

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 07/12/2019

The second meeting of the Internal Quality Assurance Cell (IQAC) was held on **07/12/2019** at 2.00 p.m. under the chairmanship of Principal, Dr. R.Y. Patil.

The members of the committee are as follows:

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, Pharmaceutics)
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 second meeting of the cell in the academic year 2019-20.

Subject No.1:

To confirm the minutes of the last meeting held on 10/08/2019.

Resolution No.1:

Minutes of the last meeting of IQAC held on 10/08/2019 were read and confirmed.

Proposed by: - Dr. Rajashree Chavan

Seconded by: - Mr. Hrishikesh Murkute

**Subject No.2:**

To read and confirm the action taken report of the last meeting held on 10/08/2019

Resolution No.2:

The action taken report of the last meeting of IQAC held on 10/08/2019 were read and confirmed

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Rahul Nikam

Subject no. 3:

To take a review of the even semester student's feedback for the second term.

Resolution No. 3:

The feedback from students, being important stakeholders obtained in order to evaluate teachers and institute on various parameters at the end of every semester. It was informed in the meeting that the results of the analysis of the feedback forms are discussed by the Principal with teachers in person. Further, appropriate instructions are given by the Principal to the concerned teacher for future improvement in the quality and performance of the teacher. It was informed that on the basis of feedback analysis the students are satisfied with the quality of teaching learning as well as institution in terms of required facilities and other activities

Proposed by: - Dr. Smita Pawar

Seconded by:- Mrs. Pradnya Jagtap

Subject no. 4:

To take a review of the events conducted and planned in the college

Resolution No. 4:

A review of the various events conducted in the first half of the academic year 2019-20 was taken in the meeting. It was informed that the following activities were conducted in the college.

Sr. No.	Particulars	Date
1	5 th International Yoga day	21/06/2019
2	Guru Purnima Programme	16/07/2019
3	Sports competitions on the occasion of birthday of Hon. Shri. Ajit Pawar, President, PDEA	22/07/2019
4	Tree Plantation- Oxygen Zone and Nakshtra Garden	22/07/2019
5	Letter Writing activity " Patras Karn Ki"	22/07/2019
6	Blood Donation Camp	23/07/2019
7	Celebration of Rakshabandhan: Rakhi to Soliders	10/08/2019
8	Welcome Function	31/08/2019
9	Induction programme cum parent meet	24/08/2019



10	Teachers day	05/09/2019
11	Ganesh Festival	02/09/2019-06/09/2019
12	Late Govindseth Sable Memorial Day: Guest lectures on " Opportunities in Overseas Education by Trivedi Global Education Group and on "Innovative Thinking and Entrepreneurship" by Prof. V. N. Raje, Principal Gourishankar Pharmacy College, Limb, Satara	09/10/2019
13	NPW celebration	23/09/2019-28/09/2019
14	District level patient counseling competition	27/09/2019
15	Celebration of constitution Day	26/11/2019

Further, the list of activities to be conducted in the academic year 2019-20 was presented and discussed in the meeting and is as follows:

Sr. No.	Particulars	Date
1	Science Exhibition	12/12/2019
2	Annual Sports	26/12/2019 to 30/12/2019
3	Annual Social Gathering	04/01/2020
4	SPPU sponsored State level Seminar on "Systematic Approach to Spectral Interpretation"	08/01/2020 to 09/01/2020
5	NSS residential camp	10/01/2020 to 16/01/2020
6	Marathi Bhasha Din	20/02/2020
7	Women's day	07/03/2020
8	Farewell Function	12/03/2020

Proposed by: Mr. Vaibhav Shilimkar
Seconded by: Dr. Rajashree Chavan

Subject no. 5:

To take a review of the planning & preparation of semester examination.

Resolution No. 5:

The examination incharge Mr. Jitendra Shinde discussed the schedule of first term Semester examinations Nov/Dec. 2019. It was informed that Internal Squad Committee was prepared for preventing malpractices during examination. He further mentioned that the meeting of examination committee was held to assign the responsibilities of theory and practical examination.

Proposed by: - Mr. Jitendra Shinde
Seconded by: - Mrs. Vidya Mhaske

Subject no. 6:

To take a review of the planning of academics in next semester

**Resolution No. 6:**

The planning of conduct of academics in the next semester was presented by the Academic Incharge Mr. Vaibhav Shilimkar. It was informed in the meeting that the workload will be distributed as per the departments and the schedule will be prepared accordingly till first week of January 2020. It was thoroughly discussed and approved.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Mr. Hrishikesh Murkute

Subject No.7:

To take a review of the grants proposals for AICTE/ UGC/SPPU.

Resolution No.7:

It was informed in the meeting that the faculty members have submitted the proposals for financial assistance under various schemes like RPS and MODROB to AICTE, New Delhi. It was further informed that the college has been sanctioned the grant of Rs. 1,00,000/- (Rs. One Lakh) for organization of two days state level seminar on Systematic Approaches to Spectral Interpretation by SPPU, Pune under the scheme viz. Quality Improvement Programme. The college has submitted proposal for availing grant for purchase of educational equipments to SPPU, Pune. The results are awaited.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Mrs. Pradnya Jagtap

Subject No.8:

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

Resolution No.8:

There was no other subject for discussion.

Proposed by: - Mrs. Swati Mutha

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) 2019-20

Action Taken Report of the first meeting held on 10/08/2019

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 the last meeting held on 11/05/2019	Minutes of the last meeting of IQAC held on 11/05/2019 were read and confirmed	Noted & filed
Subject No.2: To confirm the action taken report of the meeting held on 11/05/2019	The action taken report of the last meeting of IQAC held on 11/05/2019 were read and confirmed	Noted & filed
Subject No.3: To discuss the objectives and responsibilities of the IQAC	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.	Noted & filed
Subject No.4: To take a review of planning of events and activities to be conducted in the academic year 2019-20.	A review of the events and activities to be conducted in the academic year 2019-20 was taken in the meeting. Further, the list of events to be conducted in the academic year 2019-20 was presented and discussed in the meeting. 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	The activities were effectively conducted as per the schedule after the meetings of respective committees.



	quality time for academics and preparation of examination amongst these activities.	
Subject No.5: To approve an academic calendar for the year 2019-20.	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.	Noted and filed
Subject No.6: To take a classwise review of results of University Examination held in April/May 2019	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. First Year B. Pharm. Sem-II-100% Second Year B. Pharm. Sem-IV- 100% Third Year B. Pharm. Sem-VI-100% Final Year B. Pharm. Sem-VIII-100% 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. 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.	--
Subject No.7: To take a review of staff development activities	The review of staff development activities was given by Dr. Smita Pawar. It was informed that staff	The staff members have attended the seminars and

	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.	conferences. The research proposals are submitted to SPPU and AICTE for grants.
Subject No.8: To take a review of the placements of the students.	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.	--
Subject No.09: To discuss any matter with the permission of the chair.	There was no other subject for discussion	--

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

Dr. Rajashree Chavan
Coordinator, IQAC