



CAYM Education Trusts
Siddhant College of Pharmacy
A/P Sudumbare, Talegaon – Chakan Road, Tal: Maval, Dist: Pune -412109

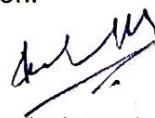
AGENDA OF INTERNAL QUALITY ASSURANCE CELL MEETING

TO BE HELD ON 18th SEPTEMBER, 2023


TIME: 11:00A.M.

- To take the approval on minutes of Internal Quality Assurance Cell Meeting held on 8th June, 2023.
- To initiate more tie-ups & MOUs with various organization initiate the conduct the activities accordingly
- To organize Student support / Enrichment activity /Programs /workshops /Seminar /Webinar by TPC , Alumni and NSS
- To initiate the process for establishment of Institution's Innovation Council and assign the roles to all the coordinators and its members as per IIC guidelines.
- To discuss regarding Cultural & Extracurricular activities to be conducted in this quarter by Cultural, NSS and Social committee.
- To prepare and fill the documents required for AQAR2022-23
- To initiate the Interview of faculty for teachers approvals
- To initiate process for SSR For Cycle II, DVV and Pptn of SSR.
- To initiate process for SSR and DVV for cycle II documents submission in IQAC.
- Any other point to be discussed with the permission of Chairperson.

Dr. Swati Jogdand
IQAC Coordinator


Dr. Rahul Dumbre
Principal




Principal
Siddhant College of Pharmacy,
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.



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Siddhant College of Pharmacy**

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INTERNAL QUALITY ASSURANCE CELL MEETING

Name of the Institute :- Siddhant College Of Pharmacy	
1. Meeting :Internal Quality Assurance Cell	2. S. No of Meeting :02 (2023-24)
3. Date of Meeting : 18thSeptember,2023	4. Time of Meeting :11.00 a.m.
5. Place of Meeting :CAYMETs Siddhant College of Pharmacy	
6. Chairman of Meeting: Dr. Swati Jogdand	
7. Following members were present for the meeting-	

Sr. No.	Name	Designation
1	Mr. Mihir Yadav	Member from Management
2	Dr. Rahul Dumbre	Head of Institution
3	Dr. Swati Deshmukh	NAAC Coordinator
4	Dr. Swati Jogdand	IQAC Coordinator
5	Ms. Swati Kale	IQAC Member
6	Dr. Pratima Shinde	Teachers to represent all levels
7	Mr. Vikas Kandekar	
8	Mrs. Vanita Gade	
9	Mrs. Swapnali Girme	
10	Mrs. Trupti Kajale	
11	Ms. Shubhangi Thopate	
12	Mrs. Deepali Gaikwad	
13	Mr. Navnath Gade	Administrative Officer
14	Mr. Sadip Chavan	
15	Mr. Nitin Shirao	Nominee from Local Society
16	Ms. Sakshi Ghare	Nominee from Student
17	Mrs. Shubhangi Thopate	Nominee from Alumni
18	Mr. Basvraj Mathdevru	Nominee from Employers
19	Dr. Yogesh Talekar	Industrialist
20	Mr. Ragunath Ghare	Nominee from Parent



Swati


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MINUTES OF INTERNAL QUALITY ASSURANCE CELL

Subject No. 1- To take approval on minutes of Internal Quality Assurance Cell Meeting held on 8th June, 2024

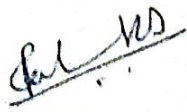
Points	Action Taken
To take the approval on minutes of Internal Quality Assurance Cell Meeting held on 27th March, 2023	The IQAC coordinator, presented overview of the meeting. The coordinator likely started by giving a brief introduction to the meeting and a recap of the previous meeting's minutes held on 8th June, 2023.
Declaration of the composition of the new IQAC for the year 2023-24.	Criteria Head and members were allotted for all seven criteria.
Preparation of the Annual Quality Assurance Report (AQAR) for the A.Y 2022-23 <ul style="list-style-type: none">• Assign responsibilities for data collection and report preparation.• Set deadlines for completion.	Various Committee were formed. AQAR 22-23 was submitted successfully to NAAC portal. Co-ordinators and members were assigned for that particular committee
Over view about the academic activities	By referring SPPU academic Calendar ,Principal, IQAC coordinator, Academic coordinator along with student coordinator finalized Academic Calendar for the institute for A Y 23-24. For daily monitoring of the academic activities, both UG, PG academic coordinator, monitored the students and staff and timely feedback given to HODs, IQAC Coordinators and Principal. CO, PO and PSO discussed with students, HODs, IQAC, Principal.




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Discussion on online students feedback and satisfactory survey from students of UG/PG.	Timely feed back were taken by Principal Sir and IQAC coordinator for the completion of syllabus for both theory and practical's for UG and PG students.
Identification of NAAC criteria-wise quality enhancement strategies/initiatives and action plan for the academic year 2022-23.	Brainstorming session were arranged to generate ideas. Assigning tasks and timelines for implementation.
To initiate the process for establishment of Institution's Innovation Council and assign the roles to all the coordinators and its members as per IIC guidelines.	
To discuss regarding Cultural & Extracurricular activities to be conducted in this quarter by Cultural, NSS and Social committee.	Environmental day 5/6/23 , World yoga day 21/6/23 , Tree plantation 17/7/2023 were celebrated at college. Workshop Democracy, Election and Governance was organized for students.
Overview of Curricular and extracurricular activities	Cultural in charge arranged competition on occasion of independence day 14/8/23, Independence day 15/8/23, Sanskrit day 20/8/23 for students to motivate their self-learning, participative learning skills.
To collect feedback from all stake holders. Analyse feedback and its discussion in CDC. Action taken report displayed on college website.	Feedback was collected from all stake holders. Analysis was done. It was discussed in CDC, Action taken report displayed on college website.
Preparation for NAAC Cycle II to collect data for II SSR, DVV, display board	Various Committee were formed Co-ordinators and members were assigned for that particular committee
To plan for internal and external examination	CEO and Exam In-charge along with her team does the necessary arrangement for the smooth conduction of all types of offline examination and shares necessary circular.




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	Exam Department plan COPO Attainment for academics and examination.
To review of previous Examination	Conducted various necessary reforms, for various Institutional activities pertaining to academics, Examination, curricular and extracurricular activities. Students Grievances mechanism organize by examination department.
Overview about the research : To take an over view regarding the R&D policy, sponsoring faculty for one FDP/ conference participation per academic year	Scientific committee coordinator and team organized workshop. Also promoted staff and students for various social and research research activities. He informed the members that, to promote the research culture amongst the faculty, management has introduced R &D Policy at Group level. Which includes various benefits for faculty whose research papers are published in standard National and International Journals etc. and attended National and International Conferences and Seminars. The initiative was appreciated, and the terms were thoroughly discussed.
To plan various Training and Placement, Alumni interactions, Webinars, Online and offline workshops and other activities. Discussion on GPAT sessions and result. Overview of value added courses, soft skill ,and innovation and research by Alumni.	The Training and placement faculty in charge explained the various conducted activities for the Soft skill development, Professional skill development, along with various value added courses, modules, to increase the employability of the students. It was discussed at length and suggestions given were accepted. Major suggestion were the Alumni connect, mentoring the students from the senior professionals, taking initiatives for the internship of the students, along with the in house skill development. Conducted various GPAT sessions and Mock test by faculties and external faculties. Discussed and arranged various value add-

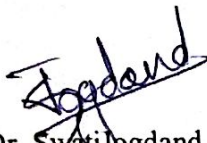



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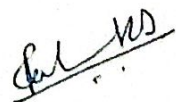
	ed courses by training and placement and alumni.
Any other point to be discussed with the permission of Chairperson	Establishment of Institution's Innovation Cell for systematically foster the culture of Innovation among the students and staff to transform their innovative ideas into potential prototype for the growth of society. Hence, all the subjects on the agenda were outlined and no more points were raised by the honorable committee members, the meeting were adjourned till the next
	Proposed By : Dr. Swati Jogdand
	Seconded By : Dr. Rahul Dumbre

"It was resolved that the minutes of last Internal Quality Assurance Cell Meeting held on 8th June 2023 are here by approved".


Dr. Swati Jogdand
IQAC Coordinator


Dr. Rahul Dumbre
Principal




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The following points were discussed and decision was taken in the meeting held on 18th


September 2023

Point	Discussion
To take the approval on minutes of Internal Quality Assurance Cell Meeting held on 8th June, 2023	IQAC composition as per new norms will unanimously decide for A.Y. 2023-2024.
To initiate more tie-ups & MOUs with various organization initiate the conduct the activities accordingly	TPC coordinator will approach to various institutions, industry and research laboratories for MOUs.
Student support / Enrichment activity /Programs /workshops /Seminar /Webinar to be organized by TPC , Alumni and NSS.	TPC should conducted Session on Carrier Opportunities and invite an expertise . Quiz competition(GPAT Mock Test) to be conducted.
To discuss regarding Extracurricular activities to be conducted in this quarter by NSS and Social committee	Social Activity Committee should organize following activities in this quarter as per committee plan. National Pharmacy week, Pharma Rally, Meri mutthi mera desh. Celebration of Constitution day and ABJ abdul kalam jayanti, Sardar Valabhai Patel Jayanti.
To initiate the process for establishment of Institution's Innovation Council and assign the roles to all the coordinators and its members as per IIC guidelines.	According to MHRD's guidelines, SCOP, Institution innovation council coordinators & members should conduct all the IIC calendar activity. Institution innovation Day, National Education Day, National Pollution Control Day should be celebrate.
Research committees should initiated various technical event to inculcate scientific temper.	Workshop on Entrepreneurship and innovation, Problem solving and Ideation, Design and thinking , Critical thinking should be organized as per IIC calendar.
As per Cultural calendar national days, traditional days to be celebrated.	Cultural department head should plan Abdul kalam jayanti, Gandhi jayanti, Sardar Vallabh bhai Patel Jayanti celebration In traditional days Navratri Festival: Dandiya event should be organize for students
To initiate process for Submission of SSR, DVV for NAAC cycle II in IQAC	As per NAAC guidelines for Cycle II all criteria heads and members will provide data for SSR, DVV in necessary formats. Also, same data will be upload on college website.
Any other point to be discussed with the permission of Chairperson	Hence, all the subjects on the agenda were outlined and no more points were raised by the honorable committee members, the meeting were adjourned till the next


Dr. Swati Jogdand
IQAC Coordinator


Dr. Rahul Dumbre
Principal




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