

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



Internal Quality Assurance Cell (IQAC) 2021-22

Minutes of second meeting held on 09/04/2022

Second meeting of the Internal Quality Assurance Cell (IQAC) was held on 09/04/2022 at 3.00 p.m. under the chairmanship of Principal Dr. Rajashree Chavan.

Venue: IQAC room

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	Mr. Sunil Korde	Member (Alumni & Local Society Representative)

Dr. Shama Aphale and Ms. Srushti Inamdar were absent for the meeting and were granted a leave of absence.

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

Subject No.1:

To confirm the minutes of the last meeting held on 30/10/2021.

Resolution No.1:

Minutes of the last meeting of IQAC held on 30/10/2021 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.2:

To read and confirm the action taken report of the last meeting held on 30/10/2021.

Resolution No.2:

The action taken report of the last meeting of IQAC held 30/10/2021 were read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Vaibhav Shilimkar

Subject no. 3:

To take a review of suggestions by the NAAC Peer team committee and accordingly set strategies to fulfill the suggestions.

Resolution No. 3:

The NAAC coordinator Dr. Smita Pawar read the report given by NAAC peer team that visited the college for NAAC cycle-2 on 25th and 26th Feb. 2022. The NAAC peer team report was reviewed with discussion and evaluation. It was decided to formulate a strategy for the next five years and initiate compliance to the recommendations of the NAAC peer team.

After thorough discussion, the IQAC member Mr. Palak Agarwal suggested the following points:

- 1) To establish a research and development cell (R & D cell) and formulate its objectives too.
- 2) Allow students for training in research institutes like NCCS, IISER, NCL etc.
- 3) Submit research proposals to AICTE, DST, SPPU, and PCI.
- 4) Arrange get-together of Alumni in small groups.

Mr. Sunil Korde suggested that the students should be encouraged to go through professional pharma magazines and bulletins for upgradation of their knowledge in context with the current scenario.

Proposed by: - Dr. Smita Pawar

Seconded by:- Mr. Palak Agarwal

Subject no. 4:

To take a review of the placements of the students.

Resolution No. 4:

Mr. Ganesh Nigade, Coordinator of TPC, informed the members about the initiatives taken by the Training and Placement Cell for training development and placement of the students. He informed that total 21 students of 2020-21 passout batch are placed in various industries. Further he informed that 04 M. Pharm. students of the current batch are also selected in campus interviews. It was suggested that the aptitude test should be taken from the second year level, so that the students can be groomed eventually for the best placements.

Proposed by: Dr. Smita Pawar

Seconded by: Mr. Nilesh Bhosale

Subject no. 5:

To take a review of certificate courses introduced in the academic year 2021-22.

Resolution No. 5:

It was informed that institute has signed MOU with external educational institutes Elite Institute of Pharma Skills, Pune and Ingenious Health Care, Pune for conduct of two certificate courses viz. Executive Diploma in Pharmacovigilance & Clinical Research and Pharmacovigilance, Medical Writing, Clinical Data Management respectively. These courses are going on. Further it was informed that Certificate Course in Pharmaceutical Quality-by-Design (QbD) by Dr. Bhalchandra Vaidya, Head Data Analytics Department will be started shortly.

Proposed by: - Mrs. Pradnya Jagtap

Seconded by: - Mrs. Jayashri Jagtap

Subject no. 6:

To take review of activities of various college committees and cells

Resolution No. 6:

The academic-in-charge gave information regarding various committees in the institute including committees name, constitution and objective of committees and cells. The review of various activities conducted by committees and cells was taken. It was informed that a monthly review meeting is conducted at the end of every month to take follow-up of all the activities of committees and cells. Further it was suggested to establish a new committee for organization of commemorative days and to increase the students' participation in this committee. External members Mr. Sunil Korade and Mr. Palak Agarwal suggested to increase the students participation in various scientific competitions and also foster students' for publication of review and research articles through this cell in the reputed journals. The Chairman congratulated the secretaries of all the committees for successful completion of activities till date.

Proposed by: - Mr. Jitendra Shinde
Seconded by: - Mr. Palak Agarwal

Subject no. 7:

To take a review of best practices.

Resolution No 7:

A review of previous best practices was taken. It was decided to evolve the best practices from the academic year 2022-23. The proposed best practices were as follows:

- i) Structural Techniques for enhancing personal and professional skills. (STEPS)
- ii) Community oriented extension activities
- iii) Celebration of various days by Innovative way
- iv) Environment consciousness and Sustainability
- v) Community awareness cum empowerment

After thorough discussion, unanimously the following best practices were finalized to be conducted from the academic year 2022-23.

- i) Environmental consciousness and sustainability
- ii) Community awareness cum empowerment

Proposed by: - Mrs. Pradnya Jagtap
Seconded by: - Mrs. Sharmila Kunjir

Subject No. 8:

To take a review of training for faculty members for use of ICT tool: smartboard.

Resolution No. 8:

It was informed that the institute has purchased a new ICT tool Smartboard (senses panel) as an educational tool. The demonstration of smartboard handling was successfully given by the expert as well as the faculty training program was also conducted by the expert of Senses Company. All the faculty members attended the training program. All the faculty members use the smartboard for delivering the content of the lecture effectively.

Proposed by: - Mr. Vaibhav Shilimkar
Seconded by: - Mrs. Sharmila Kunjir

Subject no. 9:

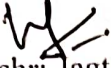
To discuss any other matter with the permission of the chairman.

Resolution No.7:

There was no other subject for discussion.

Proposed by: - Mr. Nilesh Bhosale
Seconded by: - Mr. Vaibhav Shilimkar

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, IQAC

IQAC Co-ordinator
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
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Dr. Rajashree Chavan

Chairman, IQAC & Principal

PRINCIPAL

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Internal Quality Assurance Cell (IQAC) 2021-22

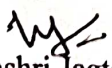
Action Taken Report of the second meeting held on 09/04/2022

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 30/10/2021	Minutes of the last meeting of IQAC held on 30/10/2021 were read and confirmed.	Noted and filed
Subject No.2: To read and confirm the action taken report of the last meeting held on 30/10/2021	The action taken report of the last meeting of IQAC held 30/10/2021 were read and confirmed	Noted and filed
Subject no. 3: To take a review of suggestions by the NAAC Peer team committee and accordingly set strategies to fulfill the suggestions.	The NAAC coordinator Dr. Smita Pawar read the report given by NAAC peer team that visited the college for NAAC cycle-2 on 25th and 26th Feb. 2022. The NAAC peer team report was reviewed with discussion and evaluation. It was decided to formulate a strategy for the next five years and initiate compliance to the recommendations of the NAAC peer team. After thorough discussion, the IQAC member Mr. Palak Agarwal suggested the following points: 1) To establish a research and development cell (R & D cell) and formulate its objectives too. 2) Allow students for training in research institutes like NCCS, IISER, NCL etc. 3) Submit research proposals to AICTE, DST, SPPU , and PCI. 4) Arrange get-together of Alumni in small groups. Mr. Sunil Korde suggested that the students should be encouraged to go through professional pharma magazines and bulletins for upgradation of their	Research Advisory Committee (RAC) is renamed as R & D Cell

	knowledge in context with the current scenario.	
Subject no. 4: To take a review of the placements of the students.	Mr. Ganesh Nigade, Coordinator of TPC, informed the members about the initiatives taken by the Training and Placement Cell for training development and placement of the students. He informed that total 21 students of 2020-21 passout batch are placed in various industries. Further he informed that 04 M. Pharm. students of the current batch are also selected in campus interviews. It was suggested that the aptitude test should be taken from the second year level, so that the students can be groomed eventually for the best placements.	Noted and filed
Subject no. 5: To take a review of certificate courses introduced in the academic year 2021-22.	It was informed that institute has signed MOU with external educational institutes Elite Institute of Pharma Skills, Pune and Ingenious Health Care, Pune for conduct of two certificate courses viz. Executive Diploma in Pharmacovigilance & Clinical Research and Pharmacovigilance, Medical Writing, Clinical Data Management respectively. These courses are going on. Further it was informed that Certificate Course in Pharmaceutical Quality-by-Design (QbD) by Dr. Bhalchandra Vaidya, Head Data Analytics Department will be started shortly.	The two certificate courses i) Executive Diploma in Pharmacovigilance & Clinical Research ii) Pharmacovigilance, Medical Writing, Clinical Data Management has been completed.
Subject no. 6: To take review of activities of various college committees and cells	The academic-in-charge gave information regarding various committees in the institute including committees name, constitution and objective of committees and cells. The review of various activities conducted by committees and cells was taken. It was informed that a monthly review meeting is conducted at the end of every month to take follow-up of all the activities of committees and cells. Further it was suggested to establish a new committee for organization of commemorative days and to increase the students' participation in this committee. External members Mr. Sunil Korade and Mr. Palak Agarwal suggested to increase the students participation in various scientific competitions and also foster students' for publication of review and research articles through this cell in the reputed journals. The Chairman congratulated the secretaries of all the committees for successful	Noted and filed

	completion of activities till date.	
Subject no. 7: To take a review of best practices.	A review of previous best practices was taken. It was decided to evolve the best practices from the academic year 2022-23. The proposed best practices were as follows: i) Structural Techniques for enhancing personal and professional skills. (STEPS) ii) Community oriented extension activities iii) Celebration of various days by Innovative way iv) Environment consciousness and Sustainability v) Community awareness cum empowerment After thorough discussion, unanimously the following best practices were finalized to be conducted from the academic year 2022-23. i)Environmental consciousness and sustainability ii) Community awareness cum empowerment	The following two best practices are finalized from the academic year 2022-23. i)Environmental consciousness and sustainability ii)Community awareness cum empowerment
Subject no. 8: To take a review of training for faculty members for use of ICT tool: smartboard.	It was informed that the institute has purchased a new ICT tool Smartboard (senses panel) as an educational tool. The demonstration of smartboard handling was successfully given by the expert as well as the faculty training program was also conducted by the expert of Senses Company. All the faculty members attended the training program. All the faculty members use the smartboard for delivering the content of the lecture effectively.	Noted and filed
Subject No. 9: To discuss any other matter by the permission of the chair.	There was no other subject for discussion	--


 Mrs. Jayashri Jagtap
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