

**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/2021-22/24

Date:-25/01/2022

MINUTES OF THIRD IQAC MEETING OF SESSION 2021-22

Third Meeting of the Internal Quality Assurance Cell was held on 24th January 2022 at 2.00 p.m. in the seminar hall of the Institute. Dr. R.O. Ganjiwale, Principal 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. Adv. Ashok Pawade :Member (Local Society)
4. Dr. S. A. Khan, Professor : Member
5. Dr. M. P. Puranik, Associate Professor : Member
6. Dr. L. G. Rathi, Associate Professor : Member
7. Dr. B. R. Gandhare, Associate Professor : Member
8. Mr. G. D. Dahikar, Assistant Professor : Member
9. Mr. S. P. Dewani, Assistant Professor : Member
10. Mr. A. W. Bhaik, Computer Programmer : Member
11. President Alumni Association : Member
12. Mr. Farhan Pathan : Member (Industry)
13. Dr. D. J. Singhavi : Member Secretary

Dr. D.J. Singhavi, 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 last meeting.
2. To confirm the action taken report.
3. To review infrastructure and resources
4. Discussion about finalization of strategic plan for next five years.
5. Budgetary provisions for different activities
6. NAAC Criteria related planning.
7. Review of meeting and activities allotted to different committees and activity incharges as per perspective plan

8. Review of mentor mentee system activities
9. Any other subject with the permission of chair.

1. Confirmation of the minutes of last meeting held on 24.10.2021

The minutes of the first IQAC meeting of the academic year 2021-22 held on 24.10.2021 were confirmed and approved by the committee.

2. Confirmation of action taken report

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

3. Review of infrastructure and resources

The members discussed for proper electrification and installation of computers, LCD and smart board. The chair discussed status of CCTV and informed that, repairing will be completed within one month. Committee members also discussed about the purchasing OBE based software. The chairman discussed the status of classroom furniture and informed that repairing will be done immediately.

4. Discussion about finalization of strategic plan for next five years

Committee members discussed about strategic plan for next five years. Chairman discussed about roadmap to meet strategic plan in next five years.

5. Budgetary provisions for different activities

Committee members discussed about the budgetary provision for NAAC and different activities. Chairman informed committee members to look up into allocation of budgetary provision for different activities into appropriate heading in the budget.

6. NAAC Criteria related planning.

Chairman informed to faculty members to maintain the momentum of NAAC Accreditation process and evolve positive strategies for achieving better results in all criteria. He also informed to all faculty members to review and submit all criteria wise information to NAAC co-ordinator as soon as possible.

7. Review of meeting and activities allotted to different committees and activity incharges as per perspective plan

Review of meeting and activities allotted to different committees and activity incharges was taken. Status of all meeting and activities mentioned in schedule was checked by committee members

8. Review of mentor mentee system activities

Chairman informed to Mentor-mentee committee incharge for preparation of schedule and agenda of second mentor mentee meeting. Mentors were also informed to conduct the meeting as per schedule and update the mentor mentee files.

9. Any other subject with the permission of chair.

Chairman informed to committee members to conduct one day workshop on soft skill development for outgoing students of UG and PG.

As there was no any business to be transacted, meeting was concluded with thanks to the chair


(Dr. R.O. Ganjiwale)
I/c Principal and Chairman IQAC

PRINCIPAL
Institute of Pharmaceutical Education & Research
Bergaon (Wardha), Wardha

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Action taken report of the decision taken in the IQAC meeting held on 24.01.2022

Sr. No.	Agenda	Details of action taken
1	Confirmation of the minutes of the last meeting held on 24.10.2022	Minutes of the last meeting held on 24.10.2022 was confirmed
2	Confirmation of action taken report	Action taken on the previous meeting was confirmed
3	Review of infrastructure and resources	Computers and LCDs are installed. Quotations and demonstration of Smart board from different suppliers were reviewed by principal sir and faculty members. Budgetary provision for purchase of smart board was made in next financial year. Class room furniture are repaired.
4	Discussion about finalization of strategic plan for next five years	Activity wise road map for strategic plan for next five year is prepared.
5	Budgetary provisions for different activities	Budget provisions are made for NAAC process and different activities in next financial year.
6	NAAC Criteria related planning	Review of criteria related planning is taken. Documents were collected and checked according to criteria.
7	Review of meeting and activities allotted to different committees and activity incharges as per perspective plan	All the members of different committees have planned and conducted their activities according to perspective plan.
8.	Review of mentor mentee system activities	Second mentor mentee meeting is conducted and mentor mentee files are updated by mentors.
9	Any other subject with the permission of chair.	Soft skill workshop is conducted by IQAC and ISTE.


(Dr. D. J. Singhavi)
Member Secretary
IQAC