



DR. M. L. DHAWALE MEMORIAL  
HOMOEOPATHIC INSTITUTE  
Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 • Fax : 02525-257019  
(Recognized by the Central council of Homoeopathy, New Delhi and  
Maharashtra University of Health Sciences, Nashik)

College council Meeting May/ Internal Quality Assurance Meeting 2022

Date of meeting	16/05/2022
Place of meeting	Principal's room
Members present	1. Dr. Bipin Jain, Principal, 2. Dr. Sachin Junagade, 3. Dr. Prashant Tamboli, 4. Dr. Sunita Nikumbh, 5. Dr. Shama Rao, 6. Dr. Prakash Gudsoorkar 7. Mrs. Sunita Jayawant 8. Dr. Keyur Vakharia
Members absent	Dr. K. M. Dhawale, Dr. A. R. Kapse, Dr. Anoop Nigwekar, 9. Dr. C. R. Goda, Dr. Bhavik Parekh, Dr. Savita Tauro, Mr. Sudhir Dandekar
Purpose of meeting	To decide the teacher's team for PAC submission
Time	11 to 12.30 PM
Minutes written by	Dr. Sachin Junagade
Date of writing minutes	16/05/2022
Date of approval of minutes	30/5/2022

AGENDA

ITEMS	DISCUSSION	REMARKS/CONCLUSION
Preparing the teacher's team For PAC submission	In view of submission of Provisional Accreditation Certificate (PAC) Application in the Month of July 2022,	Team for PAC Area I - Drs Sunita/Mehvish Area II - Drs Bhavik/Akshata Area IIB - Drs Nikunj/Sonam Area III - Research Survey: Drs Prashant



		/Devangini/Omkar Area IV -Dr Sachin Area V -Drs Vivek/ Omkar Area VI - Drs Anoop/ Chetana Area VII - Drs Kumar /Tanveer Teacher's time table forNAAC Monday -Drs Akshata/ Mehvish Tuesday -Drs Chetana / Tanveer / Omkar Thursday -Drs Sonam /Omkar
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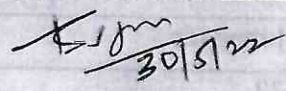
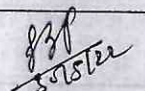
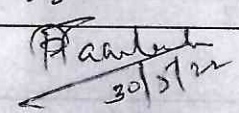
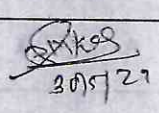
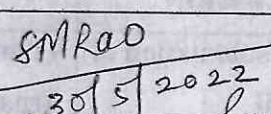

### ACTION ITEMS

Need approval of all HODs for the suggested time table of teachers	All HODs	As soon as all HODs receive mail
Orientation meeting of new teachers joined NAAC team	Dr Sunita	16 <sup>th</sup> May 2022 at 1.30 pm
Mail of area wise required documents	Dr Sunita	17 <sup>th</sup> May 2022

### GENERAL COMMENTS

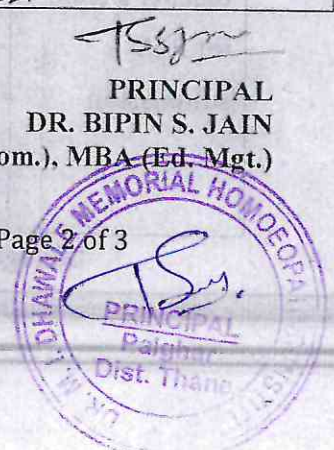
Request: Nil

Signature of attendee with date

1. Dr. Bipin Jain	
2. Dr. Sachin Junagade	
3. Dr. Prashant Tamboli	
4. Dr. Sunita Nikumbh	
5. Dr. Shama Rao	
6. Mrs. Sunita Jaywant	

7. Dr. Prakash Gudsarkar

8. Dr. Keyur Vakharia





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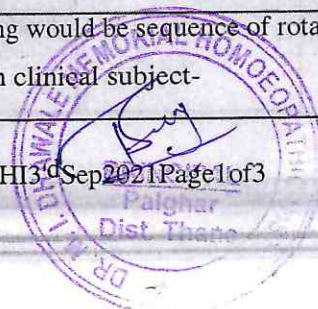
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MoM of College council September/ Internal Quality Assurance Meeting-2021

Date of meeting	03-09-2021	
Place of meeting	Principal's cabin	
Members present	1. Dr. Bipin Jain, Principal, 2. Dr. A.R. Kapse 3. Dr. Sachin Junagade, 4. Dr. Anoop Nigwekar, 5. Dr. Prashant Tamboli, 6. Dr. Manoj Patel, 7. Dr. Shama Rao, 8. Dr. Sunita Nikumbh	9. Dr. Savita Tauro 10. Mrs. Sunita Jayawant 11. Dr. Keyur Vakharia
Members absent	Dr. Bhavik Parekh, Dr. Prakash Gudsoorkar, Mr. Sudhir Dandekar	
Purpose of meeting	On following agenda	
Time	11.30am to 1.30pm	
Minutes written by	Sachin	
Date of writing	03/09/2021	
Minutes		
Date of approval of minutes	19/09/2021	

#### AGENDA

ITEMS	DISCUSSION	REMARKS/CONCLUSION
Updating Posting policy	Following points discussed. A. Internal rotation of	Following would be sequence of rotation For each clinical subject-



	<p>The OPD circulated on Mail was approved by all.</p> <p>B. IPD Postings rotation</p> <p>C. Part I Rotation</p> <p>Clinical subject</p>	<p>Psy—1<sup>st</sup> and last posting</p> <p>Paeds— 1<sup>st</sup> and any from remaining</p> <p>Medicine—1<sup>st</sup> &amp; any from remaining</p>
	<p>Part II Rotation—Ortho and Clinical depart IPD posting</p>	<p>There was suggestion to allot all the Clinical department residents to their respective departments in MDII to manage their own department+ one surgical department.</p> <p>PSY+ORTHO</p> <p>PAEDS *GYN+</p> <p>OPHTHALM MEDICINE+SURGERY</p>
	<p>Bhopoli postings rotation</p>	<p>MD I—3 students for 3 months tenure</p> <p>Non clinical residents One from each dept to be posted in 1<sup>st</sup> postings &amp; 2<sup>nd</sup> to last all clinical department residents to be posted at Bhopoli</p> <p>In Part 2, non-clinical students will have a posting once a week</p>
	<p>JR policy for MD II—</p> <p>Discussed along with policy on stipend</p>	<p>Number of JRs approved</p> <p>Paed:3</p> <p>Psy:3</p> <p>ICU:3</p> <p>Casualty: 3</p> <p>IRF:2</p>
Teachers posting	<p>There should be 1 Departmental lecture to be posted with each HOD.</p>	<p>Harshla to be posted with Shama Madam on Monday.</p>
	<p>Academic day utilization</p>	<ul style="list-style-type: none"> <li>• 1 and 1.5 hours CBME/PO/CO</li> <li>• 1 and 1.5 hours Dissertation guidance</li> </ul>



		• 1 hour NAAC related work
Formulating team for preparation of clinical time table	Clinical time table is a laborious process and demotivating too for only one person. It has been requested to share the responsibility by all the faculty members.	One teacher + one MO should be assigned for the preparation of clinical time table for 1 year. It will be on rotation basis
<b>ACTION ITEMS</b>		
<b>Task to be done</b>	<b>Person Responsible</b>	<b>Due Date</b>
Time table by each clinical department	Each clinical department	2 days
Complete time table	Clinical committee	Within 2 days of receiving clinical department's postings
Formation of team for clinical time table	Clinical committee to circulate for approval by HODs	1 week
<b>GENERAL COMMENTS</b>		
<b>Request: Nil</b>		

*Bsjr*

PRINCIPAL

DR. BIPIN S. JAIN

M.D. (Hom.), MBA (Ed. Mgt.)

- 1) Dr. Shama Rao *SM Rao*  
20/09/2021
- 2) Dr. Anand Karse *AK*  
20/09/2021
- 3) Dr. Sachin Jungekar *SJ*  
20/9/21
- 4) Dr. Bipin Jain *Bsjr*  
20/9/21
- 5) Dr. Anoop Nigwelen *anooj*  
20/9/21
- 6) Dr. Poushant Tamboli *P Tamboli*  
20/9/21
- 7) Dr. Manoj Patel *mk Patel*  
20/9/21
- 8) Dr. Samile Taware *Staw*  
20/9/21
- 9) Mrs. Sunita Jaywant *Sunita*  
20/9/21
- 10) Dr. Keyur Vakharia *KV*  
20/9/21





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### College Council/Internal Quality Assurance Meeting Minutes-12/05/2020

<b>Date of Meeting</b>	12/05/2020	
<b>Place of Meeting</b>	Principal cabin, Palghar	
<b>Attendees</b>	Telephonic communication to Dr Shama Rao, Dr. Sunil Bhalinge, Dr. Anoop Nigvekar, Dr. Goda  1. Dr. Bipin Jain, 2. Dr. A. R. Kapse, 3. Dr. Sachin Junagade, 4. Dr. Anoop Nigvekar, 5. Dr. Prashant Tamboli, 6. Dr. Manoj Patel, 7. Dr. Shama Rao 8. Dr. Sunil Bhalinge, 9. Dr Bhavik Parikh	11. Sunita Jaywant 12. Shri. Sudhir Dandekar 13. Dr. Prakash Gudsoorkar 14. Dr. Keyur Vakharia
<b>Members absent</b>	Dr. Savita Tauro	
<b>Purpose of Meeting</b>	Agendas below mentioned	
<b>Time</b>	11.00am to 12.30pm	
<b>Minutes written by</b>	Dr. Sachin Junagade	
<b>Date of writing minutes</b>	16-05-2020	
<b>Date of approval of</b>	16-05-2020	



minutes		
<b>AGENDA</b>		
<b>Items</b>	<b>Discussion</b>	<b>Remarks/ Conclusions</b>
Academic activities during COVID 19 pandemic	Dr Prakash Gudsurkar (Hospital Infection Control Committee ) and Dr A.Shankar Narayan, Physician suggested to revision in planning for academic activity in person. Government advisory allows conducting academic activities on virtual mode.	Virtual training of MD I and MD II  Clinical hours will be between 9.30-3.00pm
	Academic session to be conducted virtually	post OPD timings
	Revision of OPD timings and Academic session timings in view of pandemic.  All HoDs and Consultant should be available for telephonic consultation	For the sake of floor management, overlapping of session timings are avoided.
		SOP for case taking in OPDs in consult with Dr Prakash Gudsurkar
Arrival of residents in the campus (post leaves)	As per the policy of district collector, 14 days quarantine period to be followed for the students reaching campus. So college need to take decision accordingly	Decision pending
<b>ACTION ITEMS</b>		
<b>Task to be done</b>	<b>Person Responsible</b>	<b>Due Date</b>
Academic time table	Dr Sachin Junagade	Immediate  Circulation for students by 16 <sup>th</sup> May 2020
SOP of case taking in opd	Dr Prashant Tamboli , Dr Prakash Gudsurkar, Dr Sachin	

<b>GENERAL COMMENTS</b>		
<b>Request: Nil</b>		
<b>Signature of attendee with date</b>		
Dr Bipin Jain,	<i>Bipin</i>	16/05/2020
Dr Anand Kapse,	<i>Anand</i>	16/5/20
Dr Sachin Junagade	<i>Sachin</i>	16/5/20
Dr Anoop Nigwekar	<i>Anoop</i>	16/5/20
Dr Prashant Tamboli,	<i>Prashant</i>	16/5
Dr Manoj Patel	<i>M K Patel</i>	16/5
Dr Shama Rao	<i>SM Rao</i>	16/5/20
Dr. Sunil Bhalinge	<i>S Bhalinge</i>	16/5
Dr Bhavik Parekh	<i>Bhavik Parekh</i>	16/5

Mrs Sunita Jaywant *Sunita* 16/5/2020  
 Dr. Prakash Gudsoorkar - *Prk* 16/5/2020  
 Dr keyue Vakharia - *KVY* 16/5/20  
 Budhis Dandekar. - *Budhis* 16/5/20.

*Bipin*  
**PRINCIPAL**  
**DR. BIPIN S. JAIN**  
 M.D. (Hom.), MBA (Ed. Mgt.)







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COLLEGE COUNCIL MEETING MINUTES/ Internal Quality Assurance Committee  
04/10/2019

Date of Meeting	04/10/2019	
Place of Meeting	RHH Director's cabin, Palghar	
Attendees	1) Dr.K. M. Dhawale 2] Dr.Bipin Jain 3) Dr. A. R. Kapse 4) Dr.Manoj Patel 5) Dr.C.R. Goda 6) Dr. Shama Rao 7) DrBhavik Parikh 8) Dr.Prashant Tamboli 9) Dr.Sachin Junagade	11. Dr. Savita Tauro 12. Dr. Prakash Gudsoorkar 13. Mrs. Sunita Jayawant
Members absent	Dr Anoop Nigvekar,	
Purpose of Meeting	Agendas below mentioned	
Time	8.10 am to 10.00 am	
Minutes written by	Dr. Sachin Junagade	
Date of writing Minutes	04/10/2019	
Date of approval of	06/10/2019	



minutes	AGENDA	
Items	Discussion	Remarks/ Conclusions
1) State of current admission and plan for induction-BSJ	Considering the majority of female residents, plan the induction	Discussed detailed Planning of Induction to starting from 11-11-19
3) Report of practice exam for part one and ahead-Bhavik	<p>Identify the weak students</p> <p>Plan for effective mentoring</p> <p>Post exam assessment has to be submitted on time by all the departments.</p> <p>Mentor should apprise to HOD of mentee about the status of the mentee and accordingly HOD to plan actions of training and assessment of weak student.</p>	<p>a. Last practice exam report is too begenerated</p> <p>b. Within two weeks of result all students should meet mentors.</p> <p>C. HOD of junior Mentors should guide Mentor in handling mentoring issues.</p>
4) Students having Community posting in Dahisar and Bhopoli	<p>Dahisar posting to be decided.</p> <p>All clinical OPDs / Community (Bhopoli) postings should prepare posting objectives and their assessment plan at exit along with</p> <ol style="list-style-type: none"> <li>1. Objectives of OPD/Community postings— achieved/not achieved</li> <li>2. Benefits of OPD/community posting</li> <li>3. Change in Outcome-</li> </ol>	Report from Dr. Goda Sir and Dr. Nigwekar sir



	4. Learning from clinical/ academic session}	
5) State of dissertation for middle batch and research involvement- dept and research	State of dissertation of each department discussed.	HoDs to look into the state of the departmental dissertation state and update Principal and Research Department.
6) To put in place a system of ensuring standardization of curriculum and T-L methods adopted by each department	For standardization Monitoring mechanism should be ensued for which external reader will be appointed in each department to monitor after below mentioned workshop.	Workshop to be planned for teachers.
		Work shop for - credit based course in integrated paper and standardization of curriculum and T-L methods should be planned.
7) To ensure ways and means of sharing best practices are shared so that all departments enhance their status on media	All departments to submit best practice document comprising best practice adopted, its methodology, assessment method and student's testimony about its utility.	Best practice documents to be submitted.
8) To evolve a policy to support slow learners or learners with significant difficulties interfering with their	Need to evolve a document comprising parameters of blocks  Psychological assessment is to be done for better identification of these blocks.	To evolve a policy document for slow learners.



productive work		
9) An overview of the JR programme.	Role confusion between JR and MOs. Need to discuss in separate meeting in small group.  JR training program  Hospital functioning -	Old policy is to be continued.
10) Leave policy finalization and implementation- AMN,	To add maternity leaves clause - three months. To be confirmed with AMN sir.	
11) Bhopoli posting - feedback and review- CRG	Done in agenda 4.	
12) farewell date	Friday 18-10-19 5pm onwards	

#### ACTION ITEMS

Task to be done	Person Responsible	Due Date
Work out for accommodation	Dr Sachin	11-10-19
Planning for induction and orientation	Prashant sir, Bhavik under guidance Dr Bipin Jain	17-10-19
Farewell	Vivek, Dr Goda	18-10-19
Welcome		17-11-19
Symposium January,20	Dr Sunil Bhalinge , Dr. Prashant Tamboli	3-5 <sup>th</sup> Jan
Venue for symposium	Dr Manoj Patel	
SOP of assessment & report of last exam	Dr Bhavik Parikh	17-10-19



Report of student's performance at Dahisar	AMN sir, Latika Agrawal	13-10-19
Departmental objectives of each clinical opds and assessment plan	Consultant and supervisors	Within a month
Modified SER	Prashant sir	11-10-19
Report of Community posting	Dr Goda sir	13-10-19
Work shop for - credit based in integrated paper 3 standardization of curriculum and T-L methods - planning	Dr Bhavik	20-11-19
Evolving policy of slow learners	Dr Bhavik, Dr Kumar M Dhawale	18-10-19
Revision of JR policy	Prashant sir	11-10-19

**GENERAL COMMENTS**

**Request: Nil**

**Signatures of attendees with dates**

Dr. Bipin Jain

*Bipin Jain*  
10/10/19

Dr. K.M. Dhawale

*K.M. Dhawale*  
10/10/19

Dr. A. R. Kapse

*A.R. Kapse*  
10/10/2019

Dr. Anoop Nigwekar

*Anoop Nigwekar*  
10/10/19

Dr. Manoj Patel

*Manoj Patel*  
10/10/19

Dr. Prashant Tamboli

*Prashant Tamboli*  
10/10/19

Dr. Chandrasekar Goda

*Chandrasekar Goda*  
10/10/19

Dr Bhavik Parikh

*Bhavik Parikh*  
10/10

Dr. Shama Rao

*SM Rao*  
10/10/2019

Dr. Samir Tambe

*Samir Tambe*



Dr. Sachin Junagade  
838  
10/10/19

Dr. Shama Rao  
SM Rao  
10/10/19

Mrs. Sunita Jaywant  
Smta 10/10/19

Dr. Prakash Gudsoorkar  
Prk  
29/9/2019

*Bipin*

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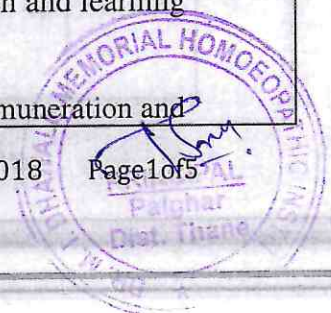


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**COLLEGE COUNCIL MEETING MINUTES/Internal Quality Assurance Committee-  
21/11/2018**

<b>Date of Meeting</b>	21/11/2018	
<b>Place of Meeting</b>	Principal's office ,time 1100 Hrs	
<b>Attendees</b>	1. Dr. Bipin Jain, 2. Dr. K. M. Dhawale 3. Dr. A. R. Kapse 4. Dr. Sachin Junagade 5. Dr. Anoop Nigwekar 6. Dr. Prashant Tamboli 7. Dr. Manoj Patel 8. Dr. Shama Rao	9. Dr. Prakash Gudsoorkar 10. Mrs. Sunita Jayawant 11. Dr. Keyur Vakharia
<b>Members absent</b>	Dr. Chandrasekhar Goda, Mr. Sudhir Dandekar, Dr. Savita Tauro	
<b>Purpose of Meeting</b>	Agenda 1. Evaluation of the new batch induction programme and final planning of orientation 2. End survey of the outgoing batch and learning from the same. 3. Issues related to JR duties and remuneration and	



	implications 4.Career counseling session for senior batch
Time	0900 hrs to1030 hrs
Minutes written by	Dr. Sachin Junagade
Date of writing minutes	21/09/2018
Date of approval of Minutes	25/09/2018

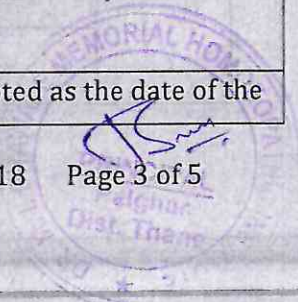
#### AGENDA

Items	Discussion	Remarks/Conclusions
1.	Evaluation of the new batch Induction programme and final planning of orientation	a. Imbalance in the batch noted and decision taken to start the mentoring program early
		b. Academic timetable formulated and instructed to circulate within week.
		c. Session for special needs of the students to be started by December
		d. Special sessions to be organized for students with special needs by each department. The RCC and language test analysis to be shared with all HODs.
		e.Values and lifelong learning and sensitivity training for DrN.LTiwari ,and Dr. Kumar Dhawale and Dr. Manoj K Patel on Fridays.
		f.Language and logic sessions on Mondays commencing 3 <sup>rd</sup> December. Should incorporate the ICR literature
		g. Framework of orientation programme





		introduction of forms and training in IPD skills
		h. Innovative methods for encouraging clinical learning using the energies of the group to enhance performance
2.	End survey of the outgoing batch and learning from the same	Three-member committee of Drs. Prashant, Bhavik and Sachin to be instituted → survey to be planned and they should come up with recommendations on appropriate changes to be implemented. Submit within a week.
3.	Planning for JR duties and remuneration and implications	a. Training programmes - Clinical consultants to finalize training for MOs and JRs.
		b. Bedside sessions to be emphasized.
		c. Dr Sachin Junagade will be the coordinator. Programme to be finalized in a week.
		d. Standardized Homoeopathic training programme to be formulated and implemented by Dr Anoop Nigvekar
		e. Roles and Responsibilities of JRs were discussed.
		f. All Clinical Departments, i.e. Medicine, Psychiatry and Paediatrics to organize the JR programme
		g. Appointment of JR to start quickly Remuneration for Research JR to be sanctioned
4.	Career counselling session for	19th December is accepted as the date of the



senior batch.	programme
	a. Interested students who are wishing to associate with the institute to be identified and counselled accordingly.
	b. Same career counselling session; platform to be given for other interested organizations to present the opportunities in their organization.
	c. MLDMHI should present our perspective (Dr Anand Kapse - RHH, Dr Prashant Tamboli - Research, Dr Chandrasekar Goda Bhopoli)
	d. Dr Sachin Junagade to contact the interested organizations and fix up with them for the presentations and possible placement process they would like to follow. Notice to be finalized within a week and circulate.

**Signatures of attendees with dates**

Dr. Bipin Jain <i>[Signature]</i> 25/9/18	Dr. K.M. Dhawale <i>[Signature]</i> 25/9/18
Dr. A. R. Kapse <i>[Signature]</i> 25/9/18	Dr. Anoop Nigwekar <i>[Signature]</i> 25/9/18
Dr. Manoj Patel <i>[Signature]</i> 25/9/18	Dr. Prashant Tamboli <i>[Signature]</i>
Dr. Chandrasekar Goda <i>[Signature]</i> 25/9/18	Dr Bhavik Parikh <i>[Signature]</i> 25/9/18



Dr. Sachin Junagade	Dr. Shama Rao
<i>[Signature]</i> 29/9/18	<i>SM Rao</i> 29/09/2018
	Mrs Sunita Jaywant
	<i>Sunita</i> 29/9/2018

Dr. Prakash Gudsoorkar

*[Signature]*  
29/9/2018

Dr. Keyar Vakharia

*[Signature]*  
29/9/2018

*[Signature]*

PRINCIPAL  
DR. BIPIN S. JAIN  
M.D. (Hom.), MBA (Ed. Mgt.)

