

**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/2022-23/23

Date:-30/05/2023

MINUTES OF FOURTH IQAC MEETING OF SESSION 2022-23

Fourth Meeting of the Internal Quality Assurance Cell was held on 28th April 2023 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, 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 nominee : Member
11. President, Student Council
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.
2. To confirm the action taken report.
3. To discuss about NAAC peer team visit.
4. To take review of feedback taken from various stakeholders
5. To finalize perspective plan and allotment of activities for the academic year 2023-24
6. To discuss about planning of new initiatives and best practices for academic year 2023-24.

7. To review meeting and activities allotted to different committees and activity incharges as per perspective plan
8. Any other subject with the permission of chair.

1. Confirmation of the minutes of last meeting held on 25.01.2023

The minutes of the Third IQAC meeting of the academic year 2022-23 held on 25.01.2023 were confirmed and approved by the committee.

2. Confirmation of action taken report

On the agenda covered at the previous meeting, a detailed action taken report was discussed. The committee member expressed satisfaction on the actions taken on minutes of meeting.

3. To discuss about NAAC peer team visit.

The chairman informed the members that the NAAC peer team visit might be organised within three months,. They instructed personnel to begin and finish qualitative criteria preparations as quickly as feasible.

3. Review of feedback taken from various stakeholders

Analysis of suggestion received from student, alumni and employer through feedback was discussed. As per their suggestion, chairman informed to place the suggestion in Board of Management or College Development Committee.

4. Finalization of perspective plan and allotment of activities for the academic year 2023-24

All members discussed about perspective plan for academic year 2023-24. Chairman informed to member secretary for compilation of it and distribution to staff members. Perspective plan was prepared covering following points.

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
4. Plan for Project/Seminar/workshop/FDP
5. Redesigning of the website of the institute
6. Upgradation of infrastructure and learning resources

7. To encourage faculties to publish research their research work in peer reviewed journals
8. To encourage faculties to submit research proposals.
9. To promote faculties for attending seminars, conferences, workshop and FDP
10. Encourage and support to students for preincubation activities like creation of idea.
11. To have research collaboration and MOU with other organizations/autonomous institutions.
12. Financial management
13. Conduction of activities of alumni association
14. Upgradation of library
15. Green audit and power audit of the institute
16. Meeting with stakeholders
17. Financial aid to students
18. Health services
19. Training to teachers and students
20. Industrial and hospital visit
21. Community services
22. Feedback of various stakeholders
23. Appreciation of student's achievement by awards.

5. Discussion about planning of new initiatives and best practices for academic year 2023-24.

IQAC has decided to start university approved value added course on "Personality Development" as new initiative. IQAC has decided two best practices for session 2022-23 which are as follows

- I) Initiative for plastic free campus
- II) Extending students' education beyond their curriculum through field visit

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

Plan of Action	Achievements/Outcomes
Teaching and Learning Plans	The policy was created and carried out by the programme committee from the beginning of the session until its conclusion. The academic calendar created by the programme committee for this session served as the guide for how the odd and even semester curricula and other academic activities were carried out. The use of animals for research has been approved by the institution's animal ethical committee. The teaching team has prepared co-po attainment for their discipline. The direct and indirect accomplishment of POs and PSOs have both been reviewed by IQAC.
Research plan and its implementation	Dissertation work and internal seminars of most of the M. Pharm students was completed in due course of time. B. Pharm Final year students also submitted their projects successfully and their viva voce will be completed in June/July 2022. Six monthly seminars for the research scholar were completed in the presence of university panel. The institute has 03 functional MOUs with industries/research organization. One research project of Rs 2437427/- was sanctioned by DST.
Upgradation of library.	A budget of 490000/- for B.Pharm and 230000/- for M.Pharm was approved for the purchase of books, Journals, Newspapers and for binding. The books of Rs. 123414/ were purchased in this academic year. The subscription of journals and Delnet subscriptions were also extended from this budget for upgradation of library. 5 UPS were purchased of 11000/-
Meeting with various stake holders	The parents meet and alumni meet were organized on 13th March and 16 th March respectively. Twenty two parents and 35 alumni attended the meeting. The feedback provided by the parents and alumni were analysed.

<p>Plan for Seminar/webinars/workshop/FDP</p>	<p>Twenty Five workshops/seminars/webinars were organized on the theme, soft skill development, guidance for competitive examination, HPTLC technique, startup ideas, fire safety, gender sensitisation, IPR, Innovation, Scientific writing, Digital library, Human values, professional ethics, computational chemistry in drug design, pharmacovigilance, research journal selection for publication, Wealth awareness and food planet health. Institute had organized “Administrative Training Programme for Non-Teaching Staff” from 24th August to 28th August 2021 in time period of 11.00 am to 4.00 pm at each day. The programme was attended by 21 participant’s i.e. non-teaching staff of the institute.</p>
<p>Faculty publications</p>	<p>Eleven, articles in national and international journals, 3 book chapters, 5 books were published in this session. One patent was granted by the Indian patent agency dated 10/03/2022.</p>
<p>Extension and outreach activities</p>	<p>NSS unit of the institute had organized “Har Ghar Tiranga Rally” to celebrate Golden Jublie of Independence on 12th August 2022. NSS unit of the institute had organized tree plantation program on 1st October 2022 to support this great initiative of GoI and to create an awareness about the need of cleanliness. It had also organized Dental Awareness Camp on 11th January 2023 to create awareness among people related to their dental health and dental hygiene. Large numbers of extension and outreach activities were also organized by the institute including Blood donation camp, international women’s day celebration, yoga day, tree plantation, Eco-friendly Ganesh visarjan, Voter Registration Camp, constitution day, world pharmacist day, earth day, WHO day and National pharmacy week. Students and staff members have participated in large numbers in these activities.</p>
<p>Feedback of various stakeholders</p>	<p>Students, alumni, parents, teachers and employers have submitted their feedback through online/offline mode. All the feedbacks were analysed and suggestions were forwarded to principal to place before board of management and college development committee.</p>


Redesigning of the institute website.	The institute had redesigned website. Most of the data of website is updated.
Green audit and power audit of the institute	A solar energy system is installed in the campus with a real capacity of 9 kW. Sensor based energy saving is installed in the institute.
Policy for disposal of chemicals, hazardous waste and e-waste	Used chemicals, hazardous waste and expired chemicals are neutralised before their disposal in the chemical soak pit. The 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 at free of cost and are disposed off in an environmental friendly manner.
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 sanction seats of UG and 44 seats of PG were filled for academic year 2022-23. Counselling was done by 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 done for the students. An induction cell of the institute organized the one week 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 provides exposure to the post graduate students for developing their hands on the instruments, animal experiment etc. which help to improve their laboratory skills. An amount of Rs 305013/- was received from Siddhayu Ayurvedic Research Foundation, Shree Baidnath Ayurved, Nagpur and Research scholars from other institute towards consultancy charges.
Financial aid to students	Three 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 disbursed partial amount of scholarship to the institute till date.
Health Services	Institute has organized medical examination camp on 4 th May 2023. Team of Medical Officers from Mahatma Gandhi Ayurved College, Hospital & Research Center, Salod (Hirapur), Wardha was examined 192 girls and 105 boys
Training and Placement activities	Virtual campus recruitment drive was conducted by Medisage E-learning Pvt. Ltd for the post of Medical Associate, on 20.07.2022. Three students were selected for recruitment. The "Mock Interview Workshop" was organized by IQAC and the Alumni Association of the Institute. 102 students from the B.Pharm and M.Pharm final have registered for the workshop.
Industrial and Hospital visit	Institute had organized industrial visit in tea factory on 10 th January 2023. 35 students were participated in the visit
CommemorativeActivities	Institute had organized various activities to commemorate various days and event which include Environment Day, Librarian Day, Republic Day, Teacher Day, World Pharmacist day, Gandhi Jayanti, Dr. AbdulKalam Birthday, National Pharmacy week, Constitution Day, National Youth day, Death Anniversary of Mahatma Gandhi, Shivaji Jayanti, International Women Day, Savitri Phule Jayanti, Science Day, Ambedkar Jayanti, WHO day and Earth day

7. Any other subject with the permission of chair.

Chairman informed to staff members to update the all assigned work within time. 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,
 Borgaon (Meghe) Wardha

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Action taken report of the decision taken in the IQAC meeting held on 28.04.2023

Sr. No.	Agenda	Details of action taken
1	To confirm the minutes of last meeting held on 25.01.2023	Minutes of the last meeting held on 25.01.2023 was confirmed
2	To confirm the action taken report.	Action taken on the previous meeting was confirmed
3	To discuss about NAAC peer team visit.	Qualitative criteria preparation work completed. NAAC Peer Team Visit Scheduled on 4 th and 5 th July 2023
4	To take review of feedback taken from various stakeholders	Chairman sir along with different committee members have planned to conduct activities as per suggestion from student, alumni and employer feedback.
5	To finalize perspective plan and allotment of activities for the academic year 2023-24.	Perspective plan and allotment of activities for the academic year 2023-24 were finalized
6	To discuss about planning of new initiatives and best practices for academic year 2023-24	University approval of a value-added course on "Personality Development" is in the works. Initiative for a plastic-free campus and Extending pupils' education through field trips beyond the curriculum were selected as best practises for the 2023-24 academic year.
7	To review meeting and activities allotted to different committees and activity incharges as per perspective plan.	Review of different meeting and activities allotted as per perspective plan 2022-23 was taken.
8	Any other subject with the permission of chair.	Updation of all assigned work done by faculty members.




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

IQAC Incharge
IPER, Wardha