

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

Internal Quality Assurance Cell (IQAC) 2019-20

Minutes of meeting held on 09/05/2020 at 12.00 p.m.

Third meeting of the IQAC was held on 09/05/2020 at 12.00 p. m. using online platform zoom app under the chairmanship of Principal, Dr. Rajashree S. Chavan . The Chairman (Principal, Dr. Rajashree S. Chavan) welcomed the IQAC members to the third meeting of the Cell.

The following members of the committee attended the meeting:

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
4	Dr. Smita Pawar	Member (HoD, Pharm. Chemistry)
5	Mrs. Pradnya Jagtap	Member (HoD, Pharmacology)
6	Mr. Jitendra Shinde	Member (HoD, Pharmaceutics)
7	Mr. Vaibhav Shilimkar	Member (HoD, Pharmacognosy)
8	Mr. Nilesh Bhosale	Member (Examination 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)

Subject No. 1:

To confirm the minutes of last IQAC meeting held on 07/12/2019.

Resolution No.1:

The minutes of the last IQAC meeting held on 07/12/2019 were read and confirmed.

Proposed by: Mrs. Jayashri Jagtap

Seconded by: Dr. Smita Pawar



Subject No.2:

To confirm the action taken report of the meeting held on 07/12/2019.

Resolution No. 2:

The action taken report of the meeting held on 07/12/2019 was read and confirmed.

Proposed by: Dr. Rajashree Chavan

Seconded by: Mrs. Pradnya Jagtap

Subject No.3:

To take a review of the events conducted in the college.

Resolution No.3:

A detailed report of the recently held events was presented to the members.

Name of the event	Date
Art of Living	05/12/2019 to 07/12/2019
Entrepreneurship awareness camp	13/12/2019
Annual Sports	26/12/2019 to 30/12/2019
Traditional Day/ Fun-fair	03/01/2020
Annual Social Gathering	04/01/2020
SPPU sponsored State level Seminar on “Systematic Approach to Spectral Interpretation”	08/01/2020 to 09/01/2020
NSS residential camp	10/01/2020 to 16/01/2020
Employment skill development workshop	06/02/2020 to 08/02/2020
A guest lecture on “Career Guidance on MPSC- Civil Services” by Mr. Rahul D. Undre	13/02/2020
A guest lecture on “Preparation of GPAT” by Mr. Mohanrao Addi ~	13/02/2020
Elocution competition and Rangoli competition on the occasion of Marathi Bhasha Din	20/02/2020
Farewell Function	12/03/2020
Women's Day	12/03/2020

The members congratulated the Principal and staff for successfully conducting various events.

Proposed by: Mrs. Pradnya Jagtap

Seconded by: Mrs. Vidya Mhaske

**Subject No.4:**

To take review of the status of M. Pharm. students research projects.

Resolution No.4:

The review of the status of M. Pharm. student's research projects was taken and discussed thoroughly in the meeting. It was informed that the research work of M. Pharm. students of Pharmaceutics and Pharmacology department were completed whereas the research work of few students from Pharmaceutical Chemistry department was not completed till lockdown. Further it was informed that the concerned students were informed to complete their thesis writing of completed work and remaining work to be completed before June 2020 by following social distancing rules.

Proposed by: Dr. Smita Pawar

Seconded by: Mrs. Jayashri Jagtap

Subject No.5:

To take review of the up-gradation of website.

Resolution No.5:

Mr. J. V. Shinde explained the details of the college old website. It was informed that the college has changed domain of website as <http://pdeasgrsbpharm.edu.in>. with many new sections. The thorough discussion on various menu options and navigation system was done in the meeting. It was decided that the concerned activity coordinators should give details about the tabs to be added in the new website to the Mr. Jitendra Shinde.

Proposed by: Mr. Jitendra Shinde

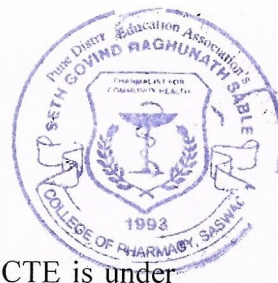
Seconded by: Mr. Hrishikesh Murkute

Subject no. 6:

To take a review of grants received by SPPU/AICTE/UGC.

Resolution No. 6:

It was informed in the meeting that the faculty members have submitted the proposals for financial assistance to SPPU, AICTE under the scheme of Quality Improvement Programme and MODROB respectively of total cost of Rs. 24,00,000. It was further informed that the college has been sanctioned the total grant of Rs. 18,66,667 for the year 2020-21. From the received grant Rs. 1,00,000 has been utilized for the purchase of microwave synthesizer for pharmaceutical chemistry department and Rs. 1,00,000 has been utilized for the organization of two days national level seminar sanctioned by SPPU, Pune under the scheme viz. Quality



Improvement Programme. Utilization of grant of Rs. 16,66,667 received from AICTE is under process.

Proposed by: - Dr. Smita Pawar
Seconded by: - Mr. Rahul Nikam

Subject No.7

To take a review of Training & Placement Cell activities.

Resolution No. 7:

The review of activities conducted by Training & Placement Cell during the academic year 2019-20 was presented in the meeting. It was informed that the cell has conducted various activities viz. mock interview, group discussion, guest lectures by experts, Entrepreneurship awareness camp for the Final year B. Pharm students. It was also informed that the placement brochure 'Horizon' is published annually and distributed to the reputed companies. The printing and publication of Horizon 2019-20 is in the process.

Proposed by: - Mrs. Pradnya Jagtap
Seconded by: - Mrs. Vidya Mhaske

Subject No.8:

To discuss the new format of manual received for reaccreditation of the college in the year 2020.

Resolution No.8:

NAAC coordinator Dr. Smita Pawar explained the changes in the new manual published in February 2020 to the all committee members for further discussion and action plan. It was also informed in the meeting that the college has been accredited by NAAC till 15/11/2020. It was expected to apply for next cycle of accreditation by **31st May 2020**. It was also informed that the NAAC has extended the date to apply for reaccreditation. till January 2021 due to the covid-19 pandemic. The seven criteria in the new format were discussed thoroughly along with weightages across key indicators, Quality Indicator Framework etc.

Proposed by: - Dr. Smita Pawar
Seconded by: - Mrs. Jayashri Jagtap

Subject No.9:

To take a review of results of B. Pharm. and M. Pharm. examinations held in Dec.2019.

Resolution No.9:

The result analysis of B. Pharm and M. Pharm. University Examinations held in Dec. -2019 was presented in the meeting. It was thoroughly discussed. The Chairman and all the members congratulated the Principal, teaching, non teaching & supporting staff and the students of the college for the excellent result.



Sr. No.	Class	Overall Result (%)
1	First Year B. Pharm. Sem-I	100
2	Second Year B. Pharm. Sem- III	100
3	Third Year B. Pharm. Sem-V	100
4	Final Year B. Pharm. Sem-VII	100
5	M. Pharm Sem-I	100

The 100% result teaching staff members were congratulated for excellent result in the respective subjects in the second half examination of academic year 2019-20

All the first rankers are as follows were congratulated by the Chairman and members of the committee:

Sr. No.	Class	Name of the student	SGPA
1	First Year B. Pharm.	Ms. Rokade Vishalakshi Sanjay	8.48
2	Second Year B. Pharm.	Ms. Mahadik Sakshi Ramesh	8.25
2	Second Year B. Pharm.	Ms. Jagtap Prajakta Bajrang	8.25
2	Second Year B. Pharm.	Ms. Tamboli Gauri Vijay	8.25
3	Third Year B. Pharm.	Temgire Pooja Suresh	8.29
4	Final Year B. Pharm.	Rananaware Rutuja Dattatray	8.03

Proposed by: - Mr. Nilesh Bhosale

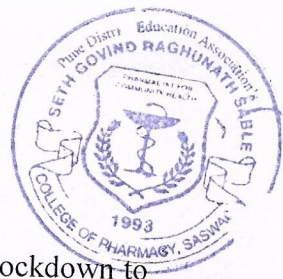
Seconded by: - Mr. Vaibhav Shilimkar

Subject No.10:

Review of quality improvement by all faculty members.

Resolution No. 10:

As per the directives of the Savitribai Phule Pune University, work from home guidelines were issued from March. It was informed that, accordingly all faculty members are conducting online teaching and various online activities for the students during lockdown and the details were being conveyed to the college authorities on a regular basis. Further it was conveyed that all the faculty members also attended the online FDP, workshops and seminars during this period. It



was suggested to submit the hard copy of report of all online activities done during lockdown to the office. A webinar on awareness about COVID-19 and stress management and online Corona Virus (COVID 19) General Awareness Quiz were also organized by our faculty members for the benefits of our students, staff and society. Also other social activities, like distribution of masks and sanitizer was done in this COVID-19 pandemic under NSS.

Proposed by: - Mrs. Vidya Mhaske
Seconded by: Mr. Arvind Mhetre

Subject No.11:

To plan conduct of online internal examinations during lockdown.

Resolution No. 11:

The pattern of remaining internal examinations of second term of B. Pharm. and M. Pharm. to be conducted were thoroughly discussed and finalized. It was suggested that conduct internal theory and practical examinations through online mode and the question paper pattern for theory will remain same whereas evaluation of practical's will be done on the basis of synopsis and viva. Further it was decided that the photocopy of answer papers will be submitted on mail id of respective subject teachers in the given period. For any grievance regarding online examination students should communicate immediately to the subject teachers. Further it was informed that the subject teachers should keep all internal marks ready for online submission to SPPU.

Proposed by: - Mr. Jitendra Shinde
Seconded by: Mr. Hemant Raskar

Subject No.12:

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

Proposed by: - Mr. Hemant Raskar
Seconded by: Mrs. Jayashri Jagtap

There being no other matter for discussion, the Chairman called the meeting to an end. Mrs. Jayashri Jagtap, IQAC coordinator extended the vote of thanks.

Dr. Rajashree Chavan
Chairman, IQAC & Principal

Mrs. Jayashri Jagtap
Coordinator, IQAC

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



Internal Quality Assurance Cell (IQAC) 2019-20

Action Taken Report of the second meeting held on 07/12/2019

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 10/08/2019.	Minutes of the last meeting of IQAC held on 10/08/2019 were read and confirmed	Noted and filed
Subject No.2: To read and confirm the action taken report of the last meeting held on 10/08/2019.	The action taken report of the last meeting of IQAC held on 10/08/2018 were read and confirmed	Noted & filed
Subject No.3: To take a review of the even semester student's feedback for the second term.	It was informed in the meeting that the students' feedback on teaching faculty as well as on institution is taken at the end of every semester in order to analyze the quality of teaching and students' satisfaction with the facilities provided and various activities conducted in the college. It was found that on the basis of analysis of feedback, the students are satisfied with the quality of teaching learning process and the facilities provided in the college.	Noted & filed
Subject No.4: To take a review of the events conducted and planned in the college	A review of the various events conducted in the first half of the academic year 2019-20 was taken in the meeting. Further, the list of activities to be conducted in the academic year 2019-20 was presented and discussed in the meeting	Noted & filed
Subject No.5: To take a review of the planning & preparation of semester examination.	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	For prevention of malpractices during examination, Internal Squad Committee has



	preventing malpractices during examination. He further mentioned that the meeting of examination committee was held to assign the responsibilities of theory and practical examination	been prepared
Subject No.6: To take a review of the planning of academics in next semester	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.	Timetable of academics was prepared and displayed on the notice board for the students and staff
Subject No. 7: To take a review of the grants proposals for AICTE/ UGC/SPPU.	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.	The college has received grant for organization of two days state level seminar from SPPU, Pune. The college organized two days state level seminar on 08/01/2020 & 09/01/2020. The college has purchased the laboratory equipments against the grants received under QIP by SPPU, Pune.
Subject No.8: To discuss any other matter with the permission of the chair.	There was no other subject for discussion	--

Dr. R. S. Chavan
Chairman, IQAC & Principal

Mrs. Jayashri Jagtap
Coordinator, IQAC