

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



Internal Quality Assurance Cell (IQAC) 2021-22

Minutes of meeting held on 30/10/2021

First meeting of the Internal Quality Assurance Cell (IQAC) was held on **30/10/2021** at **11.00 a.m.** under the chairmanship of Principal, Dr. Rajashree Chavan.

Venue: Conference hall

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, Pharmaceuticals)
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 IQAC coordinator (Mrs. Jayashri Jagtap) welcomed the IQAC members to the first meeting of the cell in the academic year 2021-22.

Subject No.1:

To confirm the minutes of the last meeting held on 28/06/2021.

Resolution No.1:

Minutes of the last meeting of IQAC held on 28/06/2021 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Vaibhav Shilimkar

Subject No.2:

To read and confirm the action taken report of the last meeting held on 28/06/2021.

Resolution No.2:

The action taken report of the last meeting of IQAC held 28/06/2021 were read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Jitendra Shinde

Subject no. 3:

To approve an academic calendar for the academic year 2021-22.

Resolution No. 3:

The academic calendar for the year 2021-22 was presented in the meeting by the Academic Incharge Vaibhav Shilimkar. It was thoroughly discussed and approved.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by:- Mrs. Pradnya Jagtap

Subject no. 4:

To take a review of the academic activities of preceding academic year and propose suitable measures to sustain and enhance the quality of academics.

Resolution No. 4:

The academic activities conducted in 2020-21 were thoroughly discussed. In addition to the activities conducted the few activities to be conducted were suggested by IQAC members.

1) Mr. Sunil Korde suggested to arrange the personality development program for the staff and the same should be included in the academic calendar.

2) Parent representative Mrs. Sharmila Kunjir suggested to take feedback of students' psychology from their parents and also conduct counseling sessions by a psychological Counselor for all students.

3) Practice school is introduced in B. Pharm. program for Sem. VII by Pharmacy Council of India as a new course, the internal examination incharge was asked to prepare the schedule of practice school presentations and display the same to the students. Further it was informed to prepare the evaluation sheet of practice school presentation and also informed to appoint the internal and external examiners for the practice school evaluation.

4) Organization of "Two days Refresher Course for Registered Pharmacist"

Proposed by: Dr. Smita Pawar

Seconded by: Mr. Nilesh Bhosale

Subject no. 5:

To take a review of events conducted and planned in the academic year 2021-22.

Resolution No. 5:

A review of the events conducted and to be conducted in the academic year 2021-22 was taken in the meeting. The respective co-ordinators provided the details of the activities. It was suggested that the co-ordinators should constitute the committees and take periodic meetings for effective execution of the corresponding activities. The remaining activities to be conducted in the college were also discussed in the meeting. The preparations for the following upcoming events were discussed.

- 1) Celebration of constitution day,
- 2) Induction program cum parent meet
- 3) Parent meet of T. Y. B. Pharm. and Final Yr. B. Pharm.
- 4) Celebration of World AIDs day
- 5) Science Exhibition
- 6) Annual Social gathering
- 7) Annual sports

Proposed by: - Mrs. Pradnya Jagtap

Seconded by: - Mrs. Jayashri Jagtap

Subject no. 6:

To take review of results of B. Pharm. and M. Pharm. University Examination held in April/May 2021.

Resolution No. 6:

The report of result analysis final B. 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 the 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.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mr. Palak Agarwal

Subject no. 7: To discuss the students' development activities for further improvement.

Resolution No 7:

The various student development activities conducted in the college were thoroughly discussed and the chairman congratulated all staff members for the successful conduct of all activities.

In addition to the activities conducted, the following few activities were suggested by the IQAC members.

- 1) Conduct all TPC activities including mock interviews by expert members from the second year itself.
- 2) Conduct training sessions on interview techniques
- 3) In addition to the industrial visits, arrange the field visits at CIF department in SPPU, IISER, NIV, NCCS etc. for the students.
- 4) Involve PG students for demonstration sessions to the UG students.

Proposed by: - Mr. Nilesh Bhosale

Seconded by: - Mrs. Sharmila Kunjir

Subject No. 8:

To take a review of staff development activities.

Resolution No. 8:

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. It was suggested that staff members should attend the seminars/ workshops offline and at least one FDP under ATAL scheme online.

Proposed by: - Mr. Vaibhav Shilimkar

Seconded by: - Mrs. Sharmila Kunjir

Subject no. 9:

To consider and discuss the feedback of students and other stakeholders and actions to be taken accordingly.

Resolution No. 9:

Academic Incharge Mr. Vaibhav Shilimkar informed that the students' feedback on institution, curriculum and as well as teaching faculty is taken at the end of semester in order to analyze the quality of teaching and students' satisfaction with the facilities provided and various activities conducted in the college. He has discussed the feedback of the students of even semester for the academic year 2020-21. 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: - Mr. Vaibhav Shilimkar

Subject no.10 :

To discuss modifications in academic and administrative audit.

Resolution No. 10:

It was informed that the academic and administrative audit is conducted through staff meetings at regular intervals. However, it was suggested to conduct the academic audit at the end of the term-I and term-II and the administrative audit should be conducted at the end of the academic year. Academic incharge and office incharge were instructed to prepare the formats including checklist. It was decided that the 15 days period is to be given to the respective staff for the submission of compliance if any.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mrs. Jayashri Jagtap

Subject No.11:

To discuss any matter with the permission of the chair.

To finalize best practices.

There being no other matter to discuss the meeting was called to an end by the Chairman, Dr. Rajashree Chavan. Dr. Smita Pawar, 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, IQAC


Dr. Rajashree Chavan
Chairman, IQAC & Principal
PRINCIPAL
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAL
TAL. PURANDHAR, DIST. PUNE-412 301

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 SASWAD, PUNE

Internal Quality Assurance Cell (IQAC) 2020-21

Action Taken Report of the third meeting held on **28/06/2021**

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 03/05/2021	Minutes of the last meeting of IQAC held on 26/12/2020 were read and confirmed.	Noted and filed
Subject No.2: To read and confirm the action taken report of the last meeting held on 03/05/2021.	The action taken report of the last meeting of IQAC held 20/12/2020 were read and confirmed	Noted and filed
Subject no. 3: To take a review of events conducted and planned in the second term.	A review of the events conducted in the second term was presented in the meeting. 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.	Farewell function and Annual prize distribution ceremony cum virtual recreation activities conducted successfully.
Subject no. 4: To take review of planning of Internal and university examinations of even semesters.	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.	Conducted B. Pharm. and M. Pharm. examinations successfully as per the schedule
Subject no. 5:	PBL is a student-centered teaching methodology in which	The teachers are asked to complete

To take a review of the PBL activity conducted.	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.	the PBL															
Subject no. 6: To take a review of the grants provided by AICTE/UGC/SPPU and utilization thereof	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. <table> <tr> <th>Particulars</th> <th>Name of funding agency</th> <th>Sanctioned amount (Rs.)</th> <th>Received amount (Rs.)</th> <th>Amount Utilization (Rs)</th> </tr> <tr> <td>MODROB scheme for modernizing laboratories</td> <td>AICTE</td> <td>Rs. 16,66,667/-</td> <td>Rs. 13,33,334/-</td> <td>Rs. 25,54,658/-</td> </tr> <tr> <td>HPTLC</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> 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.	Particulars	Name of funding agency	Sanctioned amount (Rs.)	Received amount (Rs.)	Amount Utilization (Rs)	MODROB scheme for modernizing laboratories	AICTE	Rs. 16,66,667/-	Rs. 13,33,334/-	Rs. 25,54,658/-	HPTLC					The utilization certificate have been submitted to AICTE
Particulars	Name of funding agency	Sanctioned amount (Rs.)	Received amount (Rs.)	Amount Utilization (Rs)													
MODROB scheme for modernizing laboratories	AICTE	Rs. 16,66,667/-	Rs. 13,33,334/-	Rs. 25,54,658/-													
HPTLC																	
Subject no. 7: To take a review of the teaching methods used by the teachers.	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.	The orientation program will be arranged shortly															
Subject no. 8: To take a review of the responsibilities assigned and completed	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	Noted and filed															

Subject No. 8: To discuss any other matter by the permission of the chair.	There was no other subject for discussion	--
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R. Chavan

Dr. Rajashree Chavan
 Chairman, IQAC

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M. Jagtap
 Mrs. Jayashri Jagtap

IQAC Co-ordinator

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