BAREILLY INTERNATIONAL UNIVERSITY, BAREILLY
FACULTY OF PARAMEDICAL SCIENCES

NAAC
CRITERIA-6
(6.5.1)

ASHANTI

Principal
FACULTY OF PARAMEDICAL SCIENCE
BAREILLY

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Bareilly International University

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Date: 14/8/2023

Departmental Quality Assurance Cell (DQAC)

Academic Session: 2023–2024

Introduction:

The **Departmental Quality Assurance Cell (DQAC)** at the **Faculty of Paramedical Sciences (FOPS)** is established as an internal quality oversight mechanism in line with IQAC guidelines of the University. The cell is committed to ensuring academic excellence, fostering innovation in teaching-learning processes, and promoting a culture of continuous improvement across all departments.

Objectives:

- To maintain and enhance academic standards and quality in teaching, learning, and evaluation.
- To implement the policies and strategies of IQAC at the departmental level.
- To encourage participatory and outcome-based education.
- To identify gaps in academic practices and recommend corrective actions.
- To promote documentation and review of best practices and innovative teaching methodologies.

DQAC Committee Members (2023–2024):

Name	Designation	Role in DQAC
Dr. Prashant Gupta	Principal, FOPS	Chairperson / DQAC Coordinator
Dr. Sakshi Bhatnagar (PT)	Assistant Professor	Member – Teaching-Learning Monitoring
Ms. Gulafshan Saifi	Assistant Professor	Member – Student Feedback & Academic Audit
Mr. Vishal Gangwar	Assistant Professor	Member – Record Maintenance & Data Compilation

Functions of the DQAC:

- Ensure timely academic planning and adherence to academic calendars.
- Conduct periodic internal academic audits and evaluations.
- Collect, analyze, and act upon feedback from students and stakeholders.
- Encourage faculty development programs, workshops, and seminars.
- Maintain records of innovative and ICT-enabled teaching practices.
- Coordinate with IQAC for submission of AQAR inputs and other NAAC documents.

Annual Quality Action Plan (2023–2024):

Quarter	Planned Activities
Q1 (Aug–Oct)	Academic audit of syllabus completion; Plan for bridge courses; Feedback from students.
Q2 (Nov–Dec)	Internal sessional exam review; Identifying slow and advanced learners; Organize FDP.
Q3 (Jan–Feb)	Department-level review of practical training, clinical exposure, and lab utilization.
Q4 (Mar–Apr)	Consolidation of best practices; Documentation for AQAR; Feedback and improvement report.

Monitoring & Documentation:

- Monthly meetings and action review reports.
- Maintenance of academic audit files, feedback registers, and improvement logs.
- Submission of departmental quality report to IQAC annually.
- Compilation of innovations and best practices for NAAC and accreditation use.

Principal
Principal
FACULTY OF PARAMEDICAL SCIENCE
BAREILLY

Bareilly International University

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Date: 17 August 2023

Departmental Quality Assurance Cell (DQAC)

Minutes of Meeting (MoM-1)

Venue: Principal's Office, Faculty of Paramedical Sciences

Time: 2:00 PM – 3:00 PM

Chairperson:

Dr. Prashant Gupta, Principal, Faculty of Paramedical Sciences

Members Present:

S. No.	Name	Designation	Role
1.	Dr. Prashant Gupta	Principal	Chairperson
2.	Dr. Sakshi Bhatnagar (PT)	Assistant Professor	Member
3.	Ms. Gulafshan Saifi	Assistant Professor	Member
4.	Mr. Vishal Gangwar	Assistant Professor	Member

Agenda Points:

1. Formation of DQAC for 2023–24.
2. Planning of academic calendar and departmental timelines.
3. Identification of slow and advanced learners.
4. Implementation of student feedback mechanism.
5. Planning of internal academic audit and mid-semester review.

Discussion and Resolutions:

- **DQAC Formation:** The DQAC for the Faculty of Paramedical Sciences was constituted and the roles of all members were clearly defined.
- **Academic Calendar:** It was resolved to finalize the departmental academic calendar by 25 August 2023.
- **Learner Identification:** It was decided to assess student learning levels by diagnostic tests within the first two weeks of September.
- **Feedback Mechanism:** Feedback from students on teaching-learning processes will be collected in November 2023.
- **Academic Audit:** An internal academic audit is scheduled for the last week of December 2023.

FACULTY OF PARAMEDICAL SCIENCE
Principal
Principal
BAREILLY

FACULTY OF PARAMEDICAL SCIENCES

Bareilly International University

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Action Taken Report (ATR)

Action Point	Status	Remarks
Formation of DQAC	Completed	Members appointed as per departmental notification.
Academic calendar planning	Completed	Shared with faculty and uploaded to notice board.
Identification of slow/advanced learners	Completed	Diagnostic test conducted in September 1st week.
Implementation of feedback mechanism	Ongoing	Feedback forms prepared for November collection.
Planning of academic audit	Scheduled	Audit date fixed for 28 December 2023.

Principal

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Bareilly International University

Date: 03 January 2024

Departmental Quality Assurance Cell (DQAC)

Minutes of Meeting (MoM-1)

Time: 1:30 PM – 2:30 PM

Venue: Department Meeting Room

Chairperson:

Dr. Prashant Gupta, Principal, Faculty of Paramedical Sciences

Members Present:

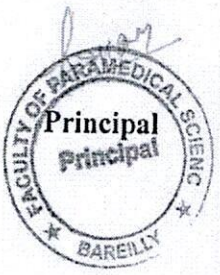
S. No.	Name	Designation	Role
1.	Dr. Prashant Gupta	Principal	Chairperson
2.	Dr. Sakshi Bhatnagar (PT)	Assistant Professor	Member
3.	Ms. Gulafshan Saifi	Assistant Professor	Member
4.	Mr. Vishal Gangwar	Assistant Professor	Member

Agenda Points:

1. Review of the student feedback analysis and implementation of suggestions.
2. Discussion on findings of internal academic audit (conducted in December 2023).
3. Planning of remedial classes and personalized mentoring sessions for slow learners.
4. Preparation of faculty documentation (FDPs, publications, workshops) for quality enhancement.
5. Orientation for final internal assessment and pre-university exams.

Discussion and Resolutions:

- **Student Feedback Analysis:**
  Feedback from students regarding teaching-learning processes was discussed. It was observed that majority of students were satisfied, but suggestions were made for improving audiovisual teaching aids. Faculty were advised to incorporate multimedia and interactive methods more frequently.
- **Internal Academic Audit Findings:**
  The audit revealed minor gaps in completion of lesson plans and practical file reviews. Faculty were instructed to complete all pending records and improve compliance before the external audit.
- **Remedial Classes:**
  Remedial classes were scheduled to start from 8 January 2024. Subject teachers will create weekly plans and submit reports of attendance and improvement.
- **Faculty Documentation:**
  All faculty were requested to submit certificates and evidence of FDPs, workshops, research publications, and conference participation by 15 January 2024 for NAAC documentation.
- **Assessment Preparation:**
  Guidelines for upcoming internal and final assessments were discussed, and uniform templates for question papers were approved.



Functions of the DQAC:

- Prepare departmental academic calendars and ensure their effective implementation.
- Monitor lesson plans, clinical/practical sessions, and completion status.
- Analyze student feedback and conduct academic audits twice a year.
- Promote faculty enrichment through training, research, and peer observation.
- Ensure documentation of academic activities, innovations, and outcomes.
- Prepare and submit departmental quality reports to the central IQAC.

Annual Quality Action Plan (2024–2025):

Quarter	Planned Activities
Q1 (Aug–Oct)	Academic planning workshop; Identification of slow/advanced learners; Orientation for new faculty.
Q2 (Nov–Dec)	Mid-term review; Feedback analysis from students; Inter-departmental peer teaching sessions.
Q3 (Jan–Feb)	Training on NABL/NAAC standards; Review of clinical logs and project-based learning outcomes.
Q4 (Mar–Apr)	Preparation of annual department quality report; Final academic audit; Planning for next academic year.

Monitoring & Documentation:

- Monthly meetings of the DQAC with minutes of meetings recorded.
- Feedback compilation and action-taken reports.
- Academic audit reports and student performance review summaries.
- Record of faculty participation in FDPs, conferences, and quality initiatives.

FACULTY OF PARAMEDICAL SCIENCE
Principal
BAREILLY

Bareilly International University

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Date: 22/7/2024

Departmental Quality Assurance Cell (DQAC)

Academic Session: 2024–2025

Introduction:

The **Departmental Quality Assurance Cell (DQAC)** functions as the backbone of quality enhancement efforts at the **Faculty of Paramedical Sciences (FOPS)**. It works under the guidance of IQAC to ensure systematic implementation of quality parameters, continual academic improvement, and promotion of student-centric learning methodologies. The cell is instrumental in fostering a culture of excellence in teaching, training, and research.

Objectives:

- To align departmental academic practices with the institutional quality vision.
- To monitor and enhance the quality of teaching, learning, and evaluation processes.
- To support faculty in adopting innovative and ICT-based pedagogy.
- To institutionalize internal academic audits and feedback mechanisms.
- To support student progress through timely assessments, mentoring, and remedial actions.

DQAC Committee Members:

Name	Designation	Role in DQAC
Dr. Prashant Gupta	Principal, FOPS	Chairperson / DQAC Coordinator
Dr. Sakshi Bhatnagar (PT)	Assistant Professor	Member – Teaching-Learning Monitoring
Ms. Gulafshan Saifi	Assistant Professor	Member – Student Feedback & Academic Audit
Mr. Vishal Gangwar	Assistant Professor	Member – Record Maintenance & Data Compilation

Functions of the DQAC:

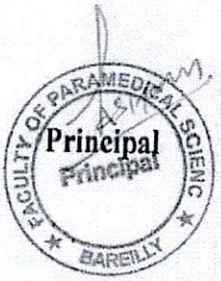
- Ensure timely academic planning and adherence to academic calendars.
- Conduct periodic internal academic audits and evaluations.
- Collect, analyze, and act upon feedback from students and stakeholders.
- Encourage faculty development programs, workshops, and seminars.
- Maintain records of innovative and ICT-enabled teaching practices.
- Coordinate with IQAC for submission of AQAR inputs and other NAAC documents.

Annual Quality Action Plan (2023–2024):

Quarter	Planned Activities
Q1 (Aug–Oct)	Academic audit of syllabus completion; Plan for bridge courses; Feedback from students.
Q2 (Nov–Dec)	Internal sessional exam review; Identifying slow and advanced learners; Organize FDP.
Q3 (Jan–Feb)	Department-level review of practical training, clinical exposure, and lab utilization.
Q4 (Mar–Apr)	Consolidation of best practices; Documentation for AQAR; Feedback and improvement report.

Monitoring & Documentation:

- Monthly meetings and action review reports.
- Maintenance of academic audit files, feedback registers, and improvement logs.
- Submission of departmental quality report to IQAC annually.
- Compilation of innovations and best practices for NAAC and accreditation use.



Bareilly International University

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Action Taken Report (ATR)

Action Point	Status	Remarks
Feedback analysis and incorporation	Completed	Audiovisual aids being used more actively in classrooms.
Internal academic audit follow-up	Ongoing	Compliance reports submitted by 90% of faculty.
Remedial classes and mentoring plan	Implemented	Attendance and progress reports under review.
Faculty documentation collection	In Progress	Submission deadline extended till 18 January 2024.
Internal exam and assessment guidelines	Finalized	Circulated to faculty and examination coordinators.

FACULTY OF PARAMEDICAL SCIENCES FOPS BAREILLY Towards Professional Excellence

Principal
Principal

Bareilly International University

FACULTY OF PARAMEDICAL SCIENCES

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Date: 10 August 2024

Departmental Quality Assurance Cell (DQAC)

Minutes of Meeting (MoM-1)

Venue: Principal's Office, Faculty of Paramedical Sciences

Time: 2:00 PM – 3:00 PM

Chairperson:

Dr. Prashant Gupta, Principal, Faculty of Paramedical Sciences

Members Present:

S. No.	Name	Designation	Role
1.	Dr. Prashant Gupta	Principal	Chairperson
2.	Dr. Sakshi Bhatnagar (PT)	Assistant Professor	Member
3.	Ms. Gulafshan Saifi	Assistant Professor	Member
4.	Mr. Vishal Gangwar	Assistant Professor	Member

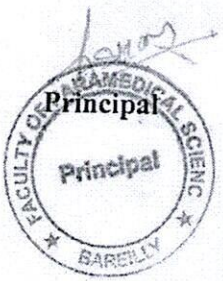
Agenda Points:

1. Setting academic goals and targets for the session.
2. Planning student orientation and gender sensitization sessions.
3. Review of NAAC-related departmental documentation.
4. Establishing timelines for internal assessments and practical exams.
5. Initiation of faculty development programs and interdisciplinary workshops.

Discussion and Resolutions:

- **Academic Calendar Finalization:**
  Academic activities and assessment schedules were finalized in line with the university calendar.
- **Gender Sensitization Orientation:**
  Scheduled for 21 August 2024 as part of student induction; ICC members to conduct sessions.
- **NAAC Documentation:**
  All departments were instructed to start collecting supporting documents for criteria-based inputs.
- **Internal Assessment Dates:**
  First Sessional Exam scheduled for September last week. Practical pre-evaluation to begin mid-September.
- **FDP Planning:**
  Proposal approved to organize an FDP on "Innovative Teaching Methodologies" in November 2024.

Principal



FACULTY OF PARAMEDICAL SCIENCES

Bareilly International University

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Action Taken Report (ATR)

Action Point	Status	Remarks
Academic schedule circulation	Completed	Shared with all HoDs and subject coordinators.
Gender sensitization session planning	Scheduled	Date confirmed; invitations sent to speakers.
NAAC document collection	Initiated	Formats shared; initial compilation underway.
Exam and practical schedule finalization	Completed	Notification issued by exam committee.
FDP planning	Approved	Tentative date: 15–16 November 2024.

Principal

FACULTY OF PARAMEDICAL SCIENCES
FOPS
BAREILLY
Towards Professional Excellence

FACULTY OF PARAMEDICAL SCIENCES

Bareilly International University

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Date: 05 January 2025

Departmental Quality Assurance Cell (DQAC)

Minutes of Meeting (MoM-2)

Venue: Principal's Office

Time: 2:00 PM – 3:00 PM

Chairperson:

Dr. Prashant Gupta, Principal, Faculty of Paramedical Sciences

Members Present:

S. No.	Name	Designation	Role
1.	Dr. Prashant Gupta	Principal	Chairperson
2.	Dr. Sakshi Bhatnagar (PT)	Assistant Professor	Member
3.	Ms. Gulafshan Saifi	Assistant Professor	Member
4.	Mr. Vishal Gangwar	Assistant Professor	Member

Agenda Points:

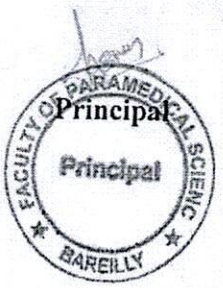
1. Review of academic progress and syllabus completion.
2. Analysis of first internal assessment results.
3. Support mechanism for slow learners.
4. Planning for student participation in research and seminars.
5. Preparation for upcoming university inspections and audits.

Discussion and Resolutions:

- **Syllabus Completion:**

  All departments reported 70–80% syllabus coverage. Full completion targeted by 31 Jan 2025

- **Assessment Result Analysis:**
  Identified 12 slow learners across courses; faculty assigned for mentoring and remedial classes.
- **Remedial and Mentorship:**
  Remedial classes to be conducted weekly. Mentors to document progress of each identified student.
- **Research Promotion:**
  Encouragement of UG students to participate in research poster presentations in the February 2025 symposium.
- **Inspection Preparedness:**
  All departments asked to update registers, lesson plans, attendance logs, and lab manuals before audit.



FACULTY OF PARAMEDICAL SCIENCES

Bareilly International University

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly. (U.P) – 243006 INDIA
Phone:- 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345
E-mail: info@rmcbareilly.com, www.rmcbareilly.com

Action Taken Report (ATR)

Action Point	Status	Remarks
Syllabus completion follow-up	Ongoing	Full completion expected by end of January 2025.
Identification of slow learners	Completed	Reports submitted by all subject teachers.
Mentorship and remedial plan	Implemented	Classes underway; progress tracking initiated.
Student research promotion	Active	Registration open for university-level symposium.
Audit preparation	In Progress	Compliance checklist shared with all departments.

FACULTY OF PARAMEDICAL SCIENCES
FOPS
BAREILLY
Towards Professional Excellence

Principal
Principal