

**SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY**

SASWAD, TAL. : PURANDAR, DIST. : PUNE - 412 301. MAHARASHTRA, INDIA.

Approved by : All India Council for Technical Education and Pharmacy Council of India, New Delhi.

Government of Maharashtra and Directorate of Technical Education, Mumbai. (DTE Code No. 6372)

Affiliated to : Savitribai Phule Pune University, Pune. (Id. No.: PU / PN / PHARMA / 095 / [1993] and Code No. - 521)

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Accredited by NAAC at 'A' grade



Outward No. : COPS /

Date :

President
Ajit Pawar

Vice President
Rajendra Ghadge

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Adv. Sandeep Kadam
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Savitribai Phule Pune University, Pune

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Dy. Secretary
L. M. Pawar

Principal
Dr. R.S. Chavan

Internal Quality Assurance Cell (IQAC) 2023-24**Minutes of first meeting held on 23/09/2023**

The first meeting of the Internal Quality Assurance Cell (IQAC) was held on **23/09/2023, Saturday at 11.30 am.** under the chairmanship of Principal Dr. Rajashree Chavan.

Venue: IQAC room

The following members were present for the meeting:

Sr. No.	Name of the members	Designation	Sign.
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 2023-24.

Subject no. 1:

To confirm the minutes of the last meeting held on 27/06/2023.

Resolution No. 1:

Minutes of the last meeting of IQAC held on 27/06/2023 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Suresh Bhosale

Subject No.2:

To confirm the action taken report of the meeting held on 27/06/2023.

Resolution No.2:

The action taken report of the last meeting of IQAC held on 27/06/2023 was read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.3:

To discuss and finalize Academic calendar 2023-24

Resolution No.3:

The academic calendar prepared by the Academic In charge in consultation with all the activity coordinators and was presented by Mrs. Jayashri Jagtap, IQAC coordinator. The external members suggested that the institute should invite renowned Alumni for the induction program of newly admitted students. On thorough discussion the academic calendar was finalized in the meeting.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Smita Pawar

Subject no. 4:

To take a review of events conducted in the college.

Resolution No. 4:

A review of activities conducted in the academic year 2023-24 till date was presented in the meeting. The details of activities conducted as are as follows:

- 1) Guest lecture on Democracy of India- 14/07/2023
- 2) General knowledge Quiz competition- 20/07/2023
- 3) Tree plantation was organized-21/07/2023
- 4) Cycle rally was organized- 22/07/2023
- 5) Elocution Competition and Stotra Wachan-25/07/2023
- 6) Campus cleanliness drive-26/07/2023
- 7) Chess competition- 27/07/2023
- 8) Blood donation camp- 28/07/2023
- 9) Guest lecture on Pharmacovigilance and clinical research-05/08/2023
- 10) Plastic collection Drive- on 22nd every month
- 11) Teachers day- 05/09/2023
- 12) Foundation day of PDEA- Drawing competition- 07/09/2023
- 13) Induction program of newly admitted students- 16/09/2023- 23/09/2023

A review of remaining activities to be conducted was taken and thorough discussion was done regarding conduct of activities.

Proposed by: - Dr. Pradnya Jagtap

Seconded by:- Mr. Suresh Bhosale

Subject no. 5:

To take a review of results of B. Pharm. and M. Pharm. University Examination held in April/May 2023.

Resolution No. 5:

The report of result analysis of S. Y., T. Y. and Final Yr. University Examination for the academic year 2022-23 was presented in the meeting by College Examination Officer Mr. Nilesh Bhosale. The result was thoroughly discussed. Further it was informed that results of F. Y. B. Pharm. and M. Pharm. will be declared soon by SPPU. The Chairman and all the members congratulated Principal, teaching, non-teaching & supporting staff and students of the college for the excellent result. The faculty members were congratulated for 100% result in the respective subjects for the academic year 2022-23.

Sr. No.	Class	Overall Result (%)
2	Second Year B. Pharm.	100%
3	Third Year B. Pharm.	100%
4	Final Year B. Pharm.	93.60%

Rokade Vishalakshi Sanjay obtained first rank in final year B. Pharm. by securing CGPA 8.762; Mokashi Aarti Mahesh and Chanchal Sanjay Navale topped in T. Y. B. Pharm. by securing CGPA 8.067 and Ajinkya Subhash Lokare obtained first rank in S. Y. B. Pharm. by securing CGPA 8.500. All the toppers were congratulated by the Chairman and members of the committee.

Proposed by: Mrs. Jayashri Jagtap

Seconded by: Mr. Palak Agarwal

Subject no. 6:

To discuss and plan seminar and workshops on research methodology (RM), IPR and Entrepreneurship awareness program.

Resolution No. 6:

A detailed discussion was carried out on planning of seminars and workshops to be organized for the students and finalized in the meeting.

The details are as shown below:

1. One day seminar on Research Methodology for students will be coordinated by Mr. Nilesh Bhosale - 24/10/2023.
2. One day Entrepreneurship Awareness Program under the flagship of IIC will be coordinated by Mr. Ganesh Nigade-13/12/2023.
3. One day workshop on IPR awareness program will be coordinated by Dr. Smita Pawar-16/01/2024

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Suresh Bhosale

Subject no. 7:

To discuss and plan various activities under TPC and competitive examinations.

Resolution No. 7:

The review of various activities to be conducted by Training and Placement cell in academic year 2023-24 was presented in the meeting.

Further a planning of efforts to be taken for various competitive examinations preparation like GPAT, MBA MPSC etc. was presented in the meeting. Further it was informed that GPAT lecture series by all staff members of college will be conducted from October-2023 to Dec- 2023. Mr. Sunil Korade suggested that few lectures should be arranged for awareness about GRE, TOEFL examinations for study abroad by experts from academy.

Proposed by: - Dr. Vaibhav Shilimkar

Seconded by: - Dr. Pradnya Jagtap

Subject no.8 :

To discuss and plan about Add-on courses for 2023-24.

Resolution No. 8:

A planning of Add on courses to be conducted in the academic year 2023-24 was presented in the meeting. The details are as given below:

Sr. No.	Name of the Add on course	Institute
1	Advance Diploma in Pharmacovigilance and Clinical Research	Elite Institute of Pharma Skill, Chinchwad, Pune
2	Certificate and Clinical Research, Pharmacovigilance, Clinical Data Management & Medical writing	Ingenious Healthcare, Hadapsar, Pune
3	Intellectual Property Rights and Regulatory Affairs	Intellect Institute of Education & Research, Katraj, Pune

The external members appreciated the efforts taken by the college for making the platform available for the value added courses to the students.

Proposed by: - Dr. Pradnya Jagtap

Seconded by: - Mr. Ganesh Nigade

Subject no.9 :

To discuss and plan the activities under the Best practices.

Resolution No. 9:

A detailed description of following two best practices with planning of activities to be conducted in academic year 2023-24 have been presented in the meeting

- 1) Environment awareness activities
- 2) Community oriented activities

A thorough discussion was carried out on the conduct of above mentioned best practices. The external members appreciated the remarkable plastic collection drive activity and congratulated for the green initiative taken by the college.

Proposed by: - Dr. Smita Pawar
Seconded by: - Mr. Nilesh Bhosale

Subject No.10:

To take a review of staff development activities.

Resolution No. 10:

A review of the staff development activities was presented by R and D cell coordinator Dr. Smita Pawar. She informed that staff members are encouraged to attend Seminars and Conferences, Quality Improvement Programmes and Faculty Development Programmes in other colleges using offline or online platform for up gradation of their knowledge in their respective subjects. Also it was informed that the college organizes in-house Faculty Development programs every year. The details of the FDP organized as given below:

- 1) FDP on "Cooperative Learning" by Dr. Kuldeep Bansod- 31/08/2023
- 2) FDP on "NEP 2020" by Dr. Remeth Dias- 31/08/2023
- 3) FDP on "Preclinical experimentation – Designing to Report writing" by Dr. Subhash Yende-04/09/2023.

Further she informed that Three days faculty development programme for teaching staff on "Pedagogical Approaches and Effective Teaching Learning" will be organized on 13/02/2023-15/02/2023.

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

Proposed by: - Dr. Smita Pawar
Seconded by: - Mr. Nilesh Bhosale

Subject No.11:

To discuss and plan submission of research proposals for various types of grants.

Resolution No. 11:

Dr. Smita Pawar, R and D coordinator presented a planning of submission of proposals to avail the grants for research, fellowship grants, and organization of seminars and workshops from various funding agencies like UGC, AICTE, SPPU, DST, DBT, SERB, DSIR etc.

Proposed by: - Dr. Smita Pawar
Seconded by: - Mr. Nilesh Bhosale

Subject No.12:

To take review of AAA for 2022-23.

Resolution No. 12:

Dr. Smita Pawar informed that academic administrative audit (AAA) is conducted at the end of academic year. She presented the format of AAA to all the members and asked for the suggestions if any. Further she informed that AAA for the academic year 2022-23 has been

conducted and compliance will be fulfilled immediately once the result of remaining classes is declared.

Proposed by: - Dr. Smita Pawar
Seconded by: - Mr. Nilesh Bhosale

Subject No.13:

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

Resolution No. 13:

Mr. Jitendra Shinde, Admission coordinator explained the B. Pharm. and M. Pharm. admissions process to all the members. He informed that for B. Pharm. and M. Pharm. admission process started on 11th July 2023 and 17th July 2023 respectively and concluded on 15/09/2023 for B. Pharm. and 29/09/2023 for M. Pharm. The total number of students admitted to B. Pharm. and M. Pharm. are 57 and 31 respectively.

Proposed by: - Mr. Jitendra Shinde
Seconded by: - Mr. Suresh Bhosale

Subject No.14:

To discuss any matter with the permission of the chair.

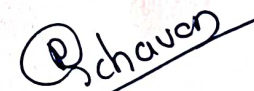
Resolution No. 14: There was no other subject for discussion.

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
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) 2023-24

Action Taken Report of the first meeting held on 23/09/2023

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 27/06/2023.	Minutes of the last meeting of IQAC held on 27/06/2023 were read and confirmed.	Noted and filed
Subject No.2: To confirm the action taken report of the meeting held on 27/06/2023.	The action taken report of the last meeting of IQAC held on 27/06/2023 was read and confirmed.	Noted and filed
Subject No.3: To discuss and finalize Academic calendar 2023-24	The academic calendar was prepared by the Academic In charge in consultation with all the activity coordinators and was presented by Mrs. Jayashri Jagtap, IQAC coordinator. The external members suggested that the institute should invite renowned Alumni for the induction program of newly admitted students. On thorough discussion the academic calendar was finalized in the meeting.	Noted and filed
Subject no. 4: To take a review of events conducted in the college.	Resolution No. 4: A review of activities conducted in the academic year 2023-24 till date was presented in the meeting. The details of activities conducted as are as follows: 1) Guest lecture on Democracy of India- 14/07/2023 2) General knowledge Quiz competition- 20/07/2023 3) Tree plantation was organized-21/07/2023 4) Cycle rally was organized- 22/07/2023 5) Elocution Competition and Stotra Wachan- 25/07/2023 6) Campus cleanliness drive-26/07/2023 7) Chess competition- 27/07/2023 8) Blood donation camp- 28/07/2023 9) Guest lecture on Pharmacovigilance and clinical research-05/08/2023 10) Plastic collection Drive- on 22 nd every month 11) Teachers day- 05/09/2023	The remaining activities viz. celebration of National Pharmacy Week, Avishkar competition, T.Y.B Pharm and Final Year B Pharm parent meet, GPAT guest lecture, Orientation session on DELNET and INFLIBNET, Training and Placement workshops, one day state

	12) Foundation day of PDEA- Drawing competition- 07/09/2023 13) Induction program of newly admitted students- 16/09/2023- 23/09/2023 A review of remaining activities to be conducted was taken and thorough discussion was done regarding conduct of activities	level seminar on Research Methodology, One day International webinar on Intellectual property rights. IIC- Impact lecture series etc. conducted successfully.												
Subject no. 5: To take a review of results of B. Pharm. and M. Pharm. University Examination held in April/May 2023.	The report of result analysis of S. Y., T. Y. and Final Yr. University Examination for the academic year 2022-23 was presented in the meeting by College Examination Officer Mr. Nilesh Bhosale. The result was thoroughly discussed. Further it was informed that results of F. Y. B. Pharm. and M. Pharm. will be declared soon by SPPU. The Chairman and all the members congratulated Principal, teaching, non-teaching & supporting staff and students of the college for the excellent result. The faculty members were congratulated for 100% result in the respective subjects for the academic year 2022-23. <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Class</th><th>Overall Result (%)</th></tr> </thead> <tbody> <tr> <td>2</td><td>Second Year B. Pharm.</td><td>100%</td></tr> <tr> <td>3</td><td>Third Year B. Pharm.</td><td>100%</td></tr> <tr> <td>4</td><td>Final Year B. Pharm.</td><td>93.60%</td></tr> </tbody> </table> Rokade Vishalakshi Sanjay obtained first rank in final year B. Pharm. by securing CGPA 8.762; Mokashi Aarti Mahesh and Chanchal Sanjay Navale topped in T. Y. B. Pharm. by securing CGPA 8.067 and Ajinkya Subhash Lokare obtained first rank in S. Y. B. Pharm. by securing CGPA 8.500. All the toppers were congratulated by the Chairman and members of the committee.	Sr. No.	Class	Overall Result (%)	2	Second Year B. Pharm.	100%	3	Third Year B. Pharm.	100%	4	Final Year B. Pharm.	93.60%	Noted and filed.
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Subject no. 6: To discuss and plan seminar and workshops on research methodology (RM), IPR and Entrepreneurship awareness program.	A detailed discussion was carried out on planning of seminars and workshops to be organized for the students and finalized in the meeting. The details are as shown below: 1. One day seminar on Research Methodology for students will be coordinated by Mr. Nilesh Bhosale - 24/10/2023. 2. One day Entrepreneurship Awareness Program under the flagship of IIC will be coordinated by Mr. Ganesh Nigade-13/12/2023. 3. One day workshop on IPR awareness program will be coordinated by Dr. Smita Pawar- 16/01/2024	1. A one day state level seminar on Research Methodology was organized on 08/12/2023. 2. A One day International webinar on Intellectual property rights: challenges, risks and solutions was conducted on 22/12/2023.												

Subject no. 7: To discuss and plan various activities under TPC and competitive examinations.	The review of various activities to be conducted by Training and Placement cell in academic year 2023-24 was presented in the meeting. Further a planning of efforts to be taken for various competitive examinations preparation like GPAT, MBA MPSC etc. was presented in the meeting. Further it was informed that GPAT lecture series by all staff members of college will be conducted from October-2023 to Dec-2023. Mr. Sunil Korade suggested that few lectures should be arranged for awareness about GRE, TOEFL examinations for study abroad by experts from academy	The activities conducted under TPC and competitive examinations are as below: 1.GPAT guest lecture was held on 06/10/2023. 2.Training and placement workshops organized by Magic Bus India Foundation Pune-31/10/2023-02/11/2023. 3.Opportunities for pharmacy student in government and foreign universities-05/01/2024. 4. Instead of a guest lecture series by college staff, GPAT test series is conducted.												
Subject no.8 : To discuss and plan about Add-on courses for 2023-24.	A planning of Add on courses to be conducted in the academic year 2023-24 was presented in the meeting. The details are as given below: <table border="1" data-bbox="507 1084 1187 1554"> <thead> <tr> <th>Sr. No.</th><th>Name of the Add on course</th><th>Institute</th></tr> </thead> <tbody> <tr> <td>1</td><td>Advance Diploma in Pharmacovigilance and Clinical Research</td><td>Elite Institute of Pharma Skill, Chinchwad, Pune</td></tr> <tr> <td>2</td><td>Certificate and Clinical Research, Pharmacovigilance, Clinical Data Management & Medical writing</td><td>Ingenious Healthcare, Hadapsar, Pune</td></tr> <tr> <td>3</td><td>Intellectual Property Rights and Regulatory Affairs</td><td>Intellect Institute of Education & Research, Katraj, Pune</td></tr> </tbody> </table> The external members appreciated the efforts taken by the college for making the platform available for the value added courses to the students.	Sr. No.	Name of the Add on course	Institute	1	Advance Diploma in Pharmacovigilance and Clinical Research	Elite Institute of Pharma Skill, Chinchwad, Pune	2	Certificate and Clinical Research, Pharmacovigilance, Clinical Data Management & Medical writing	Ingenious Healthcare, Hadapsar, Pune	3	Intellectual Property Rights and Regulatory Affairs	Intellect Institute of Education & Research, Katraj, Pune	1.Orientation session for Pharmacovigilance and Clinical Research was organized on 05/08/2023. 2.Orientation session for IPR & DRA was Organized on 07/08/2023. 3.Orientation session for Pharmacovigilance and Medical Coding was organized on 14/10/2023. 4.Orientation session for Pharmacovigilance and Medical Coding was organized on 28/10/2023. Finalized following two Add on courses: 1. Advance Diploma in Pharmacovigilance and Clinical Research by Elite Institute of Pharma Skill, Chinchwad, Pune
Sr. No.	Name of the Add on course	Institute												
1	Advance Diploma in Pharmacovigilance and Clinical Research	Elite Institute of Pharma Skill, Chinchwad, Pune												
2	Certificate and Clinical Research, Pharmacovigilance, Clinical Data Management & Medical writing	Ingenious Healthcare, Hadapsar, Pune												
3	Intellectual Property Rights and Regulatory Affairs	Intellect Institute of Education & Research, Katraj, Pune												

		2. Intellectual Property Rights and Regulatory Affairs course by IIER, Katraj, Pune.
Subject no.9 : To discuss and plan the activities under the Best practices.	A detailed description of following two best practices with planning of activities to be conducted in academic year 2023-24 have been presented in the meeting 1) Environment awareness activities 2) Community oriented activities A thorough discussion was carried out on the conduct of above mentioned best practices. The external members appreciated the remarkable plastic collection drive activity and congratulated for the green initiative taken by the college.	Noted and filed
Subject No.10: To take a review of staff development activities.	A review of the staff development activities was presented by R and D cell coordinator Dr. Smita Pawar. She informed that staff members are encouraged to attend Seminars and Conferences, Quality Improvement Programmes and Faculty Development Programmes in other colleges using offline or online platform for up gradation of their knowledge in their respective subjects. Also it was informed that the college organizes in-house Faculty Development programs every year. The details of the FDP organized as given below: 1) FDP on “Cooperative Learning” by Dr. Kuldeep Bansod- 31/08/2023 2) FDP on “NEP 2020” by Dr. Remeth Dias- 31/08/2023 3) FDP on “Preclinical experimentation – Designing to Report writing” by Dr. Subhash Yende- 04/09/2023. Further she informed that Three days faculty development programme for teaching staff on “Pedagogical Approaches and Effective Teaching Learning” will be organized on 13/02/2023-15/02/2023. The staff members are encouraged to prepare research proposals for submission to various funding agencies.	Decided to organize one week FDP on “Pedagogical Approaches and Effective Teaching Learning”, 4-days through online mode and 2-days offline in the month of March. The schedule preparation and resource persons’ finalization of one week FDP is in process. All eligible faculty members have been informed to submit research proposals by the end of February.
Subject No.11: To discuss and plan submission of research proposals for various types of grants.	Dr. Smita Pawar, R and D coordinator presented a planning of submission of proposals to avail the grants for research, fellowship grants, and organization of seminars and workshops from various funding agencies like UGC, AICTE, SPPU, DST, DBT, SERB, DSIR etc.	The funding agency has been finalized and the staff members are now preparing the research proposals for submission to ICMR and Ayush.

Subject No.12: To take review of AAA for 2022-23.	Dr. Smita Pawar informed that academic administrative audit (AAA) is conducted at the end of academic year. She presented the format of AAA to all the members and asked for suggestions if any. Further she informed that AAA for the academic year 2022-23 has been conducted and compliance will be fulfilled immediately once the result of remaining classes is declared.	Compliance has been submitted by all the staff members.
Subject No.13: To take a review of admission process of B. Pharm. and M. Pharm.	Mr. Jitendra Shinde, Admission coordinator explained the B. Pharm. and M. Pharm. admissions process to all the members. He informed that for B. Pharm. and M. Pharm. admission process started on 11 th July 2023 and 17 th July 2023 respectively and concluded on 15/09/2023 for B. Pharm. and 29/09/2023 for M. Pharm. The total number of students admitted to B. Pharm. and M. Pharm. are 57 and 31 respectively.	Noted and filed.
Subject No.14: To discuss any matter with the permission of the chair.	There was no other subject for discussion.	Noted and filed.


 Mrs. Jayashri Jagtap
IQAC Coordinator
 PUNE DISTRICT EDUCATION ASSOCIATION'S
 SETH GOVIND RAGHUNATH SABLE
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 Dr. Rajashree Chavan
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