

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 03/05/2021

The second meeting of the Internal Quality Assurance Cell (IQAC) was held on **03/05/2021** at 10.30 a.m. using online platform under the chairmanship of Principal, Dr. Rajashree Chavan. The members of the committee are:

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 second meeting of the cell in the academic year 2020-21.

Condolence

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

- Late Shantabai Sudam Kadam, mother of Hon. Sandeep Kadam, Hon. Secretary, Pune District Education Association, Pune who passed away on 09/02/2021.
- Late Sushama Shankarrao Ghadge, mother of Hon. Rajendra Ghadge, Vice-President, Pune District Education Association, Pune who passed away on 16/02/2021.
- All the brave Indian soldiers, who laid their lives while serving our nation.
- All the victims of COVID-19 from Jan 2021 till date.
- And various famous personalities from academics, social, political and cultural arena for their sad demise.

Subject No.1:

To confirm the minutes of the last meeting held on 26/12/2020.

Resolution No.1:

Minutes of the last meeting of IQAC held on 26/12/2020 were read and confirmed.

Proposed by: - Mrs. Jayashree Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.2:

To read and confirm the action taken report of the last meeting held on 26/12/2020.

Resolution No.2:

The action taken report of the last meeting of IQAC held 26/12/2020 were read and confirmed

Proposed by: - Mrs. Jayashree Jagtap

Seconded by: - Mr. Palak Agarwal

Subject no. 3:

To take a review of the student's feedback for the last semester.

Resolution No. 3:

Dr. Smita Pawar informed that the students' feedback on institution, curriculum as well as teaching faculty 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. She has discussed thoroughly the feedback of the students of even semester for 2019-20.

She also highlighted the suggestions given by the students regarding curriculum and other matters. It was informed that on the basis of analysis of feedback, the students are found satisfied with both the quality of teaching in the college and the facilities provided and activities conducted in the college.

Proposed by: - Dr. Smita Pawar

Seconded by:- Mrs. Vidya Mhaske

Subject no. 4:

To take review of online submission of examination related data.

Resolution No. 4:

Mr. Nilesh Bhosale, Incharge, Internal Assessment, informed that all faculty members of B. Pharm. and M. Pharm. have successfully submitted internal marks of their subjects online to SPPU through their personal login on unupune.ac.in site.

Proposed by: Mr. Nilesh Bhosale

Seconded by: Dr. Smita Pawar

Subject no. 5:

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

Resolution No. 5:

The College Examination Officer Mr. Jitendra Shinde, discussed in detail the schedule of online B. Pharm. and M. Pharm. End semester theory examination Oct/Nov-2020. He informed that online theory examinations are being conducted smoothly by SPPU, Pune. Further he informed that yet the institute has not received any final guidelines from the SPPU regarding conduct of practical examinations. However practical examinations will be conducted as per the schedule after receiving final guidelines from SPPU.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Dr. Shama Aphale

Subject no.6: _

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

Resolution No. 6:

Mr. Vaibhav Shilimkar , Academic In charge discussed the detailed academic workload faculty wise along with academic timetable of B. Pharm. and M. Pharm of even semester. Also it was informed that the classes of even semester of Second, Third and Final year B. Pharm. have been started already whereas those of even semesters of First year B. Pharm. and First year M. Pharm. will be started from May-2021 on completion of their odd semester end examinations. Furthermore external IQAC members gave few suggestions regarding academics for effective

online delivery of course contents and co-curricular events to be organized viz. 1) Collaboration with online learning platforms for effective presentations. 2) Virtual workshops on various topics for students. 3) Guest lectures on competitive examinations like MPSC/UPSC by DI or similar experts. 4) Online lectures on education Abroad for the students.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Mr. Sumil Korade

Subject no. 7:

To discuss the schedule of IIQA and SSR submission.

Resolution No 7:

Dr. Smita Pawar, NAAC coordinator discussed the background regarding the submission of IIQA and SSR to NAAC. She also highlighted the difficulties in submission of the same due to COVID-19 pandemic. On the basis of regular follow-up of all criteria heads, she informed that we can submit the IIQA once we resume the college after lockdown and SSR to be submitted within 40 days after IIQA submission.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mr. Vaibhav Shilimkar

Subject No. 8:

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

Resolution No. 8:

There was no other subject for discussion.

Proposed by: - Mrs. Vidya Mhaske

Seconded by: - Mrs. Jayashri Jagtap

There being no other matter to discuss the meeting was called to an end by the Chairman, Dr. Rajashree Chavan. Mrs. Pradnya Jagtap, 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
PURE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWA
TAI. BHADRAKUR, DIST. BHADRAKUR

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



Internal Quality Assurance Cell (IQAC) 2020-21

Action Taken Report of the first meeting held on **26/12/2020**

As per the suggestions made by the committee members of IQAC following steps have been taken:

Subject	Resolution	Action taken
Subject No. 1: To constitute Internal Quality Assurance Cell (IQAC) for the academic year 2020-21.	Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 was constituted as per the guidelines provided by NAAC. IQAC coordinator Mrs. Jayashri 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.	Noted and filed
Subject No.2: To confirm the minutes of the last meeting held on 09/05/2020	Minutes of the last meeting of IQAC held on 09/05/2020 were read and confirmed.	Noted and filed
Subject No.3: To read and confirm the action taken report of the last meeting held on 09/05/2020.	The action taken report of the last meeting of IQAC held 09/05/2020 were read and confirmed	Noted and filed
Subject no. 4: 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 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.	--
Subject no. 5: To take a review of the events conducted and planned in the academic year 2020-21.	The various events conducted in the college till date were thoroughly discussed in the meeting. The forthcoming activities to be conducted in the college were also discussed in the meeting.	The remaining events have been conducted as per the schedule

Subject no. 6: To take a review of the placements of the students.	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. 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.	--																					
Subject no. 7: To take a class wise review of results of B. Pharm. and M. Pharm. University Examination held in April/May 2020.	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. <table border="1" data-bbox="462 926 1235 1262"> <thead> <tr> <th>Sr. No.</th><th>Class</th><th>Overall Result (%)</th></tr> </thead> <tbody> <tr> <td>1</td><td>First Year B. Pharm. Sem-II</td><td>100%</td></tr> <tr> <td>2</td><td>Second Year B. Pharm. Sem- IV</td><td>100%</td></tr> <tr> <td>3</td><td>Third Year B. Pharm. Sem-VI</td><td>100%</td></tr> <tr> <td>4</td><td>Final Year B. Pharm. Sem-VIII</td><td>100%</td></tr> <tr> <td>5</td><td>F. Y. M. Pharm.</td><td>100%</td></tr> <tr> <td>6</td><td>S. Y. M. Pharm.</td><td>100%</td></tr> </tbody> </table> 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.	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%	Noted and Filed
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6	S. Y. M. Pharm.	100%																					
Subject no. 8: To take a class wise review of results of internal examination of term-I.	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	The internal marks are submitted to SPPU																					

	receiving guidelines regarding submission of internal marks.				
Subject No. 9: To take review of online course delivery and evaluation initiative.	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.				The number of lectures and practicals conducted was submitted to academic In charge by the subject teacher.
Subject no. 10: To take a review of staff development activities.	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.				The staff members have attended the seminars and conferences. The research proposals have been submitted to AICTE and SPPU for grants.
Subject no.11 : To take review of steps taken by the institute for ensuring emotional health of staff and students.	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 9 th 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.				--
Subject no.12 : To take review of new offline and online courses introduced in academic year 2020-21.	A review of various courses introduced in the academic year 2020-21 was done. The details of the courses are as follows.				Noted and Filed
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		02/10/2020	15	15	

	Statistics				
	3.Advance Diploma in Pharmacovigilance and Clinical Research	04/09/2020	20	20	
Subject no.13: To take a review of quality initiative taken by IQAC in academic year 2020-21.	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 ARC in the academic year 2020-21. All the faculty of D. Pharm. and B. Pharm. enthusiastically taking part in this activity. The schedule of ARC activity was discussed thoroughly in the meeting.				Online counseling and ARC was conducted as per the schedule.
Subject no.14: To take a review of various MOU's signed by the institute.	A detailed review of various MOU's signed by the institute in 2020-21 was done. The details of MOU's are as follows.				MOU with team Arogyamitra NGO, Elite Institute of Pharma Skills, Pune are signed
	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+	Students (33)	

	<table><tr><td></td><td></td><td>hrs.)</td><td></td></tr><tr><td>Saving Lives, Rotary Club, Birmingham</td><td>In process</td><td>Disaster medicine</td><td>Staff</td></tr></table>			hrs.)		Saving Lives, Rotary Club, Birmingham	In process	Disaster medicine	Staff																					
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Saving Lives, Rotary Club, Birmingham	In process	Disaster medicine	Staff																											
Subject no.15: To take a review of national and international webinars held and planned.	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 International Seminar on “ Role of Pharma Profession in Disaster Medicine”- 23/07/2020. 2) Two days International E- Symposium on “Emerging Trends in IPR”- 29/12/2020- 30/12/2020.	The planned International webinar was conducted successfully.																												
Subject no.16: To take a review of sanctioned research projects (sanctioned grant, received grant and utilization thereof) by the faculty members.	It was informed that the institute 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.	Utilization of grant is in process																												
Subject no.17: To take a review of research proposals by faculty members for SPPU/AICTE/UGC.	The Academic Research Coordinator (ARC) Mrs. J. R. Jagtap 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. <table><tr><th>Name of Faculty Member</th><th>Funding Agency</th><th>Scheme</th><th>Proposed Amount (Rs.)</th></tr><tr><td>Dr. S. J. Pawar</td><td>AICTE</td><td>Research Promotion Scheme (RPS)</td><td>25,00,000/-</td></tr><tr><td>Mr. A. P. Kale</td><td>SPPU, Pune</td><td>ASPIRE</td><td>5,40,000/-</td></tr><tr><td>Mr. V. C. Shilimkar</td><td>SPPU</td><td>ASPIRE</td><td>1,94,000/-</td></tr><tr><td>Mr. J. V. Shinde</td><td>SPPU</td><td>ASPIRE</td><td>2,35,000/-</td></tr><tr><td>Mr. N. R. Bhosale</td><td>SPPU</td><td>ASPIRE</td><td>2,40,000/-</td></tr><tr><td>Mr. G. B. Nigade</td><td>SPPU</td><td>ASPIRE</td><td>2,75,000/-</td></tr></table>	Name of Faculty Member	Funding Agency	Scheme	Proposed Amount (Rs.)	Dr. S. J. Pawar	AICTE	Research Promotion Scheme (RPS)	25,00,000/-	Mr. A. P. Kale	SPPU, Pune	ASPIRE	5,40,000/-	Mr. V. C. Shilimkar	SPPU	ASPIRE	1,94,000/-	Mr. J. V. Shinde	SPPU	ASPIRE	2,35,000/-	Mr. N. R. Bhosale	SPPU	ASPIRE	2,40,000/-	Mr. G. B. Nigade	SPPU	ASPIRE	2,75,000/-	--
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Subject No.18: To discuss any																														

matter with the permission of the chair. Subject No. 18.1: Approval of academic calendar Subject No. 18.2: To take review of admission process.	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. 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.	Noted and filed --
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R. Chavan

Dr. Rajashree Chavan
Chairman, IQAC

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Jy.
Mrs. Jayashri Jagtap
Coordinator, IQAC