

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/2022-23/02

Date: -03/07/2022

MINUTES OF FIRST IQAC MEETING OF SESSION 2022-23

First Meeting of the Internal Quality Assurance Cell was held on 1st July 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

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| 1. Dr. R.O. Ganjiwale | : Chairperson |
| 2. Shri Yuvrajsingh Choudhari
Secretary, VYWS, Amravati | : Member |
| 3. Adv. Ashok Pawade | : Member (Local Society) |
| 4. Dr. S. A. Khan, Professor | : Member |
| 5. Dr. M. P. Puranik, Professor | : Member |
| 6. Dr. B. R. Gandhare, Associate Professor | : Member |
| 7. Mr. G. D. Dahikar, Assistant Professor | : Member |
| 8. Mr. S. P. Dewani, Assistant Professor | : Member |
| 9. Mr. N. K. Tapare, Computer Programmer | : Member |
| 10. President Alumni Association | : Member |
| 11. Mr. Farhan Pathan | : Member (Industry) |
| 12. 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 held on 28.04.2022.
2. To confirm the action taken report.
3. To take the review of progress of NAAC criteria wise work.
4. To discuss the allotment of NAAC criteria from 1 to 7 to staff members for the academic year 2022-23.
5. To take the review of infrastructure and resources.

6. To discuss the working modalities of different committees constituted for session 2022-23.
7. To review the perspective plan for session 2022-2023.
8. To discuss about various work allotted to different committees and activity in charges.
9. To discuss about best practices for session 2022-23
10. Any other subject with the permission of chair

1. To confirm the minutes of last meeting held on 28.04.2022

The minutes of the IQAC meeting held on 28.04.2022 were unanimously confirmed and approved by the committee.

2. To confirm the 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. To take the review of progress of NAAC criteria wise work

Review of progress of documentation related to different criteria of NAAC was taken. Chairman sir informed faculty members to complete and update documentation of NAAC criteria as soon as possible

4. To discuss the allotment of NAAC criteria from 1 to 7 to staff members for Academic year 2022-23.

IQAC members discussed the allotment of staff for different criteria for session 2022-23. Chairman informed that all faculty members involved in preparation of NAAC criteria wise documentation are allotted for handling same criteria for session 2022-23.

5. To take the review of infrastructure and resources

Chairman of IQAC recommended for hostel renovation. Members also discussed about maintenance of laboratories and class rooms.

6. To discuss the working modalities of different committees constituted for session 2022-23.

IQAC members discussed the different committees constituted for session 2022-23. Chairman informed to members about the function, roles and responsibilities of different committees

7. To review the perspective plan for session 2022-2023.

Member secretary presented perspective plan of various activities for session 2022-2023. IQAC discussed point by point plan of action for the same academic session.

8. To discuss about various work allotted to different committees and activity in charges.

Detail schedule of the meetings and activities of the different committees was proposed by member secretary. Chairman informed to all committee incharges that they should follow the schedule given by IQAC and review of the same will be taken by IQAC in subsequent meeting. He also informed to maintain list of documents of each meeting and activity and submit report to IQAC on regular basis.


9. To discuss about best practices for session 2022-23

Chairman informed to all committee incharges that they should try to follow best practices as suggested by IQAC.

10. Any other subject with the permission of chair

Chairman sir said that the action and outcome of the perspective plan should be monitored at regular interval.

The meeting was concluded with thanks to the chair


(Dr. R.O. Ganjiwale)
Principal and Chairman IQAC
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 01.07.2022

Sr. No.	Agenda	Details of action taken
1	To confirm the minutes of last meeting	Minutes of the last meeting held on 28.04.2022 was confirmed
2	To confirm the action taken report.	Action taken of the previous meeting was confirmed
3	To take the review of progress of NAAC criteria wise work.	Review of progress of NAAC criteria wise work was taken. Documents were checked according to criteria.
4	To discuss the allotment of NAAC criteria from 1 to 7 to staff members for the academic year 2022-23.	Staff members are allotted for different criteria for session 2022-23.
5	To take the review of infrastructure and resources.	Boys hostel. is totally renovated. Girls hostel renovation is going on.
6	To discuss the working modalities of different committees constituted for session 2022-23.	All the members of different committees have prepared their objectives, roles and responsibilities of their respective committees.
7	To review the perspective plan for session 2022-2023.	All the members of different committees have planned their activities to meet the perspective plan.

8.	To discuss about various work allotted to different committees and activity in charges.	All the members of different committees started to conduct the different activities as suggested by IQAC
9.	To discuss about best practices for session 2022-23	Some of the members of different committees have planned their activities to meet the best practices planned for academic year 2022-23.
10.	Any other subject with the permission of chair	IQAC monitored different activities according to perspective plan at regular interval.


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