

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

Ref. No. EST/536/IQAC/2020-21/09

Date:-25/05/2021

**MINUTES OF IQAC MEETING**

Meeting of the Internal Quality Assurance Cell was conducted on 24<sup>th</sup> May 2021 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

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|--|---------------------|
| 1. Dr. R.O. Ganjiwale                                      | : Chairperson       |
| 2. Shri Yuvrajsingh Choudhari<br>Secretary, VYWS, Amravati | : Member            |
| 3. Dr. D. J. Singhavi, Assistant Professor                 | : Member            |
| 4. Mr. G. D. Dahikar, Assistant Professor                  | : Member            |
| 5. Mr. S. P. Dewani, Assistant Professor                   | : Member            |
| 6. Mr. A. W. Bhaik, Computer Programmer                    | : Member            |
| 7. Ms. S. P. Gautam  | : Member            |
| 8. Adv. Ashok Pawade                                       | : Member (Society)  |
| 9. Mr. Farhan Pathan                                       | : Member (Industry) |
| 10. 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 feedback taken from various stakeholders
4. To discuss the progress of various activities of the Institution decided for session 2020-2021
5. To discuss the planning of new initiatives and best practices for academic year 2021-2022
6. To decide the yearly plan of the Institution for academic year 2021-2022
7. Any other subject with the permission of chair

### 1. Confirmation of the minutes of last meeting held on 10.03.2021

The minutes of the IQAC meeting held on 10.03.2021 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. To discuss the feedback taken from various stakeholders

Students, parents, alumni, teachers and employers have submitted their feedback through online/offline mode. All the feedbacks were analysed and suggestions given by all the stakeholders were implemented.

### 4. To discuss the progress of various activities of the Institution decided for session 2020-2021

Plan of Action	Achievements/Outcomes
Teaching Learning Plans	Due to Covid 19 pandemic and continuous lockdown, the Institute has completely shifted its teaching, learning and examination from offline to online mode with licenced Moodle based Cisco-Webex learning management software (LMS). Requirements of facilities according to the new PCI syllabus for final year were fulfilled in terms of books, glassware, instruments, chemicals etc. Programme committee prepared and executed the policy starting from allotment of final year students upto the completion of pharmacy practice as per the curriculum. The syllabi of both odd and even semesters and other academic activities were executed according to academic calendar prepared by the program committee for this session. Institutional animal ethical committee approved the use of animals for research purpose. New examination policies were decided and implemented for conducting the internal examinations.
Research Plans and its implementation	Dissertation work of most of the M. Pharm. students was completed in due course of time. Their internal seminars will be completed probably in the month of June. B. Pharm final year students also submitted their projects successfully and their viva will be completed in June-July 2020. Six monthly seminars for the research scholar were completed in the presence of university panel. The Institute has developed five functional MOU with industries/research organization. Three Research promotion scheme proposals were submitted to AICTE and the result of evaluation is awaited till date.
Upgradation of library	A budget of 475000/- for B. Pharm and 230000/- for M. Pharm was approved for the purchase of books, Journals, News-papers and for binding. The books of Rs. 31411/- were purchased in this year. The subscription of journals and Delnet subscriptions were also extended from this budget for upgradation of library. The internet band width speed was upgraded upto 50 Mbps.
Meeting with various	The parents meet and alumni meet were organised on 25th April and 2nd May respectively. More than 100 parents and 50 alumni

stakeholders	attended the meeting. The feedback provided by the parents and alumni were analysed and corrective actions were taken.
Plan for Project / seminar / workshop / FDP	Three research promotion scheme proposals were submitted to AICTE and the result of evaluation is awaited till date. Nine workshops/seminar were organised by the Institute on the theme soft skill development, guidance for competitive examination, study overseas opportunities, entrepreneurship and innovation as career opportunity, introduction to intellectual property right/patent process, universal human values and professional ethics, international women day and gender equality. AICTE sponsored short term training programme was organised by the Institute in five slots from 5 <sup>th</sup> November to 26 <sup>th</sup> December on Outcome Based Pedagogical Methods for Effective Teaching-Learning and Accreditation. Twenty two international/ national/ local conferences/seminar/workshops were attended by the staff members. Seventeen staff members attended faculty development programme.
Faculty publication	Six papers were published in this session in peer-reviewed journals of national and international repute. One patent was granted by the Indian Patent Agency dated on 24.02.2021.
Extension and outreach activities	The Institute has continued the Unnat Bharat Abhiyan activity under National Service Scheme of IPER in collaborating with Ministry of Human Resource. Over 15 teachers and 284 students were participated in the village survey as well as in other activities organised in nearby 5 adopted villages. A camp was also organised for the detection of Covid-19 patients by RTPCR and rapid antigen test. Over 18 staff members and 250 students/villagers are the beneficiaries of the camp. Large number of extension activities were also organised by the Institute including blood donation camp, international Women's day celebration, yoga day, tree plantation, National safety day, webinars on ethical practices, intellectual property right, entrepreneurship and innovation as career opportunities, guidance for competitive examination etc. Students and staff members in large number participated in these extension activities.
Feedback of various stakeholders	Students, parents, alumni, teachers and employers have submitted their feedback through online/offline mode. All the feedbacks were analysed and suggestions given by all the stakeholders were implemented
Redesigning of the website of Institute	Website is the face of the Institute and forms the foundation of digital identity. The Institute has started website redesigning under the supervision of Mr. S.P. Dewani and in consultation with the vendor from Amravati. Most of the data of website is updated and the process is still going on. It may take few more days for the completion of work
Green audit and power audit of the Institute	Integrated Green audit and power audit of the Institute for last three years was conducted by Institution in consultation with Energy and Green audit team, sustainability solution, Nagpur. The chemical soak pit, water conservation pit along with water filtration unit and manure compost pit was constructed in the campus. Installation of solar unit of 10 Kv capacity is under process. All the existing tube lights in corridors are replaced

	with LED bulbs and sensor were installed for LED bulb. Verified carbon unit retirement certificate was obtained for the Institute under the project Natural Gas based combined cycle power generation from Kotha peta east Godavari district, Andhrapradesh. Rain water harvesting is carried in the campus by preparing the harvesting pit.
Policy for disposal of chemicals, hazards waste and e-waste	Used chemicals, hazards waste, expired chemicals are neutralized before their disposal in the chemical soak pit. Standard operating procedures (SOP) were circulated for disposal of these chemicals to respective department for display and implementation. E-waste of the Institute is collected by Purab cells, Wardha free of cost and are disposed off in a natural way.
Admission, counselling and induction training to new students	Career counselling of new students was done by the admission committee for improvement in M. Pharm admission. All the sanctioned seats of UG and 42 seats of PG were filled for academic year 2021-22. Counselling was made by the class teacher for newly admitted students to make them aware regarding the facilities available in the Institute. Career counselling and counselling regarding scholarship were also made for the students. An induction cell of the Institute organised the online induction programme for newly admitted students to inculcate the universal human values in the students.
Internal Resources generation	The Institute has generated the internal resources in the form of consultancies since many years. It also provide exposure to the post graduate students for developing their hands on the instruments, animals experiments etc. which help to improve their laboratory skills. Industrial projects worth Rs. 2.70 lac were completed in this session by Pharmacology Department successfully. An amount of 2.45 lac was received from Siddhayu Healthcare Pvt. Ltd. and Siddhayu Ayurvedic Research Foundation Pvt. Ltd. towards consultancy charges.
Financial aid to students	Seven students received the GPAT scholarship of Rs. 12400/- per month directly to their account (DBT transfer) from AICTE. All eligible students were registered for minority and GOI scholarship. Government has not disbursed any kind of scholarship to the Institute till date.
Health services	Due to pandemic and lockdown imposed by the Government, the Institute is doing teaching and learning only by online mode. In the absence of students, the Institute is unable to organise health check-up camp. However, the Institute has arranged a camp for the detection of Covid-19 patients by RTPCR and rapid antigen test. Over 18 staff members and 250 villagers /students did the Covid-19 test in the camp.
Training and Placement activities	Training and placement cell approached some industries for the placement of the students but due to pandemic, the companies were not turned for the campus placement.
Industrial and Hospital visit	Due to lockdown, Industrial and Hospital was not possible in the session 2020-21.

5. To discuss the planning of new initiatives and best practices for academic year 2021-2022

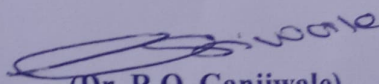
The IQAC has decided to take the new initiative for development of ICT tool, E-content and exploration of learning management system (Moodle) for students. IQAC has decided to focus on Research activities and quality teaching and Student centric activities as best practices for the academic year 2021-22

6. To decide the yearly plan of the Institution for academic year 2021-2022

1. Teaching Learning Plans
2. Internal Resources generation
3. Organization of quality related programs in the Institute
4. Promotion of extension and outreach activities of the Institute
5. Plan for Project / seminar / workshop / FDP
6. Redesigning of the website of Institute
7. To encourage faculties to publish their research work in peer reviewed journals.
8. To establish networking with university, research institutes and industries for Research activities and placement services.
9. To have research collaboration and MOU with other organizations/ autonomous institutions.
10. To have research programme that augments interdisciplinary research work.
11. Upgradation of library
12. Green audit and power audit of the Institute
13. Meeting with various stakeholders
14. Financial aid to students
15. Health services
16. Training to teachers and students
17. Industrial and Hospital visit
18. Community services
19. Feedback of various stakeholders
20. Appreciation of student's achievement by awards

7. Any other subject with the permission of chair

As there was no matter for discussion and hence the member secretary concluded the meeting with vote of thanks.

  
(Dr. R.O. Ganjiwale)

I/c Principal

PRINCIPAL

Institute of Pharmaceutical Education & Research  
Borgaon (Meghe), Wardha

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**Action taken report of the decision taken in the IQAC meeting held on 24.05.2021**

Sr. No.	Agenda	Details of action taken
1	Confirmation of the minutes of the last meeting held on 10.03.2021	Minutes of the last meeting held on 10.03.2021 was confirmed
2	Confirmation of action taken report	Action taken on the previous meeting was confirmed
3	To discuss the feedback taken from various stakeholders	All the stakeholders provided their feedback and suggestions given by them were implemented
4	To discuss the progress of various activities of the Institution decided for session 2020-2021	An exhaustive discussion was carried out on the completion of various activities during the session 2020-2021 and is summarized in the minutes
5	To discuss the new initiatives and best practices for academic year 2021-2022	The IQAC has decided to take the new initiative for development of ICT tool, E-content and exploration of learning management system (Moodle) for students for next academic year. IQAC has decided to focus on Research activities and quality teaching and Student centric activities as best practices for the academic year 2021-22
6	To decide the yearly plan of the Institution for academic year 2021-2022	The yearly plan of the Institution for academic year 2021-22 was decided in the meeting and is enumerated in the minutes.
6.	Any other subject with the permission of chair	There was no matter for discussion and hence concluded the meeting

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