

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



Internal Quality Assurance Cell (IQAC) 2022-23

Minutes of second meeting held on 31/01/2023

The second meeting of the Internal Quality Assurance Cell (IQAC) was held on 31/01/2023, Tuesday 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 second meeting of the IQAC cell in the academic year 2022-23.

Subject no. 1:

To confirm the minutes of the last meeting held on 08/10/2022.

Resolution No. 1:

Minutes of the last meeting of IQAC held on 08/10/2022 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.2:

To confirm the action taken report of the meeting held on 08/10/2022.

Resolution No.2:

The action taken report of the last meeting of IQAC held on 08/10/2022 was read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Shama Aaphale

Subject No.3:

To take a review of Academic calendar 2022-23.

Resolution No.3:

The academic calendar for the year 2022-23 was presented in detail in the meeting by the Academic Incharge Mrs. Jayashri Jagtap. It was thoroughly discussed and approved.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mrs. Vidya Mhaske

Subject no. 4:

To discuss and finalize goal, vision and mission of the institute.

Resolution No. 4:

The chairman Principal Dr. Rajashree Chavan informed that Goal, Vision and Mission of the institute needs to be revised every 5 years. The process of revising Goal, Vision and Mission was discussed thoroughly and it was informed that the most of the suggestions have been received from all the satkeholders. The new Goals, Vision and Mission have been presented in the meeting. After through discussion Goals, Vision and Mission have been finalized and now it will be approved in CDC.

Proposed by: - Dr. Smita Pawar

Seconded by:- Mr. Vaibhav Shilimkar

Subject no. 5:

To discuss and revise formats of internal examinations.

Resolution No. 5:

The Internal Examination In charge, Mr. Ganesh Nigade presented the various evaluation formats of Internal examinations. After a detailed discussion, the format of the internal marks statement has been updated and it was informed that the new format will be implemented for the coming internal examinations.

Proposed by: Mr. Ganesh Nigade

Seconded by: Mrs. Pradnya Jagtap

Subject no. 6:

To take a review of new proposals for receiving grants from UGC/AICTE/SPPU etc.

Resolution No. 6:

The R and D cell coordinator Dr. Smita Pawar informed that all the regular faculty members have submitted their research proposals to SPPU under the Rajiv Gandhi Science and Technology Commission Scheme (RGSTC). She further informed that all the faculty members have presented their proposals in front of R and D cell and then final updated proposals submitted online to SPPU. The faculty members are also encouraged to prepare research proposals to various other funding agencies.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Suresh Bhosale

Subject no. 7:

To take a review of Green and energy audit.

Resolution No. 7:

The IQAC coordinator Mrs. Jayashri Jagtap presented the process of Green, Energy and Environment audit to all the members. She informed that the institute has submitted all the related data online to the Green Building Professional Consultant, Grenvio Solutions and then Audit team visited to the college on 21st December 2022. She highlighted that the process of Green, Energy and Environment audit has been completed and the result will be declared shortly. Further, she discussed that the institute has made MOU with the Grenvio Solutions for healthy and sustainable institute. The activities related the environment protection and conservation will be conducted by Mr. Jitendra Shinde, NSS coordinator.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject no.8 :

To take a review of Learning Management system vmedulife.

Resolution No. 8:

It was informed that the institute has procured Learning Management system(LMS), vmedulife software. All the staff and students will access LMS through college website using the credentials sent to their registered mail id. Dr. Smita Pawar informed that a list of module coordinators will be prepared and accordingly all the coordinators will be updated in vmedulife software by the coordinator Mrs. Jayashri Jagtap, IQAC Coordinator. The respective coordinators will be trained by vmedulife team regarding usage of the software for documentation and tracking the performance of the students. All the modules of vmedulife has been discussed in detail in the meeting and it was decided that all the information should be produced during AAA at the end of academic year.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Palak Agarwal

Subject no.9 :

To take review of IIC activities.

Resolution No. 9:

Mr. Ganesh Nigade, IIC Coordinator presented the activities of Institute Innovation Cell (IIC) in the meeting. The details of the activities conducted are as below:

- 1) Motivational session by Successful Innovators- 10/10/2022
- 2) Technology Readiness Level- 12/12/2022
- 3) Innovation Competition- 12/12/2022
- 4) Workshop on IPRs- 16/01/2023

Further, he informed that a few activities viz. achieving problem-solution fit and product-market fit, how to plan for start-up and legal and ethical steps, business model canvas etc. will be conducted shortly in the second term.

Proposed by: - Mr. Ganesh Nigade

Seconded by: - Mr. Nilesh Bhosale

Subject no. 10 :

To take a review of PBL activity conducted in the college.

Resolution No. 10:

Mrs. Jayashri Jagtap, PBL Coordinator presented a report of Problem Based Learning (PBL) conducted in odd semester in the college. Further schedule of PBL to be conducted in the even semester was discussed and finalized in the meeting.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Jitendra Shinde

Subject No.11:

To discuss any matter with the permission of the chair.

Resolution No. 11: There was no other subject for discussion.

Proposed by: - Mrs. Vidya Mhaske

Seconded by: Dr. Rajashree Chavan

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 being present for the meeting.


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


Dr. Rajashree Chavan
Principal & Chairman, IQAC
PRINCIPAL
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAD
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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 second meeting held on 31/01/2023

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 the last meeting held on 08/10/2022.	Minutes of the last meeting of IQAC held on 08/10/2022 were read and confirmed.	Noted and filed
Subject No.2: To confirm the action taken report of the meeting held on 08/10/2022.	The action taken report of the last meeting of IQAC held 08/10/2022 was read and confirmed	Noted and filed
Subject No.3: To take a review of Academic calendar 2022-23.	The academic calendar for the year 2022-23 was presented in detail in the meeting by the Academic Incharge Mrs. Jayashri Jagtap. It was thoroughly discussed and approved.	Noted and filed
Subject no. 4: To discuss and finalize goal, vision and mission of the institute.	The chairman Principal Dr. Rajashree Chavan informed that Goal, Vision and Mission of the institute needs to be revised every 5 years. The process of revising Goal, Vision and Mission was discussed thoroughly and it was informed that the most of the suggestions have been received from all the satkeholders. The new Goals, Vision and Mission have been presented in the meeting. After through discussion Goals, Vision and Mission have been finalized and now it will be approved in CDC.	The goal, vision and mission of the institute has been approved in CDC
Subject no. 5: To discuss and revise formats of internal examinations.	The Internal Examination In charge, Mr. Ganesh Nigade presented the various evaluation formats of Internal examinations. After a detailed discussion, the format of the internal marks statement has been updated and it was informed that the new format will be implemented for the coming internal examinations.	A new evaluation format of internal examinations has been implemented
Subject no. 6: To take a review of	The R and D cell coordinator Dr. Smita Pawar informed that all the regular faculty members have submitted their	Noted and filed

new proposals for receiving grants from UGC/AICTE/SPPU etc.	research proposals to SPPU under the Rajiv Gandhi Science and Technology Commission Scheme (RGSTC). She further informed that all the faculty members have presented their proposals in front of R and D cell and then final updated proposals submitted online to SPPU. The faculty members are also encouraged to prepare research proposals to various other funding agencies.	
Subject no. 7: To take a review of Green and energy audit.	The IQAC coordinator Mrs. Jayashri Jagtap presented the process of Green, Energy and Environment audit to all the members. She informed that the institute has submitted all the related data online to the Green Building Professional Consultant, Grenvio Solutions and then Audit team visited to the college on 21 st December 2022. She highlighted that the process of Green, Energy and Environment audit has been completed and the result will be declared shortly. Further, she discussed that the institute has made MOU with the Grenvio Solutions for healthy and sustainable institute. The activities related the environment protection and conservation will be conducted by Mr. Jitendra Shinde, NSS coordinator.	The few activities related the environment protection and conservation viz. tree plantation, plastic waste management etc conducted through NSS.
Subject no.8 : To take a review of Learning Management system vmedulife.	It was informed that the institute has procured Learning Management system(LMS), vmedulife software. All the staff and students will access LMS through college website using the credentials sent to their registered mail id. Dr. Smita Pawar informed that a list of module coordinators will be prepared and accordingly all the coordinators will be updated in vmedulife software by the coordinator Mrs. Jayashri Jagtap, IQAC Coordinator. The respective coordinators will be trained by vmedulife team regarding usage of the software for documentation and tracking the performance of the students. All the modules of vmedulife has been discussed in detail in the meeting and it was decided that all the information should be produced during AAA at the end of academic year.	Training of all module coordinators has been completed via online and offline mode. The student details updated in the vmedulife LMS and the updation of academic planning details for 2022-23 is in progress and will be completed till 10 th July 2022.
Subject no.9 : To take review of IIC activities.	Mr. Ganesh Nigade, IIC Coordinator presented the activities of Institute Innovation Cell (IIC) in the meeting. The details of the activities conducted are as below: 1)Motivational session by Successful Innovators- 10/10/2022 2)Technology Readiness Level- 12/12/2022 3)Innovation Competition- 12/12/2022 4) Workshop on IPRs- 16/01/2023	The remaining activities have been conducted in the second term.

	Further, he informed that a few activities viz. achieving problem-solution fit and product- market fit, how to plan for start-up and legal and ethical steps, business model canvas etc. will be conducted shortly in the second term.	
Subject No.10: To take a review of PBL activity conducted in the college.	Mrs. Jayashri Jagtap, PBL Coordinator presented a report of Problem Based Learning (PBL) conducted in odd semester in the college. Further schedule of PBL to be conducted in the even semester was discussed and finalized in the meeting.	PBL conducted as per the schedule
Subject No.11: To discuss any matter with the permission of the chair.	There was no other subject for discussion.	Noted and Filed


Mrs. Jayashri Jagtap

Coordinator, IQAC

IQAC Coordinator

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Dr. Rajashree Chavan

Chairman, IQAC

PRINCIPAL

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