

## PROCEEDINGS

The minutes of the IQAC meeting of P S P S's Indira Institute of Pharmacy, Sadavali held in the board room of the institute on Sunday, 2<sup>nd</sup> September 2018 at 10:00 am to transact the following subjects of the agenda.

### Draft Minutes

The copies of the agenda, along with copies of the relevant documents, were circulated to the members for information.

The following members of the IQAC meeting were present for the meeting:

Dr. B. C. Hatapakki .....

Mrs. N. R. Mane .....

Mr. A. S. Prabhudesai .....

Dr. R. R. Somani .....

Mr. Y.R. Arte .....

Mr. S. K. Nagare .....

Mrs. M. A. Khade .....

Mr. P. P. Mane .....

Mr. M. S. Bhopalkar .....

Mr. A. M. Shinde .....

Mr. A. A. Deosthali .....

Ms. N. A. Mukhri .....

Mr. R. A. Deosthali .....

Dr. S. K. Joshi .....

Mr. A. B. Khade.....

**Subject No. 1:** To read and confirm the minutes of the last meeting.

**Resolution:** IQAC coordinator read the minutes of last meetings conducted on Sunday, 1<sup>st</sup> April 2018 at 11:00 am and the same has been confirmed by all the members.

**Subject No. 2:** To review the action taken report on the decisions arrived in the previous meetings.

**Resolution:** The coordinator placed the Action Take Report before the committee, which has been approved by all the members.





**Agenda No. 3:** To review and finalize AQAR.

**Resolution:** The coordinator placed the AQAR to be submitted to the NAAC office. The committee expressed their satisfaction for the same and it has been approved by all the members of the committee.

**Agenda No. 4:** To review the master plan for the academic semester.

**Resolution:** The coordinator placed before the committee proposed a master plan. The committee expressed their satisfaction for the same and it has been approved by all the members of the committee.

**Agenda No. 5:** To discuss the strategies for internal academic audit.

**Resolution:** The coordinator placed the need for changing the strategies of the academic monitoring committee. The committee gave their valuable suggestions and all these will be made effective from the next semester.

**Agenda No. 6:** To discuss the strategies for the implementation of administrative audits.

**Resolution:** The coordinator placed the need for the implementation of an administrative audit. The committee gave their inputs for conducting the administrative audit.

**Agenda No. 7:** To review the submission of the process of online surveys of regulating authorities like AICTE CII, Swachata ranking.

**Resolution:** The coordinator placed the details of AICTE CII survey and swachata ranking data uploaded for ranking, the committee expressed their appraisal of the same and gave their inputs for improvement of ranking.

**Agenda No. 8:** To discuss the strategies for the centralization of NAAC documents in IQAC.

**Resolution:** The coordinator placed the need for the centralization of NAAC documents in IQAC and the committee expressed their satisfaction and approved the same.

**Agenda No. 9:** To discuss the documentation and required procedures for NBA accreditation.

**Resolution:** The coordinator placed the current status of preparedness about the NBA accreditation process and criteria for prequalifying for the NBA. The committee suggested to upgrade the faculty qualification and gave a suggestion for conducting the USSC interview for maintaining faculty cadre ratio.

**Agenda No. 10:** To discuss the organization of funded and self-funded workshops, seminars on quality related themes.

The Coordinator briefed about the importance of organizing funded and self-funded workshops, seminars on quality related themes. The coordinator placed before the committee the proposed national level seminar on research methodology, the committee gave their suggestions and approved the same.

**Agenda No. 11:** To review the institute participation as National Testing Agency Test Practice Center.

**Resolution:** The Coordinator briefed about the establishment of NTA-Test Practice Center in the institute and the revenue, and beneficiaries of the same. The committee expressed their compliments for the same and gave suggestions on underrating its proposal for the exam center.

**Agenda No. 12:** To review the industrial tour of Third Year students.

**Resolution:** The Coordinator briefed about the industrial tour of Third Year students arranged to Shimla. The committee expressed their satisfaction for the same.







## PROCEEDINGS

The minutes of the IQAC meeting of P S P S's Indira Institute of Pharmacy, Sadavali held in the board room of the institute on Saturday, 5<sup>th</sup> January 2019 at 11:00 am to transact the following subjects of the agenda.

### Draft Minutes

The copies of the agenda, along with copies of the relevant documents, were circulated to the members for information.

The following members of the IQAC meeting were present for the meeting:

Dr. B. C. Hatapakki .....

Mrs. N. R. Mane .....

Mr. A. S. Prabhudesai .....

Dr. R. R. Somani .....

Mr. Y.R. Arte .....

Mr. S. K. Nagare .....

Mrs. M. A. Khade .....

Mr. P. P. Mane .....

Mr. M. S. Bhopalkar .....

Mr. A. M. Shinde .....

Mr. R. A. Deosthali .....

Ms. N. A. Mukhri .....

Mr. A. B. Khade .....

**The following members have expressed their inability to attend the meeting.**

1. Dr. S. K. Joshi
2. Mr. A. A. Deosthali

**Subject No. 1:** To read and confirm the minutes of the last IQAC meeting.

**Resolution:** IQAC coordinator read the minutes of the last IQAC meeting held on Sunday, 2<sup>nd</sup> September 2018 at 11:00 am in the board room of the institute and were confirmed by all the members of IQAC.

**Subject No.2:** To review the master plan for the even semester of A Y 2018-19.

**Resolution:** The coordinator placed before the committee proposed a master plan. The committee expressed their satisfaction for/over the same and was unanimously resolved to approve the master plan by the committee.



**Subject No.3:**To review the cultural and sports activities for the even semester of A Y 2018-19.

**Resolution:** The schedule of the cultural and sports activities was discussed in length in the meeting as submitted by the concerned faculty in-charges and cultural and sports activities were unanimously approved by the IQAC with minor changes as per the need.

**Subject No. 4:**To review the extension activities of UBA and the NSS unit of the institute.

**Resolution:**The coordinator placed before the committee the proposed UBA and NSS activities planned for the even semester of A Y 2018-19. The committee expressed their satisfaction with their inputs and was unanimously resolved to approve the proposed activities.

**Subject No.5:**To review and finalize the guest lectures for the even semester.


**Resolution:**The coordinator placed before the committee the need and importance of guest lectures for the even semester of A Y 2018-19. The proposed guest speakers and their tentative schedule were placed before the committee and approval were taken for the same.

**Subject No.6:**Any other matter with the permission of the chair.

**Resolution:** Since there were no other matters for discussions, and the meeting concluded with a vote of thanks to the Chair by the coordinator.

  
Coordinator



  
Chairman 10/01

Internal Quality Assurance Cell, IIP, Sadavali



## PROCEEDINGS

The minutes of the IQAC meeting of P S P S's Indira Institute of Pharmacy, Sadavali held in the board room of the institute on Saturday, 11<sup>th</sup> May 2019 at 11:00 am to transact the following subjects of the agenda.

### Draft Minutes:

The copies of the agenda, along with copies of the relevant documents were circulated to the members for information.

The following members of the IQAC meeting were present for the meeting:

Dr. B. C. Hatapakki .....

Mrs. N. R. Mane .....

Mr. A. S. Prabhudesai .....

Dr. R. R. Somani .....

Mr. Y.R. Arte .....

Mr. S. K. Nagare .....

Mrs. M. A. Khade .....

Mr. P. P. Mane .....

Mr. M. S. Bhopalkar .....

Mr. A. M. Shinde .....

Mr. R. A. Deosthali .....

Ms. N. A. Mukhri .....

Mr. A. B. Khade.....

**The following members have expressed their inability to attend the meeting.**

1. Dr. S. K. Joshi
2. Mr. A. A. Deosthali

**Subject No. 1:** To read and confirm the minutes of the last IQAC meeting.

**Resolution:** IQAC coordinator read the minutes of the last IQAC meeting held on Saturday, 05/01/2019 at 11:00 a.m. in the board room of the institute and were confirmed by all the members of IQAC.

**Subject No. 2:** To review the covered master plan for the even semester of AY 2018-19.

**Resolution:** The coordinator placed before the committee covered the master plan. The committee went through the adherence of the schedule in the master plan and expressed their satisfaction for the same. The same has been approved by all the members of the committee.



**Subject No. 3:** To review the monitoring mechanism of AMC.

**Resolution:** The coordinator placed before the committee, the existing monitoring mechanism of AMC. It was felt the need to change the monitoring mechanism of AMC because of some lacunae in it. Hence, it was unanimously resolved to modify the existing monitoring mechanism of AMC in the form of physical verification of the covered syllabus with the proposed lesson plan in consultation with at least three representative students of the respective classes.

**Subject No. 4:** To review the activities of UBA of the institute during the even semester.

**Resolution:** The coordinator placed before the committee the present status and problems encountered during the household and village survey in the five adopted villages during the even semester. The committee directed the coordinator to contact the gram panchayat through local representatives for smooth communication. The committee expressed their satisfaction with the progress of the activities.

**Subject No. 5:** To review the status of AQAR preparation.

**Resolution:** The coordinator placed before the committee the present status of AQAR for the A Y 2018-19. The committee reviewed it with their inputs and expressed their satisfaction for the same. The committee unanimously resolved to authorize the coordinator to follow the due procedure before uploading the AQAR on the NAAC website.

**Subject No. 6:** Any other matter with the permission of the chair.

**Resolution:** Since there were no other matters for discussions, and the meeting concluded with a vote of thanks to the Chair by the coordinator.

  
Coordinator



  
Chairman 15/05

Internal Quality Assurance Cell, IIP, Sadavali