

**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/2023-24/11

Date: -24/11/2023

**MINUTES OF SECOND IQAC MEETING OF SESSION 2023-24**

Second Meeting of the Internal Quality Assurance Cell was held on 8<sup>th</sup> November 2023 at 11.00 am. 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<br>Secretary, VYWS, Amravati         | : Member                 |
| 3. Mr. Pradeep Date  | : Member (Local Society) |
| 4. Mr. Farhan Pathan   | : Member (Industry)      |
| 5. Dr. S. A. Khan, Professor                                       | : Member                 |
| 6. Dr. M. P. Puranik, Professor                                    | : Member                 |
| 7. Dr. V.M. Ghodki, Professor,<br>Bajaj College of Science, Wardha | : Member                 |
| 8. Dr. L. G. Rathi, Professor                                      | : Member                 |
| 9. Mr. G. D. Dahikar, Assistant Professor                          | : Member                 |
| 10. Mr. S. P. Dewani, Assistant Professor                          | : Member                 |
| 11. Dr. N. A. Karande, Associate Professor                         | : Member                 |
| 12. Mr. N. K. Tapare, Computer Programmer                          | : Member                 |
| 13. President Alumni Association                                   | : Member                 |
| 14. 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 appreciate the performance of staff members for getting NAAC A<sup>+</sup> Grade
4. To review activities allotted to different committees and activity incharges.



5. To review of teaching learning process.
6. To discuss about benchmarks of different Criteria of NAAC.
7. To review research related activities.
8. To discuss on value added courses.
9. To discuss purchase of books, journals and chemicals
10. To discuss about library utilization.
11. To discuss about implementation of ERP Software
12. To discuss about submission of AQAR 2022-23
13. Any other subject with the permission of chair..

**1. To confirm the minutes of last meeting held on 12.07.2023**

The minutes of the IQAC meeting held on 12.07.2023 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 appreciate the performance of staff members for getting NAAC A+Grade**

The chairman appreciated the staff members' devotion and hard work in obtaining the institute's NAAC A+ grade.

**4. To review activities allotted to different committees and activity incharges.**

Reviewing the assignments given to the various committees and committee heads, a discussion took place. The IQAC committee members examined each activity's status in accordance with the timetable that IQAC provided.

**5. To review of teaching learning process.**

Committee members discussed about CO-PO achievement levels and how to improve them. IQAC members suggested to faculty to make an effort to improve the performance of B. Pharm. Odd Semester students, as this group performed poorly in the first sessional examination. The chairman asked the faculty members regarding issues faced during teaching if any.

**6. To discuss about benchmarks of different Criteria of NAAC.**

The IQAC coordinator talked about the quantitative and qualitative weightage that the institute scored in the NAAC Second Cycle. Additionally, he talked about the grade received and outlined the institute's metric wise strengths and weaknesses. Members of the committee



talked about ways to enhance the low performance metrics, such as research publications, awards, and faculty empowerment initiatives. Measures to raise the score of metrics with low grade scores have been proposed by faculty members. Chairman informed to submit proposal to establish innovation and incubation sub centre of INCUBEIN (RTMNU Business incubation centre)

**7. To review research related activities.**

The committee members reviewed the research activities. The chairman asked faculty members to submit more publications to Scopus journals and research proposals to the funding agencies.

**8. To discuss on value added courses.**

The chairman requested that the concerned faculty member commence the registration procedure for students in the value-added courses.

**9. To discuss purchase of books, journals and chemicals.**

Members of the committee suggested to place the order for the books, journals, and chemicals as per requirement.

**10. To discuss about library utilization.**

Chairman informed faculty members to motivate students for use of reference book in library. He also discussed that student should spent the time in library during off period.

**11. To discuss about implementation of ERP Software.**

Committee members discussed about the implementation of different modules of ERP Software.

**12. To discuss about submission of AQAR 2022-23.**

The chairman instructed to submit AQAR 2022-23 in the second week of December

**13. Any other subject with the permission of chair.**

Chairman Sir suggested to conduct an administrative training program

The meeting was concluded with thanks to the chair



A handwritten signature in blue ink, appearing to read 'R.O. Ganjiwale'.

(Dr. R.O. Ganjiwale)

Principal and Chairman IQAC  
**PRINCIPAL**

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

**Vidarbha Youth Welfare Society's**  
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**Action taken report of the decision taken in the IQAC meeting held on 08.11.2023**

<b>Sr. No.</b>	<b>Agenda</b>	<b>Details of action taken</b>
1	To confirm the minutes of last meeting.	Minutes of the last meeting held on 08.11.2023 was confirmed
2	To confirm the action taken report.	Action taken of the previous meeting was confirmed
3	To appreciate the performance of staff members for getting NAAC A <sup>+</sup> Grade	The Chairman applauded the performance of staff members.
4	To review activities allotted to different committees and activity incharges.	Every scheduled activity was reviewed. The activities of each committee member have been completed.
5	To review of teaching learning process.	Performance of B. Pharm ODD semester students in second sessional exam is improved
6	To discuss about benchmarks of different Criteria of NAAC.	Faculty members began to prepare research publications. The proposal-submission process to establish INCUBEIN's innovation and incubation subcentre has begun.
7	To review research related activities.	Nine Faculty members submitted research manuscripts to Scopus indexed journals.
8.	To discuss on value added courses.	Two university approved value added courses are conducted
9.	To discuss purchase of books, journals and chemicals.	A purchase order was placed for books, journals, and chemicals.



10.	To discuss about library utilization.	Students were informed to use reference books and spent time in the library during their off periods.
11.	To discuss about implementation of ERP Software.	Administrative Training Program on ERP software organized by IQAC of Institute of Pharmaceutical Education & Research, Borgaon (Meghe), Wardha in association with MASTERSOFT ERP SOLUTIONS PVT. LTD., NAGPUR,
12.	To discuss about submission of AQAR 2022-23.	AQAR 2022-23 was submitted in second week of December.
13.	Any other subject with the permission of chair.	Administrative Training Program on ERP software was conducted



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

IQAC Incharge  
 IPER, Wardha