



PUNE DISTRICT EDUCATION ASSOCIATION'S

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



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Dr. R.S. Chavan

Internal Quality Assurance Cell (IQAC) 2023-24

Minutes of Second meeting held on 25/01/2024

The second meeting of the Internal Quality Assurance Cell (IQAC) was held on **25/01/2024, Thursday at 10.30 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	Dr. Vaibhav Shilimkar	Member (HoD, Pharmacognosy)	
6	Mr. Jitendra Shinde	Member (HoD, Pharmaceutics)	
7	Mr. Nilesh Bhosale	Member (College Examination Officer)	
8	Mr. Ganesh Nigade	Member (Internal Examination In charge)	
9	Dr. 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	Dr. 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 2023-24.

Subject no. 1:

To confirm the minutes of the last meeting held on 23/09/2023.

Resolution No. 1:

Minutes of the last meeting of IQAC held on 23/09/2023 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Palak Agarwal

Subject No.2:

To confirm the action taken report of the meeting held on 23/09/2023.

Resolution No.2:

The action taken report of the last meeting of IQAC held on 23/09/2023 was read and confirmed.

It was resolved to start a soft skill development program by ClinTech Support, Pune for F. Y. B. Pharm. and S. Y. B. Pharm. students.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.3:

To take a review of IIC activities.

Resolution No.3:

The IIC Coordinator presented the activities of IIC conducted till date. Further he presented the activities to be conducted in the term-II. The details of IIC activities conducted are as given below:

1. Workshop on "Entrepreneurship and Innovation" as Career Opportunity-23/09/2023.
2. Poster Competition-27/09/2023.
3. Session on Problem Solving and Ideation Workshop-14/10/2023.
4. Impact Lecture by Successful Entrepreneur- 14/12/2023.

Proposed by: - Mr. Ganesh Nigade

Seconded by: - Dr. Smita Pawar

Subject no. 4:

To take a review of placements of the students.

Resolution No. 4:

Training and placement cell coordinator presented the data of students' placements and data of students progressing to higher education for outgoing batch of B. Pharm. and M. Pharm. 2022-23. It was asked to collect the updated data of placements. Placement data presented was not satisfactory. Reasons for poor placements were thoroughly discussed and decided to take following measures for the improvement in placements.

- 1) Ask to prepare and submit a list of minimum 5 industrial contacts per faculty to the TPC coordinator.
- 2) Collect the data of career choices of T. Y. B. Pharm. students and mold the students accordingly in a view to increase their placements.

Proposed by: - Dr. Vaibhav Shilimkar

Seconded by:- Mr. Suresh Bhosale

Subject no. 5:

To take a review of students feedback for the first term.

Resolution No. 5:

The Academic Incharge informed that the students' feedback on curriculum as well as on teaching faculty is taken at the end of every semester and feedback on institution is taken once in the year in order to assess the quality of teaching and students' satisfaction with the facilities provided by the college and various activities conducted in the college. She discussed thoroughly the feedback of the students' on faculty and curriculum and suggestions received for the odd semesters for A. Y. 2023-24. On the basis of analysis of feedback, the students are found satisfied with both the quality of teaching in the college and content of curriculum. Few suggestions were given by the students. It was suggested by the members to work on the suggestions given by the students.

Proposed by: Mrs. Jayashri Jagtap

Seconded by: Dr. Shama Aaphale

Subject no. 6:

To take review of documentation and record keeping of curricular and extracurricular activities.

Resolution No. 6:

It was informed that the activity coordinator should submit the activity completion report showing details of hard copy of report, submission status of soft copy of report, entry in activity register, news and details sent for website etc. duly signed by the Principal to the annual report coordinator by the second day of the activity and keep a hard copy of the report with the coordinator.

Proposed by: - Dr. Pradnya Jagtap

Seconded by: - Mr. Suresh Bhosale

Subject no. 7:

To take a review of quality initiatives taken by IQAC in academic year 2023-24.

Resolution No. 7:

Details of quality initiatives were presented in the meeting. The following quality initiatives have been undertaken for the academic year 2023-24:

1. Signed MoU with Goa Center of Excellence Intellectual Property.
2. Institutionalized one more smart classroom with smart board and ensured that the faculty use ICT tools of teaching whenever necessary.
3. Initiated Educator Empowerment Program (EMP) for the faculty members.
4. Organization of idea-innovations competition.

Proposed by: - Dr. Smita Pawar

Seconded by: - Dr. Vaibhav Shilimkar

Subject no.8 :

To take a review of various MoU's signed by the institute and events conducted in collaboration with the same organizations.

Resolution No. 8:

The details of MoU's signed by the institute and activities conducted in association with the concerned organizations were presented in the meeting. It was resolved to allot coordinator for the activities to be conducted under MoU signed with Saving Lives- A Rotary Club of Birmingham Project. Further it was decided to sign MoU for academic purposes with Waghire College. It was decided to increase the activities in association with organizations.

Proposed by: - Mr. Ganesh Nigade

Seconded by: - Mrs. Jayashri Jagtap

Subject no.9 :

To take a review of activities conducted under best practices.

Resolution No. 9:

A schedule of activities to be conducted under following best practices have been presented in the meeting.

1) Environment awareness activities- 05/02/2024-10/02/2024

2) Community oriented activities-20/01/2024-10/03/2024

The activity coordinators were asked to conduct the activities as per schedule. Henceforth, it was decided to distribute cloth bags in rural areas to spread awareness about the green environment and to conduct a survey about the status of previously planted saplings.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Nilesh Bhosale

Subject No.10:

To take a review of activities under capacity building and skills enhancement initiatives.

Resolution No. 10:

A review of activities under capacity building and skills enhancement initiatives were presented. More than 70% activities have been completed till date. The college has planned and executed more than 60% activities for capacity building and skills enhancement of the students. The college had a contract with external agencies like Rainbow Computers and Sneha's spoken English and Soft skill center, Saswad to conduct these activities. It was resolved to complete the activities by the end of March 2024.

Proposed by: - Mr. Jitendra Shine

Seconded by: - Dr. Smita Pawar

Subject No.11:

To take a review of AQAR 2022-23.

Resolution No. 11:

It was informed that AQAR 2022-23 have been submitted to NAAC on 26/12/2023 and resubmitted revised AQAR on 25/01/2024 and awaiting for approval.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.12:

To discuss any other matter with the permission of the chairman.

Resolution No. 12: There was no other subject for discussion.

Proposed by: - Dr. Pradnya Jagtap

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 Co-ordinator
PUNE DISTRICT EDUCATION ASSOCIATION'S
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COLLEGE OF PHARMACY, SASWAD
Tal. Purandar, Dist. Pune. 412301


Dr. Rajashree Chavan
Principal & Chairman, IQAC

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SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY,
SASWAD, PUNE



Internal Quality Assurance Cell (IQAC) 2023-24

Action Taken Report of the second meeting held on 25/01/2024

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 23/09/2023.	Minutes of the last meeting of IQAC held on 23/09/2023 were read and confirmed.	Noted and filed
Subject No.2: To confirm the action taken report of the meeting held on 23/09/2023.	The action taken report of the last meeting of IQAC held on 23/09/2023 was read and confirmed.	Noted and filed
Subject No.3: To take a review of IIC activities.	The IIC Coordinator presented the activities of IIC conducted till date. Further he presented the activities to be conducted in the term-II. The details of IIC activities conducted are as given below: 1. Workshop on "Entrepreneurship and Innovation" as Career Opportunity-23/09/2023. 2. Poster Competition-27/09/2023. 3. Session on Problem Solving and Ideation Workshop-14/10/2023. 4. Impact Lecture by Successful Entrepreneur-14/12/2023.	The scheduled activities of IIC for term-II have been conducted successfully.
Subject no. 4: To take a review of placements of the students.	Resolution No. 4: Training and placement cell coordinator presented the data of students' placements and data of students progressing to higher education for outgoing batch of B. Pharm. and M. Pharm. 2022-23. It was asked to collect the updated data of placements. Placement data presented was not satisfactory. Reasons for poor placements were thoroughly discussed and decided to take following measures for the improvement in placements. 1) Ask to prepare and submit a list of minimum 5 industrial contacts per faculty to the TPC coordinator.	The TPC coordinator discussed and asked students about their career choices.

	2) Collect the data of career choices of T. Y. B. Pharm. students and mold the students accordingly in a view to increase their placements.	
Subject no. 5: To take a review of students feedback for the first term.	The Academic Incharge informed that the students' feedback on curriculum as well as on teaching faculty is taken at the end of every semester and feedback on institution is taken once in the year in order to assess the quality of teaching and students' satisfaction with the facilities provided by the college and various activities conducted in the college. She discussed thoroughly the feedback of the students' on faculty and curriculum and suggestions received for the odd semesters for A. Y. 2023-24. On the basis of analysis of feedback, the students are found satisfied with both the quality of teaching in the college and content of curriculum. Few suggestions were given by the students. It was suggested by the members to work on the suggestions given by the students.	Students' feedback was analyzed and action has been taken.
Subject no. 6: To take review of documentation and record keeping of curricular and extracurricular activities.	It was informed that the activity coordinator should submit the activity completion report showing details of hard copy of report, submission status of soft copy of report, entry in activity register, news and details sent for website etc. duly signed by the Principal to the annual report coordinator by the second day of the activity and keep a hard copy of the report with the coordinator.	Noted and filed
Subject no. 7: To take a review of quality initiatives taken by IQAC in academic year 2023-24.	Details of quality initiatives were presented in the meeting. The following quality initiatives have been undertaken for the academic year 2023-24: 1. Signed MoU with Goa Center of Excellence Intellectual Property. 2. Institutionalized one more smart classroom with smart board and ensured that the faculty use ICT tools of teaching whenever necessary. 3. Initiated Educator Empowerment Program (EMP) for the faculty members. 4. Organization of idea-innovations competition.	Noted and filed
Subject no.8 : To take a review of various MoU's signed by the institute and events conducted in collaboration with the same organizations.	The details of MoU's signed by the institute and activities conducted in association with the concerned organizations were presented in the meeting. It was resolved to allot coordinator for the activities to be conducted under MoU signed with Saving Lives- A Rotary Club of Birmingham Project. Further it was decided to sign MoU for academic purposes with Waghire College. It was decided to increase the activities in association with organizations.	Dr. Smita Pawar will complete the process of MoU with Waghire College, Saswad in the month of July 2024.

Subject no.9 : To take a review of activities conducted under best practices.	A schedule of activities to be conducted under following best practices have been presented in the meeting. 1) Environment awareness activities- 05/02/2024-10/02/2024 2) Community oriented activities-20/01/2024-10/03/2024 The activity coordinators were asked to conduct the activities as per schedule. Henceforth, it was decided to distribute cloth bags in rural areas to spread awareness about the green environment and to conduct a survey about the status of previously planted saplings.	A various environment awareness activities have been conducted. One community oriented session was conducted and a health check-up camp for Nagarpalika workers will be conducted in the month of June.
Subject No.10: To take a review of activities under capacity building and skills enhancement initiatives.	A review of activities under capacity building and skills enhancement initiatives were presented. More than 70% activities have been completed till date. The college has planned and executed more than 60% activities for capacity building and skills enhancement of the students. The college had a contract with external agencies like Rainbow Computers and Sneha's spoken English and Soft skill center, Saswad to conduct these activities. It was resolved to complete the activities by the end of March 2024.	All the activities under capacity-building and skills enhancement initiatives have been conducted.
Subject No.11: To take a review of AQAR 2022-23.	It was informed that AQAR 2022-23 have been submitted to NAAC on 26/12/2023 and resubmitted revised AQAR on 25/01/2024 and awaiting for approval.	AQAR 2022-23 has been approved by NAAC office and PDF of same is uploaded on institute website.
Subject No.12: 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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