

## MINUTES OF INTERNAL QUALITY

### ASSURANCE CELL

#### Subject No. 1- To take approval on minutes of Internal Quality Assurance Cell

Meeting held on 27/03/2023

Dr. Swati Jogdand outlined the minute's of last Internal Quality Assurance Cell Meeting held on 27/03/2023

Point	Action taken
To take the approval on minutes of Internal Quality Assurance Cell Meeting held on 27 <sup>th</sup> March 2023	IQAC coordinator taken the review of all the activities and documents were checked.
To discuss with the exam department regarding First Year (Second sessional Practical Exam) S.Y,T.Y & Final Year (First sessional Practical Exam) First Year (Second sessional Theory Exam) S.Y,T.Y & Final Year (First sessional Theory Exam)	Exam Committee conducted internal and external exam as per calendar on time.
To discuss on conducting parents meeting for B.pharm students	Academic coordinator and Teacher guardians Successfully conducted parents meet 17/5/2023. Teacher, parents and students interaction was very useful for student's performance.
To discuss on initiative to be taken for students development such as Certificate course in pharma and regulatory affairs Campus drive Certified course HEALTH AND YOG under the MOU of Shri Yog Studio	TPC will organize certificate course in regulation in pharma, 18/3/2024 and regulatory affairs 1/3/2024. Alumni committee and TPC organized workshop on Carrier prospect in Clinical Research 13/3/2024 and Carrier without Barrier 13/3/2024. TPC will arrange campus drive for placement of students. Certified course on Health Benefits of Yoga under the MOU with Mrs. Anuradha Kardile 21/2/2024 conducted for the students .



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To discuss the activities to be conducted under IIC according to its quarter calendar	IIC members will Celebrate "WORLD INTELLECTUAL PROPERTY DAY" by organizing a session and inviting a guest .  IIC will also Celebrate World creativity and innovation day by organizing a formulation competition.
To discuss regarding various activities to be carried out by social committee , NSS and Cultural committee in this quarter	Social committee will organize various games and celebrate of International Women's day, will also organize a session on Nirbhay Kanya Yojna, will Celebrate Dr. Ambedkar Jayanti

The points and action initiated


All present members discussed and approved the same.

"It was resolved that the minutes of last Internal Quality Assurance Cell Meeting held on 27/03/23 are hereby approved".

Proposed By: Dr. Swati Jogdand

Seconded By: Dr. Rahul Dumbre.



  
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The following points were discussed and decision was taken in the meeting held on 8th June 2023


Points	Discussion
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 27th March, 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"> <li>Assign responsibilities for data collection and report preparation.</li> <li>Set deadlines for completion.</li> </ul>	Various Committee were formed 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 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.
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 the academic year 2022-23.	Brainstorming session will be 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.	IIC coordinators and members will follow their calendar to perform various activities.
To discuss regarding Cultural & Extracurricular activities to be conducted in this quarter by Cultural, NSS and Social committee.	The committee head and member organizes all the activities of NSS, NSS Camp and Social activities as per committee plan .
Overview of Curricular and extracurricular activities	Cultural in charge should plan various curricular and extracurricular activities for students to mo-



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	ivate their self-learning, participative learning skills.
To collect feedback from all stake holders. Analysis feedback and its discussion in CDC. Action taken 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 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. 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 planned 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 added courses by training and placement and alumni.
Any other point to be discussed with the	Establishment of Institution's Innovation Cell for systematically foster the culture of Innovation



  
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permission of Chairperson

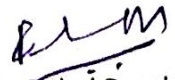
among the students and staff to transform their innovative ideas into potential prototype for the growth of society. Hence, all the subjects on the agenda were outlined and no more points were raised by the honorable committee members, the meeting were adjourned till the next

**Proposed By : Dr. Swati Jogdand**

**Seconded By : Dr. Rahul Dumbre**



**Dr. Swati Jogdand**  
**IQAC Coordinator**



**Dr. Rahul Dumbre**  
**Principal**



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