

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



Internal Quality Assurance Cell (IQAC) 2022-23

Minutes of first meeting held on 08/10/2022

The first meeting of the Internal Quality Assurance Cell (IQAC) was held on 08/10/2022, Saturday at 11.00 am. under the chairmanship of Principal Dr. Rajashree Chavan.

Venue: IQAC room

The members of the committee are:

Sr. No.	Name of the members	Designation
1	Dr. Rajashree Chavan	Chairman (Principal)
2	Hon. Shri. Sandeep Kadam	Member (Management Representative)
3	Mrs. Jayashri Jagtap	Co-ordinator (Assistant Professor and Academic Incharge)
4	Dr. Smita Pawar	Member ((HoD, Pharm. Chemistry))
5	Mr. Vaibhav Shilimkar	Member (HoD, Pharmacognosy)
6	Mr. Jitendra Shinde	Member (HoD, Pharmaceuticals)
7	Mr. Nilesh Bhosale	Member (College Examination Officer)
8	Mr. Ganesh Nigade	Member (Internal Examination In charge)
9	Mrs. Pradnya Jagtap	Member (HoD, Pharmacology))
10	Mrs. Vidya Mhaske	Member (Office In charge)
11	Mr. Palak Agarwal	Member (Industrialist Representative)
12	Mr. Suresh Bhosale	Member (Parent Representative)
13	Mr. Sunil Korde	Member (Alumni & Local Society Representative)
14	Dr. Shama Aaphale	Member (Alumni Representative)
15	Ms. Rutika Bhoite	Member (Student Representative)
16	Mr. Amol Kale	Invitee member

The chairman (Principal Dr. Rajashree Chavan) welcomed the IQAC members to the first meeting of the IQAC cell in the academic year 2022-23.

Subject no. 1:

To constitute Internal Quality Assurance Cell (IQAC) for the academic year 2022-24.

Resolution No. 1:

Internal Quality Assurance Cell (IQAC) for the academic year 2022-24 was constituted as per the guidelines provided by NAAC. IQAC coordinator Mrs. Jayashri Jagtap welcomed all the members of the cell and appealed them to contribute in a positive and constructive way in order to ensure the efficient and effective operation of the academics and administration in the college.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.2:

To confirm the minutes of the last meeting held on 04/07/2022.

Resolution No.2:

Minutes of the last meeting of IQAC held on 04/07/2022 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Smita Pawar

Subject No.3:

To read and confirm the action taken report of the last meeting held on 04/07/2022.

Resolution No.3:

The action taken report of the last meeting of IQAC held 04/07/2022 was read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mrs. Vidya Mhaske

Subject no. 4:

To discuss the objectives and responsibilities of the IQAC

Resolution No. 4:

The IQAC Coordinator Mrs. Jayashree Jagtap presented the mission and duties of IQAC as per NAAC norms. The duties of IQAC cell members were discussed in depth. All the members appreciated the Chairman for effectively implementing the IQAC standards in the college.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by:- Mr. Vaibhav Shilimkar

Subject no. 5:

To take a review of events conducted and planned in the academic year 2022-23.

Resolution No. 5:

A review of the events and activities conducted in the college for the academic year 2022-23 till date was presented in the meeting. A review of remaining activities to be conducted was taken and thorough discussion was done regarding conduct of activities. Further it was informed that the following activities will be conducted in the college.

- 1) Environmental Awareness Week- 07/11/2022-12/11/2022.
 - 2) Induction cum parent meet of newly admitted students- 10/11/2022.
 - 3) Fresher's welcome function- 14/11/2022.
 - 4) Staff development program for teaching staff- 15/11/2022.
 - 5) Staff development program for non-teaching staff- 08/12/2022.
 - 6) Entrepreneurship Awareness Camp- 13/12/2022-14/12/2022.
 - 7) Disaster Management: guest Lecture- 17/01/2023.
 - 8) NSS camp- 13/01/2023-20/01/2023.
 - 9) Annual Prize Distribution Ceremony and Annual Social Gathering- 25/02/2023.
 - 10) TPC Activity: In Campus Placements- 03/03/2023.
 - 11) Women's day celebration- 08/03/2023
 - 12) Guest lecture on gender equality- 23/03/2023.
 - 13) Farewell function of Final Year B. Pharm. and S. Y. M. Pharm. students-29/04/2023 etc.
- The external member suggested one week induction program for the newly admitted students. Preparations for the upcoming events were discussed. The members congratulated the Principal and staff for the successful organization of various events.

Proposed by: Mrs. Pradnya Jagtap
Seconded by: Mr. Jitendra Shinde

Subject no. 6:

To take review of results of B. Pharm. and M. Pharm. University Examination held in April/May 2022.

Resolution No. 6:

The report of result analysis of B. Pharm and M. Pharm. University Examination for the academic year 2021-22 was presented in the meeting by College Examination Officer Mr. Nilesh Bhosale. The result 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 of post COVID offline examination. The teaching staff members were congratulated for 100% result in the respective subjects for the academic year 2021-22.

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%
5	F. Y. M. Pharm.	100%
6	S. Y. M. Pharm.	100%

Jagtap Kishori Sunil in final year M. Pharm. (Sem.IV) and Bobade Shweta Shivling in First year M. Pharm. (Sem.II) obtained first rank by securing CGPA 9.19 and 9.0 respectively. Jagtap Prajka Bajrang obtained first rank in Final Year B. Pharm. by securing CGPA 8.505; Jadhav Shivani Ramesh, Jagtap Pradnya Navnath and Tekawade Sanika Mahesh topped in T. Y. B. Pharm, S. Y. B. Pharm and First Year B. Pharm. respectively by securing CGPA 8.267, 8.429 and 8.310 respectively. All the toppers were congratulated by the Chairman and members of the committee.

Proposed by: - Mr. Nilesh Bhosale

Seconded by: - Mr. Suresh Bhosale

Subject no. 7:

To take a review of staff development activities

Resolution No. 7:

Dr. Smita Pawar presented a review of the staff development activities. She informed that staff members are prompted to attend Seminars and Conferences, Quality Improvement Programme and Faculty Development Programmes in other colleges using offline or online platform for upgradation of their knowledge in their respective subjects. It was informed that most of the faculty members attended FDP, seminars/ workshops via online mode. Also it was informed that in-house Faculty Development program is organized on 15th February 2023.

The staff members are also encouraged to prepare research proposals for submission to various funding agencies.

Proposed by: - Dr. Smita Pawar

Seconded by: - Dr. Rajashree Chavan

Subject no.8 :

To take a review of admission process of B. Pharm. and M. Pharm.

Resolution No. 8:

Mr. Jitendra Shinde explained the B. Pharm. and M. Pharm. admissions process to all the members. He informed that B. Pharm. admission process started on 28th September 2022 and all the necessary arrangement have been done including assigning admission work to all staff members to ensure a smooth admission process.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mr. Nilesh Bhosale

Subject No.9:

To discuss any matter with the permission of the chair.

Resolution No. 9: There was no other subject for discussion.

Proposed by: - Mrs. Vidya Mhaske

Seconded by: Mr. Ganesh Nigade

There being no other subject for discussion the meeting was called to an end by the Chairman, Dr. Rajashree Chavan. Mrs. Jayashri Jagtap , IQAC Coordinator extended vote of thanks to the members for remaining present for the meeting.

Mrs. Jayashri Jagtap

IQAC Co-ordinator

PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAD
Tal. Purandar, Dist. Pune. 412301

R. Chavan

Dr. Rajashree Chavan

Principal & Chairman, IQAC

PRINCIPAL

PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAD
TAL PURANDHAR DIST. PUNE-412 301

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



Internal Quality Assurance Cell (IQAC) 2022-23

Action Taken Report of the first meeting held on 08/10/2022

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

Subject	Resolution	Action taken
Subject No. 1: To constitute Internal Quality Assurance Cell (IQAC) for the academic year 2022-24	Internal Quality Assurance Cell (IQAC) for the academic year 2022-24 was constituted as per the guidelines provided by NAAC. IQAC coordinator Mrs. Jayashri Jagtap welcomed all the members of the cell and appealed them to contribute in a positive and constructive way in order to ensure the efficient and effective operation of the academics and administration in the college.	Noted and filed
Subject No.2: To confirm the minutes of the last meeting held on 04/07/2022.	Minutes of the last meeting of IQAC held on 04/07/2022 were read and confirmed.	Noted and filed
Subject No.3: To read and confirm the action taken report of the last meeting held on 04/07/2022.	The action taken report of the last meeting of IQAC held 04/07/2022 was read and confirmed	Noted and filed
Subject no. 4: To discuss the objectives and responsibilities of the IQAC	The IQAC Coordinator Mrs. Jayashri Jagtap presented the mission and duties of IQAC as per NAAC norms. The duties of IQAC cell members were discussed in depth. All the members appreciated the Chairman for effectively implementing the IQAC standards in the college.	--
Subject no. 5: To take a review of events conducted and planned in the academic year 2022-23.	A review of the events and activities conducted in the college for the academic year 2022-23 till date was presented in the meeting. A review of remaining activities to be conducted was taken and thorough discussion was done regarding conduct of activities. Further it was informed that the following activities will be conducted in the college. 1)Environmental Awareness Week- 07/11/2022-12/11/2022. 2)Induction cum parent meet of newly admitted students- 10/11/2022. 3)Fresher's welcome function- 14/11/2022. 4)Staff development program for teaching staff-	All the remaining have been conducted as per the schedule.

	15/11/2022. 5)Staff development program for non-teaching staff- 08/12/2022. 6)Entrepreneurship Awareness Camp- 13/12/2022-14/12/2022. 7)Parent Meet of T. Y. B. Pharm. and Final Yr. B. Pharm.- 07/01/2023. 8_Disaster Management: guest Lecture- 17/01/2023. 9)NSS camp- 13/01/2023-20/01/2023. 10)Annual Prize Distribution Ceremony and Annual Social Gathering- 25/02/2023. 11)TPC Activity: In Campus Placements- 03/03/2023. 12)Women's day celebration- 08/03/2023 13)Guest lecture on gender equality- 23/03/2023. 14)Farewell function of Final Year B. Pharm. and S. Y. M. Pharm. students-29/04/2023 etc. The external member suggested one week induction program for the newly admitted students. Preparations for the upcoming events were discussed. The members congratulated the Principal and staff for the successful organization of various events.																						
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Subject no.8 : To take a review of admission process of B. Pharm. and M. Pharm.	Mr. Jitendra Shinde explained the B. Pharm. and M. Pharm. admissions process to all the members. He informed that B. Pharm. admission process started on 28 th September 2022 and all the necessary arrangement have been done including assigning admission work to all staff members to ensure a smooth admission process.	Noted and Filed
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 Mrs. Jayashri Jagtap
Coordinator
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COLLEGE OF PHARMACY, SASWAD
Tal. Purandar, Dist. Pune. 412301


 Dr. Rajashree Chavan
Principal
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