

PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY
SASWAD, PUNE



Internal Quality Assurance Cell (IQAC) 2019-20

Minutes of meeting held on 10/08/2019

First meeting of the Internal Quality Assurance Cell (IQAC) was held on **10/08/2019** at 11.00 a.m. under the chairmanship of Principal, Dr. R.Y. Patil.

The members of the committee are:

Sr. No.	Name of the members	Designation
1	Dr. R. Y. Patil	Chairman (Principal)
2	Hon. Shri. Sandeep Kadam	Member (Management Representative)
3	Dr. Rajashree Chavan	Co-ordinator (Vice Principal)
4	Dr. Smita Pawar	Member ((HoD, Pharm. Chemistry))
5	Mrs. Swati Mutha	Member (HoD, Pharmaceuticals)
6	Mrs. Pradnya Jagtap	Member (HoD, Pharmacology))
7	Mr. Jitendra Shinde	Member (Examination In charge)
8	Mr. Vaibhav Shilimkar	Member (HoD, Pharmacognosy & Academic In charge)
9	Mrs. Vidya Mhaske	Member (Office In charge)
10	Mr. Hemant Raskar	Member (Industrialist Representative)
11	Mr. Arvind Mhetre	Member (Parent Representative)
12	Mr. Rahul Nikam	Member (Alumni Representative)
13	Mr. Hrishikesh Murkute	Member (Alumni & Local Society Representative)

The Chairman (Principal, Dr. R. Y. Patil) welcomed the IQAC members to the first meeting of the cell in the academic year 2019-20.

Subject No.1:

To confirm the minutes of the last meeting held on 11/05/2019.

Resolution No.1:

Minutes of the last meeting of IQAC held on 11/05/2019 were read and confirmed.

Proposed by: - Dr. Rajashree Chavan

Seconded by: - Mr. Rahul Nikam

**Subject No.2:**

To read and confirm the action taken report of the last meeting held on 11/05/2019

Resolution No.2:

The action taken report of the last meeting of IQAC held on 11/05/2019 were read and confirmed

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Hrishikesh Murkute

Subject no. 3:

To discuss the objectives and responsibilities of the IQAC

Resolution No. 3:

The objectives and responsibilities of the IQAC as per the guidelines of NAAC were presented by the co-ordinator Dr. Rajashree Chavan. The responsibilities of the members of the cell were thoroughly discussed. All the members appreciated the Chairman for effective implementation of IQAC norms in the college.

Proposed by: - Dr. Rajashree Chavan

Seconded by:- Mrs. Swati Mutha

Subject no. 4:

To take a review of planning of events and activities to be conducted in the academic year 2019-20

Resolution No. 4:

A review of the events and activities to be conducted in the academic year 2019-20 was taken in the meeting. It was informed that the following activities will be conducted in the college.

1	SPPU sponsored Workshop / Seminar
2	SPPU sponsored Personality Development Programme
3	Welcome Function
4	Induction Programme
5	Science Exhibition
6	NPW (Silent Rally, Patient Counseling and Different competitions)
7	Parent Meet
8	NSS Residential Camp
9	Sports
10	Gathering (Annual Function)
11	Farewell Function

It was suggested that the co-ordinators should constitute the committees and take periodic meetings for effective execution of the corresponding activities. It was further suggested that the students should get quality time for academics and preparation of examination amongst these activities.

Proposed by: Mr. Vaibhav Shilimkar

Seconded by: Dr. Smita Pawar

**Subject no. 5:**

To approve an academic calendar for the year 2019-20.

Resolution No. 5:

The academic calendar for the year 2019-20 was presented in the meeting by the Academic Incharge Mr. Vaibhav Shilimkar. It was thoroughly discussed and approved.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Mrs. Pradnya Jagtap

Subject no. 6:

To take a classwise review of results of University Examination held in April/May 2019

Resolution No. 6:

The report of result analysis B. Pharm and M. Pharm. University Examination for the academic year 2018-19 was presented in the meeting by College Examination Officer Mr. Jitendra Shinde. It was thoroughly discussed. The Chairman and all the members congratulated Principal, teaching, non teaching & supporting staff and students of the college for the excellent result. The teaching staff members were congratulated for 100% result in the respective subjects for the academic year 2018-19.

Sr. No.	Class	Overall Result (%)
1	First Year B. Pharm. Sem-II	100
2	Second Year B. Pharm. Sem- IV	100
3	Third Year B. Pharm. Sem-VI	100
4	Final Year B. Pharm. Sem-VIII	100

It was informed that the result for M. Pharm Sem. III/IV is awaited. Ms. Kamthe Dipanjali obtained first rank in Final Year B. Pharm. by securing 8.22 SGPA; Ms. Rananaware Rutuja, Ms. Temgire Pooja and Ms. Jagtap Prajakta topped in T. Y. B. Pharm, S. Y. B. Pharm and First Year B. Pharm. respectively by securing 8.161, 8.42 and 8.37 SGPA respectively. All the toppers were congratulated by the Chairman and members of the committee.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mr. Hrishikesh Murkute

Subject no.7:

To take a review of staff development activities

Resolution No. 7:

The review of staff development activities was given by Dr. Smita Pawar. It was informed that staff members are regularly deputed to attend seminars and conferences in other colleges for upgradation of their knowledge in their respective subjects. The staff members are promoted to attend Quality Improvement programme and Faculty Development Programmes. The staff members are also encouraged to prepare research proposals to various funding agencies.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Arvind Mhetre



Subject no. 8:

To take a review of the placements of the students.

Resolution No. 8:

The report of activities of Training and Placement cell in the college for the academic year 2018-19 was presented in the meeting. It was informed that 21 students have been placed through campus interviews in the academic year 2018-19. Various activities like group discussion, aptitude test, mock interviews, lectures by alumni are arranged for students by Training and Placement cell. The placement brochure Horizon is published and sent to the perspective employers.

The plan of future activities to be conducted through Training and Placement cell was also discussed in the meeting.

Proposed by: - Mrs. Swati Mutha

Seconded by: - Mrs. Vidya Mhaske

Subject No.09:

To discuss any matter with the permission of the chair.

Resolution No.09:

There was no other subject for discussion.

Proposed by: - Mrs. Pradnya Jagtap

Seconded by: - Dr. Rajashree Chavan

There being no other matter to discuss the meeting was called to an end by the Chairman, Dr. R. Y. Patil. Dr. Rajashree Chavan, Coordinator of IQAC extended vote of thanks to the members for remaining present for the meeting and for offering their valuable suggestions.

Dr. R. Y. Patil
Chairman, IQAC & Principal

Dr. Rajashree Chavan
Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC) 2018-19

Action Taken Report of the third meeting held on 11/05/2019

As per the suggestions made by the committee members of IQAC following steps have been taken:

Subject	Resolution	Action taken
Subject No. 1: To confirm the minutes of last IQAC meeting held on 08/12/2018.	The minutes of the last IQAC meeting held on 08/12/2018 were read and confirmed	Noted and filed
Subject No.2: To confirm the action taken report of the meeting held on 08/12/2018	The action taken report of the meeting held on 08/12/2018 was read and confirmed.	Noted & filed
Subject No.3: To take a review of the events conducted in the college	A report of the recently held events was presented to the members. The members congratulated the Principal and staff for successfully conducting various events	--
Subject No.4: To take a review of the responsibilities assigned and completed	The review of the responsibilities assigned to each staff member was discussed thoroughly in the meeting. It was observed that all the staff members have completed their assigned duties and responsibilities in time. All the members of the committee appreciated all the staff members for being prompt and efficient.	--
Subject No.5: To take review of the upgradation of website	Mrs. Swati Mutha explained the details of the college website. The members visited the college website at http://pdeasgrspharma.org . They had thorough discussion on various menu options and navigation system.. The following changes have been made in	--



	the website to make it more effective and smooth: • Look and feel of few sections like events, footer are improved. • Event section is made live. • Additional slide is added to main showcase images. • Grievance section is added on homepage to direct to grievance portal	
Subject No.6 To take a review of Training & Placement Cell activities	The review of activities of Training & Placement Cell during the academic year 2018-19 was presented in the meeting. It was informed that the cell has conducted various activities viz. aptitude test, group discussion, guest lectures, mock interviews, Entrepreneurship development programme for the students of Final year B. Pharm. It was also informed that the placement brochure 'Horizon' is published every year and distributed amongst the prospective employers. The printing and publication of Horizon 2018-19 is in process.	Horizon 2018-19 has been published and circulated.
Subject No.7: To discuss the new format of manual for reaccreditation of the college in the year 2020	It was informed in the meeting that the college has been accredited by NAAC till 15/11/2020, which indicates that the college is required to apply for next cycle of accreditation in the beginning of the academic year 2020-21. NAAC has published new format of manual for accreditation in March 2019 which was presented in the meeting for further discussion and action plan by Dr. Rajashree Chavan. The seven criteria in the new format were discussed thoroughly along with weightages across key indicators,	The preparation for re accreditation is going on. The meetings are held regularly for the same.



	Quality Indicator Framework etc. The committees were prepared for distribution of criteria.	
Subject No.8: To take a review of results of B. Pharm. and M. Pharm. examinations held in Dec.2018 -Jan.2019	The report of result analysis of B. Pharm and M. Pharm. University Examination held in Dec. 2018-Jan.2019 was presented in the meeting. It was thoroughly discussed. The Chairman and all the members congratulated Principal, teaching, non teaching & supporting staff and students of the college for the excellent result. The teaching staff members were congratulated for 100% result in the respective subjects for the examination of first half of academic year 2018-19.	Noted and filed.
Subject No.9: To discuss any other matter by the permission of the chair	There was no other subject for discussion	--

Dr. R. Y. Patil
Chairman, IQAC & Principal

Dr. Rajashree Chavan
Coordinator, IQAC