

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

Ref. No. EST/536/IQAC/2020-21/02

Date:- 07/07/2020

MINUTES OF IQAC MEETING

Meeting of the Internal Quality Assurance Cell was conducted on 7th July 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
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. Mr. Farhan Pathan | : Member (Industry) |
| 9. Adv. Ashok Pawade | : Member (Society) |
| 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. Preparation of academic calendar and updation of course file
4. To discuss about the smooth transition from offline mode of teaching to online mode
5. To discuss the online conduction of examination
6. To implement Training Module as a certificate course of Institute
7. To discuss about the redesigning of the website of Institute
8. To discuss the implementation of new PCI syllabus for final year B. Pharm
9. To schedule the extension and outreach activities of the Institute for A.Y. 2020-21

10. Training to teaching and non-teaching staff
11. To encourage the collaborative research programs of the Institute
12. Any other subject with the permission of chair

1. Confirmation of the minutes of the last meeting held on 05.03.2020

The minutes of the IQAC meeting held on 05.03.2020 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. Preparation of academic calendar and updation of course file

The chairman of the committee asked Dr. M.P. Puranik for the preparation of academic calendar for A.Y. 2020-21. All the HODs are asked to monitor the updation of course file of all the teachers in their respective Departments.

4. Discussion on the smooth transition from offline mode of teaching to online mode

All the students of the college were affected due to nationwide lockdown at the end of March this year. In order to provide a sense of continuity and stability to them during these unprecedented times, it was decided in the meeting to explore new avenues of teaching and learning. Many suggestions were given by the members for offline to online transition of teaching. Finally, it was decided to purchase the license of Moodle based Cisco-Webex and to forward it to Management for approval in CDC.

5. Discussion on the online conduction of examination

Due to lockdown, it is not possible for the Institute and University to take offline examinations. In addition, University asked all the affiliated colleges to complete the summer 2020 examinations of ex-students at Institute level. In view of this, the suggestion already made by the members to purchase Moodle based Cisco-Webex for online teaching and learning will also be used for online theory examinations of university and theory and practical examinations of Institute. It was instructed to the examination department to do the planning of examinations accordingly.

6. Implementation of Training Module as a certificate course of Institute

Institute is running training module since many years for development of hands and skill of the students on the Instrument. The chairman suggested to implement training module as a certificate course of the Institute for current students of the Institute and for students of other Institute. Various modules were already developed keeping in mind the facilities available in the Institute. The permission will be taken in the CDC meeting for the same.

7. Discussion about the redesigning of the website of Institute

Website is the face of the Institute and forms the foundation of digital identity. Website of the institute was not refreshed and updated during the period of lockdown. Navigations used in the website were also very old. Hence Mr. S.P. Dewani, member, kept the proposal before the committee for redesigning of the website, updating of contents, refreshing layouts and improving navigations for better conversions and site performance. Chairman accepted the proposal and assured to take approval from CDC on behalf of IQAC.

8. To discuss the implementation of new PCI syllabus for final year B. Pharm

RTM Nagpur University, Nagpur implemented the PCI syllabus since A.Y. 2017-18. Now the new syllabus is first time applicable for the final year batch of the current session. Hence the facilities required according to the new syllabi must be confirmed and asked the Member Secretary of the programme committee to discuss the matter in the programme committee meeting.

9. To schedule the extension and outreach activities of the Institute for A.Y. 2020-21

Due to pandemic, teaching learning is completely shifted to online mode. Therefore it was asked to Dr. N.A. Karande, the Incharge of activities to organise the regular extension and outreach activities (Yoga Day, Tree Plantation, Blood donation, Activities under Unnat Bharat Abhiyan etc.) if the situation permit or otherwise find the solution for conduction of it.

10. Training to teaching and non-teaching staff

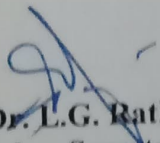
Training to teaching and non-teaching staff is essential for updation of their knowledge and skill. Hence it was asked to all the Departmental HODs to motivate the teaching and non-teaching staff members for undergoing the training.

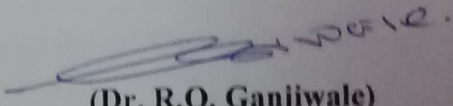
11. To encourage the collaborative research programs of the Institute

Institute is running MOUs with industries and research organizations since many years. It is necessary to strengthen the collaborative research programs with these organizations for the benefit of the students. Hence chairman asked the Member Secretary of the Research Committee to take efforts for enhancing the collaborative research activities.

12. Any other subject with the permission of chair

Ms. S.P. Gautam raised the issue of sanitization of key places in the premises of Institute and the Chairman assured to all the members about regular sanitization. As there was no point to discuss further, finally, the meeting was concluded with the vote of thanks.


(Dr. L.G. Rath)
Member Secretary,
IQAC


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

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

Action taken report of the decision taken in the IQAC meeting held on 07.07.2020

Sr. No.	Agenda	Details of action taken
1	Confirmation of the minutes of the last meeting held on 05.03.2020	Minutes of the last meeting held on 05.03.2020 was confirmed.
2	Confirmation of action taken report	Action taken on the previous meeting was confirmed.
3	Preparation of academic calendar and updation of course file	Academic calendar was prepared and the course file of the staff members was updated.
4	Discussion on the smooth transition from offline mode of teaching to online mode	The license of Moodle based Cisco-Webex was purchased with prior approval of the Management. The school faculty and the management worked around the clock to ensure smooth transition from classroom teaching to interactive online sessions with the support of Moodle Cisco Webex which have been running successfully over the past several months for all programs and all courses. Their hard work and dedication were greatly appreciated by parents during parents meeting.
5	Discussion on the online conduction of examination	All online examinations of the Institute and University examinations were successfully conducted by the Institute using Moodle based Cisco Webex platform and the all the results were declared.
6	Implementation of Training Module as a certificate course of Institute	The CDC meeting was delayed due to pandemic. As soon as approval was granted by CDC, it will be implemented.
7	Discussion about the redesigning of the website of Institute	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.
8	To discuss the implementation of new PCI syllabus for final	Meeting of the programme committee was organised and the implementation of syllabus, requirement of books and chemical, allotment of subjects to teachers,

	year B. Pharm	was discussed. A uniform policy was decided for the implementation of practice school and the project work of eighth semester.
9	To schedule the extension and outreach activities of the Institute for A.Y. 2020-21	Extension and outreach activities (Yoga Day, Tree Plantation, Blood donation, Activities under Unnat Bharat Abhiyan etc.) were framed depending upon its feasibility for implementation.
10.	Training to teaching and non-teaching staff	Teaching and non-teaching staff are attending the online training depending upon the availability.
11.	To encourage the collaborative research programs of the Institute	The Institute is trying to do the collaborative research activity with the Mahatma Gandhi Ayurved College, Hospital and Research Centre, Sawangi Wardha.
12.	Any other subject with the permission of chair: Sanitization of Institute Premises	The Institute premise was sanitized regularly.

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