

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 28/06/2021**

The third meeting of the Internal Quality Assurance Cell (IQAC) was held on 28/06/2021 at 02.00 p.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 third meeting of the cell in the academic year 2020-21.

**Condolence**

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

- Late Tanaji Salve, Principal, PDEA's Annasaheb Waghire College, Otur passed away on 24/05/2021.
- All the brave Indian soldiers, who laid their lives while serving our nation.

- All the victims of COVID-19 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 03/05/2021.

**Resolution No.1:**

Minutes of the last meeting of IQAC held on 03/05/2021 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Palak Agarwal

**Subject No.2:**

To read and confirm the action taken report of the last meeting held on 03/05/2021.

**Resolution No.2:**

The action taken report of the last meeting of IQAC held 03/05/2021 was read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

**Subject no. 3:**

To take a review of events conducted and planned in the second term.

**Resolution No. 3:**

A review of the events conducted in the second term was presented in the meeting.

| Sr. No | Name of Activity                                                                              | Date                    |
|--------|-----------------------------------------------------------------------------------------------|-------------------------|
| 1      | Two days International E- Symposium on “Emerging Trends in IPR”, E- Poster competition on IPR | 29/12/2020 & 30/12/2020 |
| 2      | CADD training program in association with V-life Sciences                                     | 31/12/2020 & 01/01/2021 |
| 3      | Faculty Induction program                                                                     | 19/01/2021              |
| 4      | Guest lecture on “ Strategy to prepare for GPAT and NIPER                                     | 23/01/2021              |
| 5      | Induction Cum Parent Meet for F. Y. B. Pharm. Direct S. Y. B. Pharm. and F. Y. M. Pharm.      | 12/02/2021              |
| 6      | Matrihasha Diwas                                                                              | 26/02/2021              |
| 7      | Elocution competition on the occasion of Marathi Bhasha Diwas                                 | 27/02/2021              |
| 8      | Celebration of Women’s Day                                                                    | 08/03/2021              |

|    |                                                      |            |
|----|------------------------------------------------------|------------|
| 9  | Celebration of Azadi Ka Mahotsav                     | 20/03/2021 |
| 10 | Guest lecture on Ayusanvad                           | 09/04/2021 |
| 11 | Azadika Amrit Mahotsav Essay writing competition     | 24/04/2021 |
| 12 | Celebration of World Environment: Slogan competition | 05/06/2021 |
| 13 | Shivswarajyadin- Shivvyakhyan                        | 06/06/2021 |

Further schedule and planning of conduct of few activities such as Farewell function and Annual Prize Distribution Ceremony cum Virtual recreation activities to be conducted was discussed in the meeting.

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

Proposed by: - Mrs. Pradnya Jagtap

Seconded by: - Mrs. Vidya Mhaske

**Subject no. 4:**

To take review of planning of Internal and university examinations of even semesters.

**Resolution No. 4:**

Mr. Nilesh Bhosale, Incharge of Internal Examination presented the schedule of internal examinations and also informed that first sessional examination of B. Pharm. was conducted and a second sessional examination will be commenced in the first week of July 2021. Mr. Jitendra Shinde, College Examination Officer discussed the schedule of University practical examination and also informed that university theory examinations will be conducted after practical examination and shortly university will be displaying the time table for the same.

Proposed by: Mr. Nilesh Bhosale

Seconded by: Mrs. Jayashri Jagtap

**Subject no. 5:**

To take a review of the PBL activity conducted.

**Resolution No. 5:**

PBL is a student-centered teaching methodology in which students learn about a subject through the experience of solving open-ended problems. A report on the conduct of PBL activity was presented in the meeting. It was informed that PBL of remaining subjects will be conducted at the end of completion of regular syllabus.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mrs. Sharmila Kunjir

**Subject no.6:**

To take a review of the grants provided by AICTE/ UGC/SPPU and utilization thereof

**Resolution No. 6:**

The report of grants received from AICTE under MODROB scheme for modernizing laboratories and utilization thereof was presented in the meeting. The details of the same are as follows.

| Sr. No | Particulars                                         | Name of funding agency | Sanctioned amount (Rs.) | Received amount (Rs.) | Amount Utilization (Rs) |
|--------|-----------------------------------------------------|------------------------|-------------------------|-----------------------|-------------------------|
| 1      | MODROB scheme for modernizing laboratories<br>HPTLC | AICTE                  | Rs. 16,66,667/-         | Rs. 13,33,334/-       | Rs. 25,54,658/-         |

The utilization of the grant received was thoroughly discussed. It was also informed that the submission of utilization of grant is in process and the remaining amount i.e. Rs. 3,33,333/- will be received after submission of utilization thereof to the AICTE.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mr. Sunil Korade

**Subject no. 7:**

To take a review of the teaching methods used by the teachers.

**Resolution No 7:**

The review of the teaching methods and tools used by the teachers was taken. The most widely used teaching method is content delivery via lectures. Besides this other interactive teaching methods viz. discussions, presentation based, flipped classroom, assignments, problem-based, project based etc. are also conducted. During this online era all the teachers are using various online tools like google classoom, moodles, google drive, PPTs, videos, WhatsApp etc. for course material sharing and google meet for delivery of lectures. It was proposed to orient the newly appointed teachers on technology oriented teaching.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Dr. Shama Aphale

**Subject No. 8:**

To take a review of the responsibilities assigned and completed

**Resolution No. 8:**

The review of the responsibilities assigned to each staff member and status of their completion was discussed thoroughly in the meeting. It was observed that all the staff members have

completed their assigned duties and responsibilities in time. The committee members appreciated all the staff members for being prompt and efficient.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Dr. Rajashree Chavan

**Subject No. 9:**

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

**Resolution No. 9:**

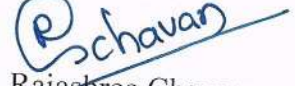
There was no other subject for discussion.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Hon. Shri. Sandeep Kadam

There being no other matter to discuss the meeting was called to an end by the Chairman, Dr. Rajashree Chavan. Mr. Vaibhav Shilimkar, 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

**PRINCIPAL**  
PUNE DISTRICT EDUCATION ASSOCIATION'S  
SETH GOVIND RAGHUNATH SABLE  
COLLEGE OF PHARMACY, SASWAD  
TAL. PURANDHAR, DIST. PUNE-412 301

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 SASWAD, PUNE



**Internal Quality Assurance Cell (IQAC) 2020-21**

Action Taken Report of the second meeting held on **03/05/2021**

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

| Subject                                                                                                     | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action taken                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject No.1:</b><br>To confirm the minutes of the last meeting held on 26/12/2020                       | Minutes of the last meeting of IQAC held on 26/12/2020 were read and confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noted and filed                                                                                                                                                                                                                                               |
| <b>Subject No.2:</b><br>To read and confirm the action taken report of the last meeting held on 26/12/2020. | The action taken report of the last meeting of IQAC held 26/12/2020 were read and confirmed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Noted and filed                                                                                                                                                                                                                                               |
| <b>Subject no. 3:</b><br>To take a review of the student's feedback for the last semester.                  | 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. | All suggestions given by the students have been taken into consideration.<br><br>A guest lecture for a competitive examination has been arranged. The college has purchased additional internet connection (Gazon, 30mbps/sec.) to improve internet facility. |

|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject no. 4:</b><br>To take review of submission of exam related data online.                       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Noted and filed                                                                                                                                                                                                                                 |
| <b>Subject no. 5:</b><br>To take a review of the planning & preparation of the end semester examination. | 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.                                                                                                                                                                                                                               | University Practical examinations conducted smoothly as per the schedule                                                                                                                                                                        |
| <b>Subject no. 6:</b><br>To take a review of the planning of academics in next semester.                 | 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 | The academics are conducted as per the time table.<br>The purchase of an online teaching module is in process.<br>The guest lecture on competitive examinations(MPSC/UPSC) and education abroad will be scheduled in the academic year 2021-22. |

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                              |                                |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                                                                                      | 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.                                                                                                                                                                                                                                 |                                |
| <b>Subject no. 7:</b><br>To discuss schedule of IIQA and SSR submission.             | 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 college after lockdown and SSR to be submitted within 40 days after IIQA submission. | IIQA submission is in process. |
| <b>Subject No. 8:</b><br>To discuss any other matter by the permission of the chair. | There was no other subject for discussion                                                                                                                                                                                                                                                                                                                                                                    | --                             |

*R. Chavan*

Dr. Rajashree Chavan

Chairman, IQAC

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*M. Jagtap*

Mrs. Jayashri Jagtap  
Coordinator, IQAC