

**Vidarbha Youth Welfare Society's**  
**INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH**  
**Borgaon (Meghe), Wardha (M.S.)**  
**Internal Quality Assurance Cell**

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Ref. No. EST/536/IQAC/2020-21/04

Date:-24/11/2020

**MINUTES OF IQAC MEETING**

Meeting of the Internal Quality Assurance Cell was conducted on 24<sup>th</sup> November 2020 at 3.00 p.m. in the seminar hall of the Institute. Dr. R.O. Ganjiwale, I/c Principal was chaired the meeting.

The following members were present in the meeting

1. Dr. R.O. Ganjiwale : Chairperson
2. Shri Yuvrajsingh Choudhari : Member  
Secretary, VYWS, Amravati
3. Dr. S. A. Khan, Professor : Member
4. Dr. M. P. Puranik, Associate Professor : Member
5. Dr. B. R. Gandhare, Associate Professor : Member
6. Dr. D. J. Singhavi, Assistant Professor : Member
7. Mr. G. D. Dahikar, Assistant Professor : Member
8. Mr. S. P. Dewani, Assistant Professor : Member
9. Mr. A. W. Bhaik, Computer Programmer : Member
10. Ms. S. P. Gautam : Member
11. Dr. L. G. Rathi, Associate Professor : Member Secretary

Dr. L. G. Rathi, member secretary, IQAC welcomed the chairman and all the members of IQAC and with the permission of chair, the committee members discussed the following agenda.

1. To confirm the minutes of the last meeting
2. To confirm the action taken report
3. To discuss the matter for performing Green Audit and Power Audit of the Institute for Academic Year 2020-21
4. To discuss about the planning of admission process for all programs and its effective implementation
5. To discuss the policy for disposal of chemicals, hazards waste and e-waste
6. Changes in the modalities of internal examinations

7. Subscription of new books and journals
8. Any other subject with the permission of chair

#### **1. Confirmation of the minutes of last meeting held on 07.07.2020**

The minutes of the IQAC meeting held on 07.07.2020 were confirmed and approved by the committee.

#### **2. Confirmation of action taken report**

A detail action taken report was presented on the issues discussed in the last meeting. The committee member expressed the satisfaction over the action taken on all issues.

#### **3. Discussion on the matter for performing Green Audit and Power Audit of the Institute for Academic Year 2020-21**

Like every year, under the best practices of the Institute, member secretary asked the chairman for performing the green audit of the Institute for AY. 2020-21. After the incidence took place at the Bhandara Civil Hospital, it felt necessary to all the members to go for power audit of the Institute. The matter was discussed in the meeting and decided to do power audit in the Institute first time.

#### **4. Discussion about the planning of admission process for all programs and its effective implementation**

Admissions of all programs were affected due to pandemic in the state of Maharashtra and are delayed by almost six months. It is likely to start from next month considering the current situation. Hence chairman instructed the admission co-ordinator to make the planning for admission process so that the seats of any program should not remain vacant. It was instructed to counselling cell to provide the detail information related to admission to the parents and students visiting the Institute.

#### **5. Discussion on the policy for disposal of chemicals, hazardous waste and e-waste**

Used chemicals, hazardous waste, expired chemicals and e-waste were disposed off by the Institute since many years. But IQAC feels that there should be a systematic mechanism and standard operating procedure (SOP) for the disposal of above. Hence the matter was discussed in the meeting and instructed to Mr. G.D. Dahikar, member of the IQAC to prepare the SOP for disposal of above.

#### **6. Changes in the modalities of internal examination**

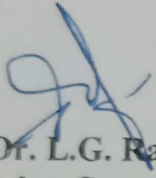
Modality of internal examination was already fixed and implemented since many years. Now from this academic year, examination incharge and member of this committee Dr. D.J. Singhavi suggested to adopt University modalities for conduction of internal examinations of the Institute so that the transparency in the examination process will be increased. All the members of the committee accepted the proposal and asked the concern incharge to develop the policy on paper and implement it from the current academic session.

### 7. Subscription of new books and journals

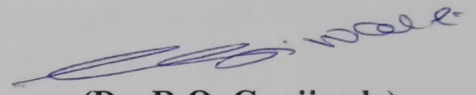
It was suggested to purchase new books, title and journals with a budgetary provision of about 4.2 lakh for this financial year and is informed to Library Advisory Committee.

### 8. Any other subject with the permission of chair

Dr. B.R. Gandhare raised the issue of installation of sanitizer machine at the entrance of the Institute and for display of instruction board for students and staff for Covid-19 precautions. The suggestion was unanimously accepted. As there was no point to discuss further, finally, the meeting was concluded with the vote of thanks.



(Dr. L.G. Rathi)  
Member Secretary  
IQAC



(Dr. R.O. Ganjiwale)  
I/c Principal

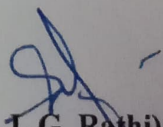
**PRINCIPAL**  
Institute of Pharmaceutical Education & Research  
Bogson ( ), Warudha



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Action taken report of the decision taken in the IQAC meeting held on 24.11.2020

Sr. No.	Agenda	Details of action taken
1	Confirmation of the minutes of the last meeting held on 07.07.2020	Minutes of the last meeting held on 07.07.2020 was confirmed
2	Confirmation of action taken report	Action taken on the previous meeting was confirmed
3	Discussion on the matter for performing Green Audit and Power Audit of the Institute for Academic Year 2020-21	The process of both green audit and power audit of the Institute is going on and will be completed probably within 15 days
4	Discussion about the planning of admission process for all programs and its effective implementation	Admissions of all programs were started from 9 <sup>th</sup> December 2020 and completed in the month of February 2021. IPER was selected as a scrutiny centre by DTE for admission process. 67 students were admitted to B. Pharm course, 14 students were admitted by lateral entry and 42 students were admitted to M. Pharm course in this session.
5	Discussion on the policy for disposal of chemicals, hazards waste and e-waste	Standard operating procedures were prepared by Mr. G.D. Dahikar and were circulated to respective department for display and implementation.
6	Changes in the modalities of internal examinations	New policies were framed by examination department and will be implemented from current session.
7	Subscription of new books and journals	Some books were purchased and journals were subscribed for library costing around 1 lac till date.
8	Any other subject with the permission of chair a) Installation of sanitizer machine b) Display of Instruction board of Covid-19	Suggestions were already accepted in the meeting, sanitizer machine was installed and instruction board was displayed at the entrance of the Institute. There was no matter for discussion and hence concluded the meeting

  
**(Dr. L.G. Rathi)**  
**Member Secretary, IQAC**