

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

Internal Quality Assurance Cell (IQAC) 2020-21

Minutes of meeting held on 26/12/2020

First meeting of the Internal Quality Assurance Cell (IQAC) was held on **26/12/2020** at 2.00 under the chairmanship of Principal, Dr. Rajashree Chavan.

Venue: Online platform using zoom app

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 (Assistant Professor)
4	Dr. Smita Pawar	Member ((HoD, Pharm. Chemistry))
5	Mr. Vaibhav Shilimkar	Member (HoD, Pharmacognosy & Academic In charge)
6	Mr. Jitendra Shinde	Member (HoD, Pharmaceutics)
7	Mr. Nilesh Bhosale	Member (Examination In charge)
8	Mrs. Pradnya Jagtap	Member (HoD, Pharmacology))
9	Mrs. Vidya Mhaske	Member (Office In charge)
10	Mr. Palak Agarwal	Member (Industrialist Representative)
11	Mrs. Sharmila Kunjir	Member (Parent Representative)
12	Dr. Shama Aphale	Member (Alumni Representative)
13	Mr. Sunil Korde	Member (Alumni & Local Society Representative)

The Chairman (Principal, Dr. Rajashree Chavan) welcomed the IQAC members to the first meeting of the cell in the academic year 2020-21.

Condolence

The Chairman and other members of the committee paid homage to:

- Late Chhagan Kashinath Rokade, father of Mr. Sanjay Rokade passed away on 10/09/2020.
- All the victims of COVID-19 from March 2020 to till date.
- All the brave Indian soldiers, who laid their lives while serving our nation.
- And various famous personalities from social, cultural and political arena and also from academic field, for their sad demise.

Subject no. 1:

To constitute Internal Quality Assurance Cell (IQAC) for the academic year 2020-21

Resolution No. 1:

Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 was constituted as per the guidelines provided by NAAC. IQAC coordinator Mrs. Jayashree Jagtap welcomed all the members of the cell and appealed for positive and constructive inputs by all the members in order to ensure smooth and effective functioning of academics and administration in the college. It was suggested that all the external members should be issued the letters of their nominations.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Smita Pawar

Subject No.2:

To confirm the minutes of the last meeting held on 09/05/2020.

Resolution No.2:

Minutes of the last meeting of IQAC held on 09/05/2020 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Jitendra Shinde

Subject No.3:

To read and confirm the action taken report of the last meeting held on 09/05/2020.

Resolution No.3:

The action taken report of the last meeting of IQAC held 09/05/2020 were read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Vaibhav Shilimkar

Subject no. 4:

To discuss the objectives and responsibilities of the IQAC

Resolution No. 4:

The objectives and responsibilities of the IQAC as per the guidelines of NAAC were presented by the co-ordinator Mrs. Jayashri Jagtap. The responsibilities of the members of the IQAC cell were thoroughly discussed. All the members appreciated the Chairman for effectual implementation of IQAC norms in the college.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by:- Mrs. Pradnya Jagtap

Subject no. 5:

To take a review of the events conducted and planned in the academic year 2020-21.

Resolution No. 5:

A review of the events and activities to be conducted in the academic year 2020-21 was taken in the meeting. Further it was informed that the following activities will be conducted in the college. Preparations for the upcoming events were discussed.

1	Two days International e- Symposium on 'Emerging Trends in IPR' on 29th and 30th Dec. 2020.
2	NSS Residential Camp
3	Farewell Function

Members congratulated the Principal and staff for the successful organization of various events.

Proposed by: Dr. Smita Pawar

Seconded by: Mr. Nilesh Bhosale

Subject no. 6:

To take a review of the placements of the students

Resolution No. 6:

The review of activities of placements during the academic year 2020-21 was presented in the meeting. It was discussed that few students were placed in reputed pharma industries as well as in academics and few were admitted for higher studies in different colleges. It was further informed that many students are in process for admission to higher studies due to delayed admission process of many universities due to COVID-19 pandemic. It was also informed that the placement brochure 'Horizon' is published every year and distributed amongst the prospective employers.

Proposed by: - Mrs. Pradnya Jagtap

Seconded by: - Mrs. Jayashri Jagtap

Subject no. 7:

To take a class wise review of results of B. Pharm. and M. Pharm. University Examination held in April/May 2020.

Resolution No. 7:

The report of result analysis B. Pharm and M. Pharm. University Examination for the academic year 2020-21 was presented in the meeting by College Examination Officer Mr. Jitendra Shinde. The result was thoroughly discussed. 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 2019-20.

Sr. No.	Class	Overall Result (%)
1	First Year B. Pharm. Sem-II	100%
2	Second Year B. Pharm. Sem- IV	100%
3	Third Year B. Pharm. Sem-VI	100%
4	Final Year B. Pharm. Sem-VIII	100%
5	F. Y. M. Pharm.	100%
6	S. Y. M. Pharm.	100%

Mr. Munde Vijay in final year M. Pharm. (Sem.IV) and Borawake Payal in First year M. Pharm. (Sem.II) obtained first rank by securing 75.72% and 78.30% respectively. Ms. Rananavare Rutuja obtained first rank in Final Year B. Pharm. by securing 74.00% marks; Ms. Jagtap Vaishnavi, Ms. Mahadik Sakshi and Ms. Rokade Vishalakshi topped in T. Y. B. Pharm, S. Y. B. Pharm and First Year B. Pharm. respectively by securing 73.20%, 73.20% and 71.20% respectively. All the toppers were congratulated by the Chairman and members of the committee.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mr. Palak Agarwal

Subject no. 8: To take a class wise review of results of internal examination of term-I.

Resolution No 8:

The class wise review of results of internal examination for odd semester was presented to all the members. It was decided that the mentors should take follow up of poor performance and absent students. Further Mr. Nilesh Bhosale, Examination in charge informed that the marks of internal examination were conveyed to the students and will be sent to SPPU on receiving guidelines regarding submission of internal marks.

Proposed by: - Mr. Nilesh Bhosale

Seconded by: - Mrs. Sharmila Kunjir

Subject No. 9:

To take review of online course delivery and evaluation initiative

Resolution No. 9:

Academic In charge informed that due to COVID-19 pandemic situation, institute has adopted online teaching- learning methodologies. Syllabus completion, conduct and assessment of internal examinations was carried out using various ICT tools like Google classroom, Moodle, Google meet for conduct of classes, Testmoz for conduct and assessment of sessional exam, Google meet for conduct of practical exam. He also added that various initiatives such as video lectures, PPTs, PDF of study material, e-books, additional teaching materials, etc were shared by teaching staff for teaching-learning processes through online mode. Further he said that the academics of next term will be conducted as per the guidelines of SPPU.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Mrs. Sharmila Kunjir

Subject no. 10:

To take a review of staff development activities

Resolution No. 10:

The review of staff development activities was given by Dr. Smita Pawar. A list of faculty members who have attended the seminars /workshops was presented in the meeting. It was informed that staff members are prompted to attend seminars and conferences, Quality Improvement programme and Faculty Development Programmes in other colleges for upgradation of their knowledge in their respective subjects. However due to COVID-19 pandemic faculty members attended all seminars/ workshops via online mode. The staff members are also encouraged to prepare research proposals to various funding agencies.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Vaibhav Shilimkar

Subject no.11 :

To take review of steps taken by the institute for ensuring emotional health of staff and students

Resolution No. 11:

A review of the steps taken by the college towards ensuring emotional health of students and staff was taken. In a view of ensuring emotional health of students and staff, a guest lecture on emotional quotient and stress management: the need of the hour was organized using online platform on 9th October 2020. Dr. Santosh Yele, Assistant Professor in Pharmacy, SVKM's NMIMS, Hyderabad Campus and Certified Emotional Intelligence Coach was the speaker during this program.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mrs. Pradnya Jagtap

Subject no.12 :

To take review of new offline and online courses introduced in academic year 2020-21.

Resolution No. 12:

A review of various courses introduced in the academic year 2020-21 was taken. The details of the courses are as follows.

Sr. No.	Name of the Course	Date of Introduction	Intake	No. of students enrolled
1	B. VOC. (Pharmaceutical Marketing and Market Research)	In process	30	--
2	Certificate course in Pharmaceutical Statistics	02/10/2020	15	15
3	Advance Diploma in Pharmacovigilance and Clinical Research	04/09/2020	20	20

Proposed by: - Mr. Nilesh Bhosale

Seconded by: - Mrs. Vidya Mhaske

Subject no.13:

To take a review of quality initiative taken by IQAC in academic year 2020-21

Resolution No. 13:

It was informed that the following new quality initiatives were taken by IQAC in academic year 2020-21

- 1) The institution being situated in rural area, in a view to counsel the rural community regarding patient illness, medicines information, necessary lifestyle modification and any other relevant health related guidance the institute has started **online counseling center: Hello Pharmacist** on the occasion of World Pharmacist Day on 25/09/ 2020.
- 2) Academic Research Club Activity (ARC): As research is a driving force of educational institute, the institute has started a faculty club viz.ARC in the academic year 2020-21. All the faculty of D. Pharm. and B. Pharm. are enthusiastically taking part in this activity. The schedule of ARC activity was discussed thoroughly in the meeting.

Proposed by: - Mr. Vaibhav Shilimkar
Seconded by: Mr. Sunil Korde

Subject no.14:

To take a review of various MOU's signed by the institute.

Resolution No. 14:

A detailed review of various MOU's signed by the institute in 2020-21 was done.
The details of MOU's are as follows.

Organization	Date	Purpose and Activities	Number of students/teachers participated under MoUs
Elite Institute of Pharma Skills, Pune	04/09/2020	Certificate courses (Pharmacovigilance & Clinical Research)	20
Arogya Mitra NGO	In process	To save lives of people by providing health services to needy people 15 training sessions (30+ hrs.)	Students (33)
Saving Lives, Rotary Club, Birmingham	In process	Disaster medicine	Staff

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

Subject no.15:

To take a review of national and international webinars held and planned.

Resolution No. 15:

The following national and international webinars were organized for the staff and students. It was also informed that these seminars were attended by national and international student and staff delegates.

1) One day state level webinar on 'COVID-19: A war of mankind against virus' on 5th May 2020.

1) One day International Seminar on "Role of Pharma Profession in Disaster Medicine"- 23/07/2020

Further it was informed that the two days international webinar entitled "E- Symposium on "Emerging Trends in IPR" will be held on 29/12/2020- 30/12/2020.

Proposed by: - Mr. Jitendra Shinde

Seconded by: Mr. Palak Agarwal

Subject no.16:

To take a review of sanctioned research projects (sanctioned grant, received grant and utilization thereof) by the faculty members

Resolution No. 16:

It was informed that the Principal Dr. R. S. Chavan has received grant of Rs. 16,66,667/- from AICTE under MODROB scheme for modernizing laboratories and utilization of grant is in process. All the IQAC members congratulated Dr. R. S. Chavan for the efforts taken to get this grant.

Proposed by: - Dr. Smita Pawar

Seconded by: Dr. Shama Aphale

Subject no.17:

To take a review of research proposals by faculty members for SPPU/AICTE/UGC

Resolution No. 17:

The faculty Academic Research Coordinator (ARC) discussed the need and the nature of proposals of Minor Research Projects to be submitted to BCUD, SPPU, Pune. It was informed that the following staff members have submitted their research proposals to the various agencies like AICTE, SPPU etc.

Sr. No.	Name of Faculty Member	Funding Agency	Scheme	Proposed Amount (Rs.)
1	Dr. S. J. Pawar	AICTE	Research Promotion Scheme (RPS)	25,00,000/-
2	Mr. A. P. Kale	SPPU, Pune	ASPIRE	5,40,000/-
3	Mr. V. C. Shilimkar	SPPU	ASPIRE	1,94,000/-
4	Mr. J. V. Shinde	SPPU	ASPIRE	2,35,000/-
5	Mr. N. R. Bhosale	SPPU	ASPIRE	2,40,000/-
6	Mr. G. B. Nigade	SPPU	ASPIRE	2,75,000/-

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: Mrs. Pradnya Jagtap

Subject No.18:

To discuss any matter with the permission of the chair.

1) Approval of academic calendar

The academic calendar for the year 2020-21 was presented in the meeting by the Academic In charge Mr. Vaibhav Shilimkar. It was thoroughly discussed and approved.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: Mrs. Jayashri Jagtap

2) To take review of admission process.

A review of admission process of D. Pharm, B. Pharm. and M. Pharm. for the academic year 2020-21 was presented by the Office Incharge Mrs. Vidya Mhaske.

Proposed by: - Mrs. Vidya Mhaske

Seconded by: Mrs. Pradnya Jagtap

There being no other matter to discuss the meeting was called to an end by the Chairman, Dr. Rajashree Chavan. Mr. Nilesh Bhosale, Member of IQAC extended vote of thanks to the members for remaining present for the meeting and for offering their valuable suggestions.


Mrs. Jayashri Jagtap
Coordinator


Dr. Rajashree Chavan
Principal