

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

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Ref. No. EST/536/IQAC/2024-25/05

Date: -25/11/2024

**MINUTES OF SECOND IQAC MEETING OF SESSION 2024-25**

Second Meeting of the Internal Quality Assurance Cell was held on 18<sup>th</sup> November 2024 at 2.00 pm. 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. M. P. Puranik, Professor                                    | : Member                 |
| 6. Dr. V.M. Ghodki, Professor,<br>Bajaj College of Science, Wardha | : Member                 |
| 7. Dr. L. G. Rathi, Professor                                      | : Member                 |
| 8. Mr. S. P. Dewani, Assistant Professor                           | : Member                 |
| 9. Dr. N. A. Karande, Associate Professor                          | : Member                 |
| 10. Mr. N. K. Tapare, Computer Programmer                          | : Member                 |
| 11. President Alumni Association                                   | : Member                 |
| 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 review activities allotted to different committees and activity incharges.
4. To review teaching learning process.
5. To review research related activities.
6. To discuss on value added courses.

7. To discuss purchase of books, journals and chemicals
8. To discuss about library utilization.
9. To discuss about submission of AQAR 2023-24
10. Any other subject with the permission of chair.

**1. To confirm the minutes of last meeting held on 06.07.2024**

The minutes of the IQAC meeting held on 06.07.2024 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 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.

**4. To take review of teaching learning process.**

Committee members discussed about CO-PO achievement levels and how to improve them. IQAC members discussed about policy for completion of B. Pharm I syllabus. The chairman asked the faculty members to regularly enter utilization detail of smart board.

**5. To review research related activities.**

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

**6. 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.

**7. 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.

**8. To discuss about library utilization.**

Chairman informed faculty members to motivate students for use of reference book in library. He also asked faculty members to make entry in library utilization register.

**9. To discuss about submission of AQAR 2023-24.**

The chairman instructed to submit AQAR 2023-24 in the last week of December

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

Chairman Sir discussed about the purchase of equipment in the laboratories. IQAC members recommended the purchase of Diffusion cell and Power lab teaching system.

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 18.11.2024**

| <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 06.07.2024 was confirmed  |
| 2              | To confirm the action taken report.   | Action taken of the previous meeting was confirmed  |
| 3              | To review activities allotted to different committees and activity incharges. | Every scheduled activity was reviewed. The activities of each committee member have been completed.   |
| 4              | To take review of teaching learning process.                                  | Faculty members of B. Pharm I decided the policy for completion of syllabus.                          |
| 5              | To review research related activities.  | Twelve Faculty members submitted research manuscripts to Scopus indexed journals.                     |
| 6              | To discuss on value added courses.  | One value added course was submitted to university for approval                                       |
| 7              | To discuss purchase of books, journals and chemicals.                         | A purchase order was placed for books, journals, and chemicals.                                       |
| 8              | To discuss about library utilization.   | Students were informed to use reference books and spent time in the library during their off periods. |
| 9              | To discuss about submission of AQAR 2023-24.                                  | AQAR 2023-24 was submitted in last week of December.  |

|    |   |  |
|----|---|--|
| 10 | Any other subject with the permission of chair. | A Diffusion cell and power lab teaching system was purchased |
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A handwritten signature in blue ink, appearing to read 'D. J. Singhavi', written over a circular stamp.

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

**IQAC Incharge**  
IPER, Wardha