU)</i>	Member
9	Dr. Priti Desai <i>Dean Academics, Faculty of Ayurveda, DMIMS (DU)</i>	Member
10	Dr. Pradnya Nikhade <i>Dean Academics, Faculty of Dentistry, DMIMS (DU)</i>	Member
11	Dr. Abhishek Joshi <i>Assistant Professor, Department of Community Medicine, JNMC</i>	Member

The meeting was conducted under the Chairmanship of Dr. (Mrs.) Neelam V. Mishra, Hon'ble Pro Vice-Chancellor, DMIMS (DU). At the outset, the Hon'ble Chairman, welcomed the members and the invitees of the IQAC and called the meeting to order.

Dr. Minal Chaudhari, Director, Examinations, DMIMS (DU), Dr Adarshlata Singh, Dean

Academics, Faculty of Medicine and Dr Abhay Mudey Dean JNMC conveyed their inability to attend the meeting; accordingly leave of absence was granted to them.

As per the Agenda following items were discussed:

Item No. 1:

To present and overview the draft document of Institutional Development Plan for next seven years – 'VISION 2025'.

The draft document of Institutional Development Plan for next seven years i.e. from Academic year 2017-18 to 2024-25 titled as 'VISION-2025' was presented by Director, IQAC, DMIMS (DU). He introduced the document and stated the importance of the same in context of Institutional Development for next seven years. As well as he elaborated the directional guidelines, Four Keystone of 'VISION-2025', Strategic Framework 2017-2025 and Operational Plan for 2017-25 which is the integral part of this document.

Director, IQAC, DMIMS (DU) also briefed that, this is a draft document only and have the scope of suggestions in terms of terminology/vocabulary, scope of expansion in particular operational area, target setting for Quantitative Indicators and etc. In this regard, the chair informed all the members to suggest the changes/additions/modification, if any in the next meeting which will be held tentatively before 15/03/2018.

Item No. 2:

Assigning the responsibilities in context of Quantitative Indicators of PDP based on strategy 2012-17.

The Chair assigned certain responsibilities to the expert committee members on the basis of their expertise in the subject concerned and other directors of the various cells/sections/departments in context of Quantitative Indicators of PDP which is most integral and operative part of the documents. The chair also suggested to present an action plan with periodic targets, suggestions, and futuristic road map to the next meeting i.e. before 15/03/2018.

ITEM NO. 3:**Follow up of Student Interaction Meeting Points:**

Regarding Student Interaction Meeting Points the suggestion by the Chair are as follows -

Regarding Maintenance Issues:

Meeting on maintenance issues to be conducted by Architect, DMIMS (DU) with Hon'ble Vrindatai Meghe and necessary action to be taken on observations.

Regarding Academic Issues (UG/PG):

It is informed to all Hol's to take appropriate actions/decisions in view of academic issues of UG and PG Students and implement the same. Appropriate student batch size to be planned.

Regarding Teaching staff Issues in MGAC&RC:

Regarding requirement of experienced teaching staff in the Department of Shalakyatantra, MGAC&RC, to be advertised. Specialist/consultant in faculty of Shalyatantra/Kaumarbhritya to be called from Nagpur/Amravati. The Chair suggested to start the evening clinics at MGAC&RC.

Regarding Laboratory Reports Signing Issue:

The chair suggested that samples to be sent at AVBRH or a teaching faculty from Department of Pathology, JNMC to be sent to MGAC&RC for two hours daily on rotation basis or retired MD (Pathology) to be searched from Wardha.

Regarding PG Log Books, it was noted that soft copy of the PG Log Books to be given to students and printout to be taken by the students.

Regarding SRMMCON:

Posting of teachers and students is mandatory in AVBRH and desired work should be taught to the student while posting and monitoring system for the same should be developed and implemented.

ITEM NO. 4:**Follow up of Comprehensive Academic Calendar:**

As suggested by Hon'ble Shri. Sagarji Meghe, in the last Monthly Meeting of IQA Cell, to take the advice of Hon'ble Pro Chancellor, DMIMS (DU) regarding Weekly Admin Review Meeting. Director, IQAC conveyed the message of Hon'ble Pro Chancellor, DMIMS (DU) to the Chair and the Chair decided that the same meeting will be held on fortnightly basis at DMIMS (DU), University Office, Sawangi (Meghe), Wardha.

The Chair observed that number of the activities which are planned in Comprehensive Academic Calendar 2017-18 but not held as per planned schedule. The Chair instructed to issue a letter to the concerned person duly signed by Hon'ble Pro Chancellor, DMIMS (DU) routed through Vice Chancellor, DMIMS (DU), Pro Vice Chancellor, DMIMS (DU), Registrar, DMIMS (DU) and henceforth to be held as per planned.

ITEM NO. 5:**Follow up of Statutory Calendar:****Regarding Faculty Real-time, Bio-metric Attendance System**

The Chair took the review and expressed his concern about Faculty Real-time, Bio-metric Attendance System i.e. already established in JNMC and MGAC. The chair suggested to start the same system in SPDC and monitor faculty attendance likewise JNMC.

Regarding NABH Assessment Planned in SPDC:

Director, IQAC, DMIMS (DU) briefed about the activities which was held in last month in view of forth planned NABH Assessment in SPDC. Regarding the same a meeting was organized with the NABH Team, SPDC under the chairmanship of Dr. Sandeep Shrivastava, CEO, AVBRH. The Chair accordingly suggested to prepare an action plan as per NABH criteria with the existing infrastructure along with gap analysis in view of implementation of the process.

Regarding compliances on NABH Assessment in MGAC:

Regarding the status of NABH Assessment held in MGAC, Director, IQAC, DMIMS (DU) briefed that NABH Co-ordinator, MGAC shall complied the issues reflected by NABH only after the receiving certificate by Pollution Board. The Chair take the review of the same issue and informed to take the day to day follow up to obtain the Pollution Board Certificate and submit the compliance report within stipulated time.

The Chair informed to submit the proposal in Academic Council to increase the intake capacity of BAMS Course from 60 to 100 Seats.

Regarding Continuation of Affiliation in SRMMCON:

The Director, IQAC briefed that the website of Indian Nursing Council, (INC) is not working properly and because of the same reason the process of the continuous affiliation is stayed in SRMMCON. The Chair suggested to submit an official letter addressed to INC, Delhi authority regarding the same issue and the copy of the same letter to be forwarded to Shri. Raviji Meghe, for follow up at Delhi level.

Regarding OTPT inspection and Student Admission Process in RNPC:

As forthcoming OTPT Assessment is scheduled in June, 2018, the Chair advised to start planning for the same. As discussed earlier, the Chair informed to apply for increase intake of B.PTh Course from 50 to 60 seats; also advised to start new PG Programmes without appointing new staff.

As per the UGC circular, 20% Foreign UG/PG Students can be admitted over and above intake, the Chair inform to plan admission strategy to work out the same.

Principal, RNPC shown the concern about less space, less class rooms and laboratory requirements in RNPC. The Chair suggested to Hon'ble, Vice Chancellor, DMIMS (DU) to take round along with Principal, RNPC and Architect, DMIMS (DU) and work out minimum essential requirement and submit plan for the same to include in budget.

It is instructed to find out the financial viability/feasibility for Naturopathy Proposal. Further

status for the same to be updated in the next Monthly meeting of IQA Cell.

ITEM NO. 6:

Review of Courses other than regulated by the Statutory Councils:

(Fellowships/ EWL/ Distance Learning / Allied Courses)

As discussed in earlier meeting the chair informed to submit the proposal to link the Earn-While-Learn (EWL) Courses under the Pradhanmantri Kaushal Vikas Yojana in association with ADCC Academy.

The chair also suggested that,

EWL courses should be continued and meagre under the Allied Courses and Director, Allied Courses, DMIMS (DU) will be responsible for the same.

The Distance Learning Courses like. MHA&M & M.Sc. in Health Programme should be started for next Academic Year i.e. 2018-19. Submit the proposal for the same.

Director, Allied courses have been submitted six year Development Plan for the Unit of Distance Learning Courses. It will be reviewed in the next monthly meeting of IQA Cell, for addition/deletion/ new courses, if any.

ITEM NO. 6:

Review of New Courses/ Programs Planned:

The chair informed that Fellowship courses which are newly planned to launch to be approved from Academic Council. The Fellowship Courses are as follows:

- | | |
|--|--------------------------------|
| 1) Fellowship in Dermatology, | JNMC (Dermatology Department) |
| 2) Fellowship in Infection Control Diseases, | JNMC (Microbiology Department) |
| 3) Fellowship in Clinical Embryology | JNMC (Anatomy Department) |
| 4) Fellowship in Clinical Nutrition | JNMC (Biochemistry Department) |
| 5) Fellowship in Occupational Health Nursing, | SRMMCON, (CHN Department) |
| 6) Fellowship in Physiotherapy Spine and Rehabilitation, | RNPC |

ITEM NO. 6:

Any other matter with the permission of chair:

As there were no any other matter, the meeting concluded with the vote of thanks by the chairman.

Agenda Item No 2:

To approve the 'Action Taken Report' of the last IQAC Meeting 17th February 2018 held at IQAC Office of DMIMS (DU), Sawnagi (Meghe) Wardha.

Sn	Actionable Point	Person Responsible	Action Taken
1	Operational Plan 2017-2025, 'VISION-2025' – Quantitative Indicators – to be splitted Department wise.	Director, IQAC	Complied to be presented as Agenda Item No 4
2	Sandwich / Bridge Courses launched by GOI – suggested by Hon'ble Pro Chancellor, DMIMS (DU) to be studied and proposed.	Director, IQAC	As per discussion with Hon Ved Sir following Courses were shortlisted: For MBBS/ BAMS <ul style="list-style-type: none">• 6 months certificate course in diabetes• 6 months certificate course in Blood Pressure Management• 6 months Certificate Course in HIV/AIDS• 6 months certificate course in Chronic Renal Diseases• 6 months certificate course Clinical Research Methods for DNB For BDS <ul style="list-style-type: none">• 6 months Certificate Course in Tobacco Control• 6 months Certificate Course in Oral Cancer Management For all Health Professionals <ul style="list-style-type: none">• Research Methodology• Epidemiology• Effective Grant Writing• Mental Health and Dementia Care givers Course - nursing• Health Economics Healthcare financing and Policy Further working is planned on the lines of PHFI Courses; to be launched from January 2019.
3	Points regarding Students Interaction Meeting: <ul style="list-style-type: none">• Meeting on maintenance issues to be conducted by Architect, DMIMS (DU) with Hon'ble Smt. Vrindatai Meghe and necessary action to be taken on observations.• Academic issues UG / PG (Institution wise) –	Architect, DMIMS (DU) All HoI,	Meeting was conducted. Hostel maintenance work is in process as per priority basis. Complied

decisions taken to be implemented.

- **JNMC:** Appropriate batch size of students to be planned.
- **SPDC:** Subsidized charges for treatment as suggested by the students – proposal to be submitted.

DMIMS (DU)

Dean, JNMC

Instructions were given to all HODs to keep clinical teaching groups of 20 to 25 students

However, in departments where more than 2 batches are posted simultaneously, students may be grouped in 35 to 40 students

Dean, SPDC

Dept Code	Description	OPD rates Revised for UG Students	Present rates
CDT	Composite light cure(UG students)	300	400
CDT	Miracle mix (UG students)	200	300
CDT	GIC (UG students)	200	300
CDT	Silver Filling (UG students)	200	300
PRO	Complete Denture (UG students)	900	1000
PRO	RPD(single tooth) (Acrylic) (UG students)	200	200
PRO	RPD(Additional tooth)(Acrylic)(UG students)	50	50
OSG	Single tooth extraction(UG student)	20	40

- **MGAC:** Requirement of experienced teaching staff in Department of Shalakyatantra, MGAC - Advertisement to be published. Specialist/ Consultant in faculty of Shalyatantra / Kaumarbhrutya from Nagpur / Amravati to be called.

Dean, MGAC

Advertisement published in university website. We are searching specialist/ consultant in faculty of Shalakyatantra. For Kaumarabhritya not required.

- **MGAC:** Evening Clinics to be started.

Dean, MGAC

Adequate clinical material available in MGACH&RC so evening clinics are not started.

- **MGAC:** Lab reports signing issue – Samples to be sent at AVBRH or teacher (MD Pathology) / MBBS

Dean, JNMC/MGAC

As Dean, JNMC & HOD Pathology, deputed pathologist from 15-3-18 on monthly rotation basis.

with 3 years' experience teacher to be sent to MGAC for 2 hours daily on rotation basis or retired MD Pathology to be searched from Wardha.

- PG log books – soft copies to be given to student – printout to be taken by the students.
- **Nursing:** Mandatory posting of teachers & students in AVBRH + desired work should be taught to the student while posting – monitoring system should be implemented.

All HoI,
DMIMS (DU)

Principal,
SRMMCON

JNMC:Printed Log books issued to PG students.

SPDC: Will be implemented from AY 2018-19.

MGAC: Printed Log books issued to PG students.

RNPC: Softcopies of Log Book has been issued to PGs.

Complied

Teachers and students are posted in AVBRH and monitoring system is implemented.

4 JNMC: Activities not held - Regional level CME on Retina / Workshop on Clinical Neurophysiology / Workshop for PGs in Psychiatry / CME on Pulmonology and Ped. Cardiology - letter to be issued to be signed by Dr. Ved Sir to V.C., Pro V.C., Registrar and concerned persons for the activities planned but not held & henceforth to be held as planned.

Dean, JNMC

All said activities are held in February and March 2018 Month.

5 **SPDC:** NABH planning – meeting already conducted by Dr. Sandeep Sir regarding preparation and planning of NABH. Accordingly, action plan should be prepared as per NABH criterias with the existing infrastructure along with gap analysis in view of implementation of the process.

NABH Co-ordinator,
SPDC/Dean,
SPDC

Sn	Task	Target	Current status	Person responsible
1	Preparation of Apex manual	30 th June 2018	Rough draft of Apex manual is prepared. Will be submitted to Dr.	Dr. S M Baliga, Dr. Manoj Chandak, Dr. Seema Sathe, Dr. Vidya Baliga, Dr.

						Ghewade sir before 15 th June.	Shravni Deolia, Dr. Swapnil Mohod, Dr. Rizwan Gilani, Mrs. Pooja Vyas
			2	Gap Analysis in the existing policies	15 th July 2018		Dr. S M Baliga Dr. Manoj Chandak Dr. Seema Sathe Dr. Swapnil Mohod Mrs. Pooja Vyas
			3	Action Plan for filling the gaps	31st July 2018		
			4	Implementation of the new policies	1 st week of August		
6	BAMS: Increase student intake from 60 to 100 Seats – to be approved from Academic council and to be processed.	Dean, MGAC	Proposal for the same will be submit in the next Academic Council Meeting in June 2018.				
7	RNPC: • OTPT inspection due in June, 2018 – preparations to be done.	Principal, RNPC	As per the direction of Hon'ble Vice Chancellor, application for the renewal of MSOTPC Recognition will be made by the last week of April, 2018. Principal RNPC had discussion with Hon'ble VC sir & Registrar sir for inspection of MSOTPT council. Preparation are in progress, working on gap analysis, gap is identified will apply shortly at the end of May or first week of June				

	<ul style="list-style-type: none"> • As discussed, to be applied for increase in student intake from 50 to 60 seats. PG programs to be increased as per the availability of teachers. • As per the circular from UGC - 20% foreign UG / PG students can be admitted, over and above intake - admission strategy to be worked out. • Regarding less space, more class rooms / labs required - round to be taken by Hon'ble Vice Chancellor, DMIMS (DU) with the Principal, RNPC and Architect, DMIMS (DU) to work out minimum essential requirement & to submit plan for inclusion in budget. 		<p>because date of validity is till 31st July 2018.</p> <p>It has been decided to increase the intake capacity of UG Course (B.P.Th.) from 50 to 60 seats and for PG Course (M.P.Th.) 4 seats, 1 in each specialty.</p> <p>Planning for NRI/FN Students admission is under process with the concerned authorities. To increase intake capacity of UG/PG students there were concerned about the infrastructure, classroom, space and equipments.</p> <p>Planning for NRI/FN Students admission is under process with the concerned authorities.</p> <p>Need to update on website about the admission of NRI/FN students. It is under process.</p>
8	<p>New Courses Planned - Fellowship in Dermatology, Infection Control Diseases, Clinical Embryology, Clinical Nutrition, Physiotherapy - to be approved from Academic Council. Fellowship in Occupational Health Nursing - syllabus to be prepared and to be approved from Academic Council.</p>	<p>Director, School of Advance Studies.</p>	<p>Complied</p>

Agenda Item No 3:

To Review the status of the Prospective Developmental Plan 2013-2017

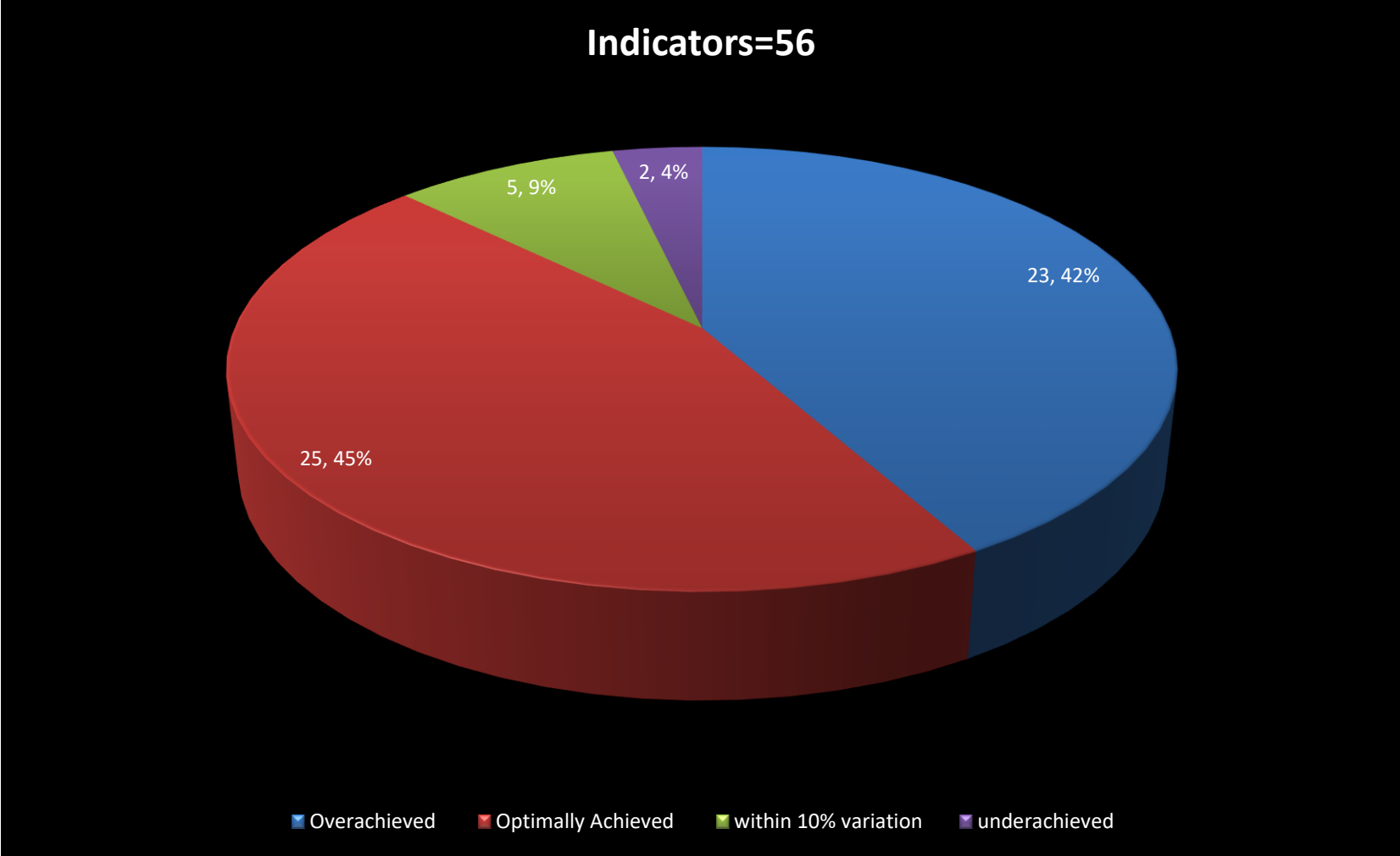
Status of Prospective Development Plan: (As submitted to NAAC in 2013)

Sn	Quantitative Indicators of PDP based on Strategy 2012-17	Minimum Expected at 2017-18	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Cummulative status of Completion of PDP 12-13 to 17-18
1	Syllabi Revision	twice	UG	PG	Other	UG	PG	Others	Complied UG And PG Syllabi Revised Twice 3 years cycle is followed scrupulously
2	Teachers with PhD Qualification	20%	5	14	25	43	54	77	Purely PhD = 58 15.14%
3	Student Computer Ratio	1:40	1:50	1:50	1:50	1:40	1:40	1:40	Achieved
4	The number of departments with UGC/SAP/CAS/DST/FIST etc, in university	15-18	2	3-4	5-6	8-10	10-12	15-18	19
5	No. of Post Doctoral Fellows/ Research associates working a) Locals b) outsiders	>50	28	39	43	45	50	55-60	103
6	Total Ongoing Research Projects	500	275	300	350	375	425	500	589
7	International Collaborative research Projects	20	5	7	10	14	17	20	38
8	No. of completed research projects/per teacher (Funded by National/International Agencies)	383							ICMR STS =74 Funded International/ National Projects Minor =138 Major Research Projects =27 239

9	National recognitions for faculty Teaching/Research/Consultancy/Extension (Reputed/recognised bodies)	200	50	75	100	135	170	200	674
10	No. of Patents filed	50	5	10	20	30	40	50	Patents Filed = 47 Copyrights Received =118
11	PHD Registrations per supervisor	3-4	1	1.5	2	2.5	3	3.5	1:2
12	Revenue generated from consultancy per year	50 lacs/per year	10	15	50	65	80	100	546 lacs
13	Number of MoUs with International recognized bodies	40	15	20	25	30	35	40	48
14	Publications per faculty Total number of publications of the university...	2500	348	460	471	501	524	546	2874
15	Percentage of papers published in journals listed in well known international databases	1250	174	230	236	251	262	273	1815
16	Number of papers with more than 10 citations	25	10	12	15	18	21	25	93
17	Number of book titles per student (in the central library) excluding book bank	>100	25-30	35-40	40-50	55-75	65-85	85-100	103
18	Percentage of annual allocation for library spent on purchase of journals (national & international) and other library resources	>20%	15%	15%	18%	20%	20%	25%	>25% yearly average

	development of university in lakhs		annum	annum	annum	annum	annum	annum	
51	Percentage of Female Students	> 50%	> 50%	> 50%	> 50%	> 50%	> 50%	> 50%	64%
52	Programme for professional development of staff per year	7 per year	7 per year	7 per year	7 per year	7 per year	7 per year	7 per year	10 per year
53	Projection of successful innovative practices	7	2	2	3	4	5	7	10
54	National Level Sports competition	Once in two years		1		1		1	4
55	National level Cultural competition	1 per year	1	1	1	1	1	1	5
56	ICT Incorporations		Wi fi Campus	Exam / Store Software	Online Paper setting	Simulation labs	ERP Software	Paperless admin	All achieved

Summary of the Accomplishment:



Agenda Item No 4:

To deliberate on vision 2025 – yearly split targets of quantitative parameters from the year 2017-18 to 2024-25.:

Operational Plan 2017-2025 – Quantitative Indicators

Sn	Quantitative Indicators of PDP based on Strategy 2017-25	Responsible Person for overall Development	Minimum Expected at 2024-25	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
1	Syllabi Revision	Dr. Mrs. Sunita Vagha, Director, SHPER, DMIMS (DU)	Thrice	UG	PG + Fellowship	Ayurveda	UG + R	PG + Fellowship	Ayurveda	UG + R
2	Teachers with PhD Qualification	Hon'ble Dr. Nilam Mishra, Pro Vice Chancellor, DMIMS (DU)	75	44	49	53	58	63	69	75
3	Student Computer Ratio	Hon'ble Dr. Rajiv Borle, Vice Chancellor, DMIMS (DU)	1:30	1:40	1:40	1:40	1:30	1:30	1:30	1:30
4	The Number of Departments with UGC/SAP/CAS/DST/FIST etc, in university	Dr. V. K. Deshpande, Convener, Centre of Excellence	22-25	15-18	18-20	18-20	20-22	20-22	22-25	22-25
5	No. of Post-Doctoral Fellows/ Research Associates working a) Locals b) outsiders	Dr. Minal Chaudhari, CoE, DMIMS (DU)	>90	60	65	70	75	80	85	90
6	Total Ongoing Research Projects	Dr. Abhay Gaidhane, Convener Centre for Epidemiology	625	470	500	520	545	575	600	625
7	International Collaborative Research Projects	Dr. Abhay Gaidhane, Convener Centre for Epidemiology	40	22	25	28	30	32	36	40
8	No. of completed Research Projects/Per Teacher (Funded by National/ International Agencies)	Dr. Abhay Gaidhane, Convener Centre for Epidemiology	150	85	96	106	117	128	139	150

9	National Recognitions for Faculty for Teaching/Research/ Consultancy/ Extension (Reputed/recognized bodies)	All Dean Academics, DMIMS (DU)	300	215	230	245	260	275	290	300
10	No. of Patents Filed	Dr. AbhayGaidhane, Convener Centre for Epidemiology	100	55	65	70	85	90	95	100
11	PHD Registrations per Supervisor	Dr. MinalChaudhari, CoE, DMIMS (DU)	3	1	1-1.5	1.5-2	2-2.5	2.5-3	3	3
12	Revenue Generated from Consultancy per year	Dr. ZahirQuazi, Director, R&D, DMIMS (DU)	100lacs/per year	50	58	67	74	83	91	100
13	Number of MoUs with International Recognized Bodies	Dr. ZahirQuazi, Director, R&D, DMIMS (DU)	100	44	53	62	72	81	90	100
14	Publications per faculty Total number of publications of the university.	Dr. ZahirQuazi, Director, R&D, DMIMS (DU)	3500	550	560	572	587	600	615	630
15	Percentage of Papers Published in Journals listed in well-known International Databases	Dr. ZahirQuazi, Director, R&D, DMIMS (DU)	2200	270	570	896	1222	1548	1874	2200
16	Number of Papers with More than 10 Citations	Dr. ZahirQuazi, Director, R&D, DMIMS (DU)	100	27	39	51	63	75	87	100
17	Number of Book Titles per Student (in the Central Library) excluding Book Bank	Dr. ZahirQuazi, Director, R&D, DMIMS (DU)	>150	100-110	110-115	115-120	120-130	130-135	135-145	145-150
18	Percentage of Annual Allocation for Library spent on purchase of Journals (National & International) and other Library Resources (CDs, Cassettes, etc.)	Hon'ble Dr. Rajiv Borle, Vice Chancellor, DMIMS (DU)	>20%	>20%	>20%	>20%	>20%	>20%	>20%	>20%
19	No. of National/International Conferences /Workshops organized per year	Dr. Mrs. SunitaVagha, Director, SHPER, DMIMS (DU)	25 National 10 International	3+1	3+1	3+1	4+1	4+2	4+2	4+2
20	Student Performance	Dr.	65%	25-31%	31-36%	36-42%	42-48%	48-53%	53-59%	59-65%

30	Percentage of faculty availing international fellowship for advanced studies	Dr. Lalitbhusan Waghmare Director, IQAC, DMIMS (DU)	30%	20-22%	22-25%	22-25%	25-28%	25-28%	28-30%	28-30%
31	e-learning resources from National Programmed Teaching Enhanced Learning (NPTEL) Digital library retrieval	Dr. Lalitbhusan Waghmare Director, IQAC, DMIMS (DU)	10 online resources	1 new	1 new	1 new	1 new	1 new	1 new	1 new
32	Percentage of annual budget allocated for augmentation of infrastructure facilities (average of last 3 years)	Hon'ble Dr. Rajiv Borle, Vice Chancellor, DMIMS (DU)	>15% On Annual Basis	>15% On Annual Basis	>15% On Annual Basis	>15% On Annual Basis	>15% On Annual Basis	>15% On Annual Basis	>15% On Annual Basis	>15% On Annual Basis
33	Total number of classrooms, seminar halls with LCD/OHP etc.	Hon'ble Dr. Rajiv Borle, Vice Chancellor, DMIMS (DU)	100%	100%	100%	100%	100%	100%	100%	100%
34	Declaration of results within	Dr. Minal Chaudhari, CoE, DMIMS (DU)	15 Days	15 Days	15 Days	15 Days	15 Days	15 Days	15 Days	15 Days
35	Percentage of student progression to higher education	Dr. Arti Panchabhai Convener Placement Cell	>90%	85-90%	85-90%	85-90%	85-90%	85-90%	85-90%	85-90%
36	Average pass percentage of students	Dr. Arti Panchabhai Convener Placement Cell	>90%	85-90%	85-90%	85-90%	>90%	>90%	>90%	>90%
37	Student Placement percentage average per year	Dr. Arti Panchabhai Convener Placement Cell	<2%	<2%	<2%	<2%	<2%	<2%	<2%	<2%
38	Average drop-out percentage of students									
39	Unit cost of Education (excluding salary)	Dr. Lalitbhusan Waghmare Director, IQAC, DMIMS (DU)	>Rs. 50,000	>Rs. 50,000	>Rs. 50,000	>Rs. 50,000	>Rs. 50,000	>Rs. 50,000	>Rs. 50,000	>Rs. 50,000
40	Percentage of teachers from other states	Dr. A J Anjankar, Registrar DMIMS (DU)	>10%	>10%	>10%	>10%	>10%	>10%	>10%	>10%
41	No. of differently abled persons on roll: Teaching / Non-Teaching / Students	Dr. A J Anjankar, Registrar DMIMS (DU)	>2%	1-2%	1-2%	1-2%	1-2%	1-2%	1-2%	1-2%
42	Percentage representation of staff (teaching/ nonteaching) in decision making bodies	Dr. A J Anjankar, Registrar DMIMS (DU)	>20%	>20%	>20%	>20%	>20%	>20%	>20%	>20%
43	Donations received for institution of	Hon'ble Dr. Rajiv Borle,	Total 7	1 chair	2 E	1 chair	2 E	2 E	1 chair	2 E

	Chairs, endowments, seminars, and lecture series in crores of INR in last 5 years.	Vice Chancellor, DMIMS (DU)	chairs+ 10 Endowments							
44	Contribution of Alumni/parents for development of university in lakhs	Mr. Brijesh Lohiya, Finance Officer, DMIMS (DU)	20-25 lacs per annum	20-25 lacs per annum	20-25 lacs per annum	20-25 lacs per annum	20-25 lacs per annum	20-25 lacs per annum	20-25 lacs per annum	20-25 lacs per annum
45	Percentage of Female Students	Dr. A. J. Anjankar, Registrar DMIMS (DU)	> 50%	> 50%	> 50%	> 50%	> 50%	> 50%	> 50%	> 50%
46	Programme for professional development of staff per year	Mr. Ajay Punwatkar, Hr Officer, DMIMS (DU)	7 per year	7 per year	7 per year	7 per year	7 per year	7 per year	7 per year	7 per year
47	Projection of successful innovative practices	Dr. Lalitbhusan Waghmare, Director, IQAC, DMIMS (DU)	21	9	11	13	15	17	19	21
48	National Level Sports competition	Dr. Sourya Achary, Professor, Department of Medicine, JNMC	Once in two years		1		1		1	
49	National level Cultural competition	Dr. Samarth Shukla, Professor, Department of Pathology, JNMC	1 per year	1	1	1	1	1	1	1
50	ICT Incorporations	Dr. S. Baliga, Vice Dean SPDC	1 addition per year	Digitization of university archives and records	Online Paper Valuation	Virtual Learning	M learning Apps	Student electronic portfolios	VR OT stations	Robotic Surgeries

Publication Target - 2018

Sn	Department	Faculties	Target 2017	Target 2018
1	Anatomy	12	13	18
2	Physiology	11	19	18
3	Biochemistry	7	12	11
4	Pathology	14	25	22
5	Pharmacology	8	11	12
6	FMT	4	6	6
7	Microbiology	9	14	14
8	PSM	14	26	22
9	Ophthalmology	9	14	11
10	ENT	4	12	6
11	OBGY	18	25	27
12	Medicine	32	37	48
13	Pediatrics	14	20	21
14	Radiology	12	20	14
15	Dermatology	6	6	7
16	Psychiatry	4	12	5
17	Pulmonary Medicine	7	10	8
18	Surgery	28	32	42
19	Ortho	19	24	29
20	Anesthesia	14	23	17
		246	361	357

Books Target - 2018

Sn	Department	Faculties	Target 2017	Target 2018
1	Anatomy	12	1	1
2	Physiology	11	1	1
3	Biochemistry	7	1	1
4	Pathology	14	1	1
5	Pharmacology	8	1	1
6	FMT	4	1	1
7	Microbiology	9	2	2
8	PSM	14	2	2
9	Ophthalmology	9	1	1
10	ENT	4	1	1
11	OBGY	18	1	1
12	Medicine	33	1	1
13	Pediatrics	14	1	1
14	Radiology	12	1	1
15	Dermatology	6	1	1
16	Psychiatry	4	2	2
17	Pulmonary Medicine	7	1	1

18	Surgery	28	1	1
19	Ortho	19	1	1
20	Anesthesia	14	1	1
	Total	247	23	23

[Further Department Wise Targets-2018](#)

Agenda Item No 5:

To Deliberate on the revised Citizen Charter of the DMIMS Deemed to be University

Draft of Revised Benchmarking of Administrative Processes/Citizen Charter

Proceedings of the meetings of the Committee constituted to suggest Bench Marking of Administrative Process/Citizen Charter.

The following were present:

- | | |
|--|-----------|
| 1) Dr. Rajiv Borle, Hon'ble Vice-Chancellor, DMIMS(DU) | Chairman |
| 2) Dr. Neelam Mishra, Hon'ble Pro Vice-Chancellor, DMIMS(DU) | Member |
| 3) Dr. A.J. Anjankar, Hon'ble Registrar, DMIMS(DU) | Member |
| 4) Dr. S.S. Patel, Chief-Coordinator, DMIMS(DU) | Member |
| 5) Dr. Adarshlata Singh, Dean Academics, Faculty of Medicine | Member |
| 6) Dr. LalitbhusanWaghmare, Director, IQAC | Secretary |

The matter for preparing Citizen Charter for the university was discussed by the Secretary with the Chairman of the Committee and it was decided that first of all, information on the points to be included in the Citizen Charter relating to various Departments/Offices/Branches may be sought from the Chairperson/Convener/Incharges concerned. The meeting of the Committee was held on 07th March, 2018 and after detailed deliberations, the Committee recommended that the Citizen Charter be got approved by the Hon'ble Pro Chancellor and thereafter, it may be uploaded on the university website for information of the students as well as Parents/Guardians of the students. However, in the end, it was decided that the said citizen charter may be reviewed by the same committee after a year and the amendment/addition, if any may be got included in the Citizen Charter available on the University website after approval of the Vice-Chancellor.

Recommended Citizen Charter for Datta Meghe Institute of Medical Sciences (Deemed To Be University), Sawangi (Meghe), Wardha

Datta Meghe Institute of Medical Sciences (Deemed To Be University), Sawangi (Meghe), Wardha was established on 24th May, 2005 by the Ministry of HRD, Government of India with the objectives to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of Health Sciences studies to achieve excellence in these connected fields. The University accreditation by National Assessment and Accreditation Council (NAAC), an autonomous organization of the University Grants Commission, in 2007 and 2013. As a result of the exercise, the NAAC accredited this University at "A" level (institutional

score 3.36 @ 4 point scale) in 2013 and has been re-accredited as grade 'A+' with CGPA3.53 @ 7 points scale for further seven years commencing from 2017.

Details of services provided by various offices of the university:

Sn	Name of the Office	Services/Jobs Rendere	Officer concerned	
A. ACADEMIC AND ADMINISTRATIVE OFFICES				
1.	Establishment	All establishment/ service matters of the Non-teaching staff of the University.	Registrar, DMIMS(DU)	07122249462 EXT. 526#
2.	Faculty Branch	All establishment/ service matters of the teaching staff of the University.	Registrar, DMIMS(DU)	07122249462 EXT. 526#
3.	Academic Branch	Admissions, Syllabi, Clarification of Rules, Academic Council, Faculties, Boards of Studies, all other Academic matters	Dean Academics of the faculties, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 465#
4.	Registration Branch	Registration of students, Ph.D, Regn. Inter-college Migrations, Migration Certificates.	Controller of Examination and Convener of Ph.D. Cell, DMIMS(DU)	0712-2249462 EXT. 228#
5.	General Branch	All kinds of purchases, Including stationary, Maintenance of stores & issue of stores.	Purchase Officer & Store Incharges, DMIMS(DU)	07152-304000 & 07152-287701 to 06EXT. 291# 344 365
6.	Reception & Information Cell	Attending to enquires, Sale of prospectuses, Forms and other university publications	Admission Nodal Officer, DMIMS(DU)	07152-304000 & 07152-287701 to 06EXT. 524#
7.	University Works Department	All construction works Maintenance work, Including Civil, Electrical, Public Health	Maintenance Incharge, DMIMS(DU)	07152-304000 & 07152-287701 to 06, EXT. 270#
8.	Health Centre	Medical care of students, and employees	Chief Medical Superintendent, AVBRH	07152-304000 & 07152-287701 to 06EXT. 218#
9.	Sports Office	Sports activities of students	Sports Officer, DMIMS(DU)	07152-304000 & 07152-287701 to 06EXT. 218#
10.	Security Office	Security arrangements on the campus	Security Officer, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 289#
B. COLLEGES				
1.	Colleges Branch	Affiliation of Colleges, Selections in Colleges and other matters related to affiliated colleges.	Dean of the constituent colleges, DMIMS(DU)	07152-304000 & 07152-287701 to 06

				JNMC EXT. 102# SPDC EXT. 201# SRMMCON EXT. 177# MGAC EXT. 567# RNPC EXT. 338#
C. EXAMINATIONS				
1.	Result Branches	Examination forms and all enquiries relating to results, Provisional Certificates, Result gazettes, Issue of Provisional certificates/ Degrees	Controller of Examination and Assistant Registrar, DMIMS(DU)	0712-2249462 EXT. 228#
2.	Conduct Branch	Conduct of Theory and Practical Examinations Date Sheets, Unfair Means Cases etc.	Controller of Examination DMIMS(DU)	0712-2249462 EXT. 228#
3.	Secrecy Branch & Re-Evaluation Branch	Paper Setting, Evaluation of Answer Books, Ph. D. Thesis, Re-Evaluation/re- checking of Answer Books	Controller of Examination and Assistant Registrar (Confidential Section), DMIMS(DU)	0712-2249462 EXT. 228#
D. HOSTELS				
1.	Girls Hostels & Working Women Hostel	All matters pertaining to Girls' Hostels.	Concerned Wardens, Hostels, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 124#
2.	Boys Hostels	All matters pertaining to Boys' Hostel.	Concerned Wardens, Hostels, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 124#
E. LIBRARY SERVICES				
1.	University Library	All Library matters	Chief Librarian & Librarians of Constituent Colleges, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 123#
F. ACCOUNTS				
1.	Accounts Branch	All accounts matters including Fee, Salaries Loans, Remuneration, TA, Medical Reimbursement, Pension etc.	Financial Officer, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 512#
G. STUDENTS WELFARE				
1.	Directorate of	Cultural activities and other	Director, Student	07152-304000 &

	Students and Youth Welfare	students' matters	Welfare	07152-287701 to 06 EXT. 518#
2.	Office of the Director, Student Welfare	All students' matters	Director, Student Welfare	07152-304000 & 07152-287701 to 06 EXT. 518#
H. STUDENTS DISCIPLINE				
1.	Preceptorship	All matters relating to students' discipline	Preceptor, DMIMS(DU)	07152-304000 & 07152-287701 to 06 EXT. 137#

NOTE: The Contact no for the all officio is 07152-304000 & 07152-287701 to 06 and ask the operator to connect in the desire office.

Important Information

In case of problems not resolved at the Institutional level within the stipulated period formal complaints may be lodged with the following Officers:

Sn	Services/ Jobs Rendered	Officer to becontacted
1.	Administrative Matters	Registrar
2.	Examination related matters	Controller ofExaminations
3.	Cultural activities, sports andOther students' problems	Director, Students Welfare & Sports Officer
4.	All matters pertaining to Girls'Hostels, Working Women Hostel and Boys' Hostels.	Chief Rector

Normative period of services

Sn	Name of Service	Time Limit	Nodal Officer/Office
1.	Issue of Duplicate DMC	5 Days	Asstt. Registrar (Examinations), DMIMS(DU)
2.	Issue of Provisional Degree/ Diploma Certificate & Ph.D.	7 Days	CoE, Asstt. Registrar (Confidential),DMIMS(DU)
3.	Issue of Duplicate Degree & Diploma	7 Days	CoE&Asstt. Registrar (Confidential), DMIMS(DU)
4.	Issue of Transcript	7 Days	Deans of the Constituent Colleges,

			DMIMS(DU)
5.	Correction of DMC, Degree and Diploma Certificate	7 Days	Vice-Chancellor & CoE, DMIMS(DU)
6.	Verification of Result	10 Days	CoE, Asstt. Registrar (Confidential), DMIMS(DU)
7.	Settlement of Result	15 Days	CoE, Asstt. Registrar (Confidential), DMIMS(DU)
8.	Migration Certificate	2 Days	CoE, DMIMS(DU)
15.	Extension in submission of Ph.D. Thesis/URS/Leave to URS/Regn. Etc.	10 Days	Assistant Registrar & convener Ph.D. Cell, DMIMS(DU)
16.	Provisional Registration	On the spot at the time of admission	Admission Nodal Officer, DMIMS(DU)
17.	Issue of Identity Card to students	2 Days	Dean of the Constituent Colleges, DMIMS(DU)
18.	Supply of Course Catalogues and regulations governing undergraduate courses/post graduate Courses	15 Days after counseling	Chairman of the Induction Programme (UG/PG) Committee of the constituent College, DMIMS(DU)
19.	Supply of lecture outlines to the students	15 Days after admission	Convener, Attendance Cell of the constituent Colleges, DMIMS(DU)
20.	Display of sessional results	7 Days	Convener, Examination Cell, DMIMS(DU)
21.	Issue of Bonafide Certificate/ Conduct Certificate	Same Day	Dean of the constituent Colleges, DMIMS(DU)
22.	Display of Date Sheet of Sessional Exams	15 Days	Convener, Examination Cell, DMIMS(DU)
23.	Issue of library card to students	5 Days	Librarian, DMIMS(DU)
24.	Issue of official e-mail IDs/Password to students	15 Days	Convener, Attendance Cell, DMIMS(DU)
25.	Closure of official e-mail IDs	30 June of every year	Incharge, EDP, DMIMS(DU)

26.	Refund of hostelsecurity	1 Month	Chief Rector, DMIMS(DU)
27.	Refund of caution money	1 Month	Finance Officer, DMIMS(DU)

Note: The days for accomplishing the job, mentioned above, shall be considered working days. Further, the above citizen charter is for outside stakeholders and for internal stakeholders (except students) it may be extended in future.

Agenda Item No 6

For Suggesting University's website updating and information standardization process:

Committee for Benchmarking of University Website Updation:

- | | |
|--|-----------|
| 1) Dr. Rajiv Borle, Hon'ble Vice-Chancellor, DMIMS(DU) | Chairman |
| 2) Dr. Neelam Mishra, Hon'ble Pro Vice-Chancellor, DMIMS(DU) | Member |
| 3) Dr. A.J. Anjankar, Hon'ble Registrar, DMIMS(DU) | Member |
| 4) Dr. S.S. Patel, Chief-Coordinator, DMIMS(DU) | Member |
| 5) Dr. LalitbhushanWaghmare, Director, IQAC | Member |
| 6) Dr. SudhindraBaliga, Website Incharge, DMIMS(DU) | Secretary |

Suggested Website Policy of Datta Meghe Institute of Medical Sciences (Deemed To Be University):

1) General:

In the era of ICT incorporations in Higher education, the website of any HEI serves as the mirror of its entire spectrum of the activity and acts as the sole source of information about the institute in the virtual world.

2) Definition of Website:

Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha, INDIA home page (<http://www.dmimsu.edu.in>) is the official domain name for the Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha. The "official" home page structure includes the home page, the linked driven pages, and other sites integrated into the home page structure. The site is hosted on a server in the EDP Section of the University.

3) Purpose of Website:

The objective of the home page is to provide a point of entry for the academic and public community to the University's officially recognized information resources through links and navigational mechanisms and to provide timely content and links to news and events of general interest about the Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha. The following links are especially targeted: Regulatory Bodies, Students, Faculty and Staff.

There are two main sections to the site: -

- The front end published site, which is available to anyone in the world.
- The private back-end site, which is available only to authorized members of the university and controlled by username and password.

User accounts are only created with the approval of the concerned Department Head.

4) Access, Approval and Publishing:

Content on the university website is controlled by role access. There are 3 roles: Indenting Department, Approving Authority and Publishing on the website.

- Initially, all content to be uploaded on the website must be reviewed by the Department Head and a senior person.
- It will be approved by the Competent Authority before going live.
- EDP will not publish materials to the site unless expressly authorized by the Department Head.

Although University Act and Ordinances are addressed in a separate links. In these rule books, changes and updates will be provided by Academic and Establishment Branch from time-to-time.

5) **Maintenance and Editing:**

Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha Website is the public entry point for many to the University. The University Webmaster continually upgrades, reviews and develops the University Web site, realizing the possibilities of new technologies and evaluating methods of access in provide up-to-date, accurate information methodically and attractively. The web pages are regularly reviewed for accuracy and updated as required. It must be current, accurate and consistent.

This review is occurring at least half-yearly. It is the responsibility of Head of the concerned department/branch to ensure this happens

- Department wishing to post announcements on the home page or other portions of the website should submit their request through official email or letter to the Secretary Website Update Committee.
- Photographs on the main site are changed on a regular basis by the Website Administrator as provided by the Departments.
- Teacher Pages are created in concerned department web link. They may provide their latest Bio-Data and photo for a web link. If faculty members have existing web pages hosted on any non-commercial website, these link may also be added in teacher page.

6) **Required Style Specifications :**

All pages on the main DMIMS(DU) website must comply with the following requirements:

- a) It designed for best case viewing on multiple platforms, newer versions of Internet Explorer, Google Chrome, Firefox Mozilla, Opera and Netscape, etc.
- b) The look of the Web pages may vary slightly according to monitor's setting for color and fonts.
- c) Files for download must be under 20 MB in size.
- d) In case of audio and video, the quality must be highest. Video which is inappropriate in content, blurry, unsteady, or difficult to view will not be posted. Audio that is difficult to hear or inappropriate in content will not be posted. In order to be useful and convenient to the user, all files posted must be under 20 megabytes in size and 10 minutes in length.
- e) To enable a faster downloading time, scanned photographs should be limited to 144 dpi.

- f) Links to pages that are defunct or "under construction" should not be created or should be removed.

7) Privacy Regulations:

- a) Personal contact information of students including home and e-mail addresses, telephonenumber, and other information that could be used by unauthorized individuals, will not be published on any DMIMS(DU) website.
- b) Video or audio files posted on any DMIMS(DU) website must adhere to Website Policy. Proper written permission from those who have been audio-and/or video-recorded must be obtained by the person or persons doing the recording.
- c) Links to external websites will be checked thoroughly before inclusion on the university website. These sites will be checked for the suitability of their content for their intended audience.
- d) All written work will be reviewed by the concerned department/branch to ensure that it is in no way defamatory.
- e) Written work will be checked by the concerned department/branch to ensure that no copyright or intellectual property rights are infringed.
- f) All written material will be checked for its suitability for its intended audience.
- g) DMIMS(DU) does not sell or distribute any information obtained from our visitors to a third party, under any circumstance.

8) Advertising:

Unless approved by the Competent Authority, the advertising or direct sale of non-University related goods and services is prohibited on all sections of the DMIMS(DU) Web site.

9) Logos, Trademarks, and Graphics of Website:

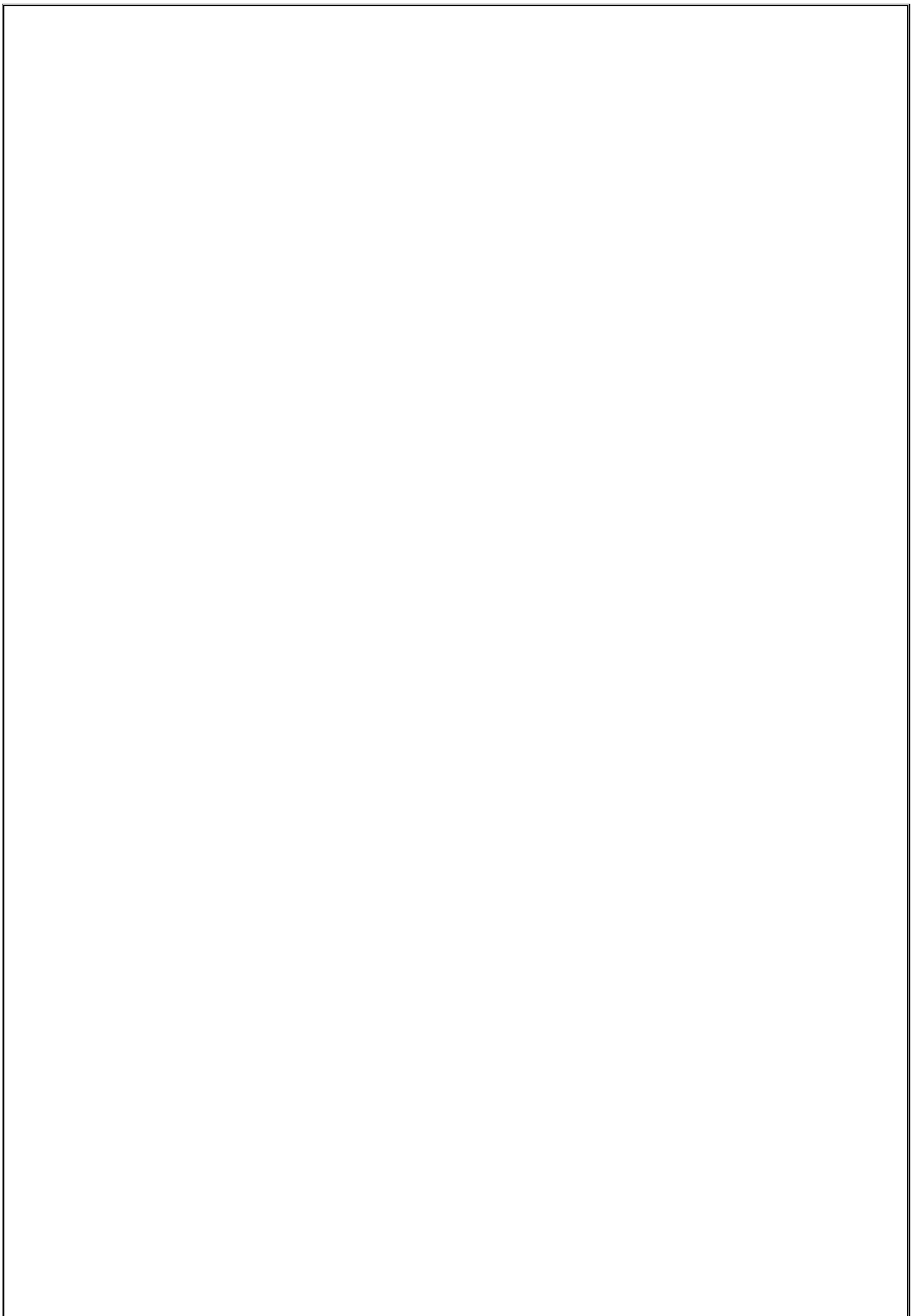
Official website of the Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha, INDIA has its own logo, seal, and graphics relating to the University that may be subject to agreements and any use of these would require prior approval of competent authority.

10) Responsibility of Website:

Responsible Office: The office of the website convener, DMIMS (DU). The University's Web site is maintained by Head, EDP and Staff of EDP, Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha. At least two Senior Programmers/Junior Programmers who have the sufficient knowledge, maintain and edit the site, and they pass on their knowledge to a successor at the end of a term of office

11) Miscellaneous Provisions of Website:

Datta Meghe Institute of Medical Sciences, (Deemed to be university), Sawangi (Meghe), Wardha, Website is in the public domain and information uploaded on the website is subject to official certification as per Information Technology Act. All information that is mandatory by different monitoring agencies is changed with the changed requirements of the agency concerned. For any interpretation regarding information hosted on our website, the decision of Vice-chancellor is final and the legal jurisdiction is limited to Nagpur only.



Agenda Item No 7

For Suggesting University's Publicity and Promotion Policy

Proceedings of the meeting held on 27.03.2018 at 11:00 am in the Board Room, University Office, DMIMS(DU) to discuss the benchmarks for University's publicity and promotion policy in connection with Internal Quality Assurance Cell (IQAC).

The following were present: _

- | | |
|--|-----------|
| 1) Dr. Rajiv Borle, Hon'ble Vice-Chancellor, DMIMS(DU) | Chairman |
| 2) Dr. Neelam Mishra, Hon'ble Pro Vice-Chancellor, DMIMS(DU) | Member |
| 3) Dr. A.J. Anjankar, Hon'ble Registrar, DMIMS(DU) | Member |
| 4) Dr. S.S. Patel, Chief-Coordinator, DMIMS(DU) | Member |
| 5) Dr. Lalitbhusan Waghmare, Director, IQAC | Member |
| 6) Mr. Sanjay Ingale, PRO, DMIMS(DU) | Member |
| 7) Mr. Ganesh Kharode, CA, DMIMS(DU) | Secretary |

The Committee members discussed the matter at length and after detailed deliberations, it was resolved to recommend the following points for the wider publicity and competitive marketing of University's academic and research strengths to all stakeholders.

- 1) Publicity of academic programmes offered may be in the form of articles in special issues of newspapers or magazines. These articles should contain the details about eligibility and scope of these programmes along with strengths.
- 2) A poster/pamphlet containing the details of courses, eligibility and their scope should be sent to Colleges/Institutions, etc. for wider publicity.
- 3) Publicity of Courses offered by University, research publications, research projects sanctioned by ICMR/UGC/CSIR/DST/DBT etc. should be highlighted regularly through print and electronic media.
- 4) The University should lay emphasis on publicity and marketing in rural areas because of many reputed educational institutions have been established in the rural areas in these days.
- 5) The Chairpersons/Head of the Departments may visit some nearby colleges/educational institutions for publicity of the courses and highlighting the strengths of the department or the students/stakeholders from the college/institutes may be invited to see the infrastructural and other facilities on the campus.
- 6) University through Public Relations Office should encounter the wrong news immediately.
- 7) A media centre should be established in the University.
- 8) The senior media persons and editors, etc. should be invited in the University for delivering talks and interaction.
- 9) Hoarding having the names of the University should be displayed at prominent places on important roads leading to the University Campus, which will serve the purpose of publicity as well as it, will help the stakeholders.

- 10) Conferences, Ganesh Festival Celebrations and Alumni meet are the better source of publicity of an institution. Therefore, National Conferences/Seminars and Alumni meets should be organized regularly by the departments and the teachers of University should also be encouraged to participate in National/International Seminar/Conferences/Workshops etc.
- 11) The departmental profile containing the strengths of the department should be updated on the University website regularly.
- 12) As a part of publicity, the University should adopt some adjoining village for creating awareness among the people towards social, health, environmental, economic and other issues.
- 13) Any new venture planned by the University shall be publicized from three months prior to the launch of the said venture.

Agenda Item No 7

Any other Matter with the permission of the Chair.



**Director IQAC
DMIMS (DU)**