

**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/2023-24/24

Date:-03/05/2024

MINUTES OF FOURTH IQAC MEETING OF SESSION 2023-24

Fourth Meeting of the Internal Quality Assurance Cell was held on 30th April 2024 at 2.30 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. 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,
Bajaj College of Science, Wardha | : Member |
| 8. Dr. L. G. Rathi, Associate Professor | : Member |
| 9. Mr. G. D. Dahikar, Assistant Professor | : Member |
| 10. Mr. S. P. Dewani, Assistant Professor | : Member |
| 11. Mr. N. K. Tapare, Computer Programmer | : Member |
| 12. President Alumni Association | : Member |
| 13. President Student Council | : Student Representative |
| 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 discuss about NAAC new reforms.
4. To take review of feedback taken from various stakeholders

5. To finalize perspective plan and allotment of activities for the academic year 2024-25
6. To discuss new initiative and best practices for academic year 2024-25.
7. To review meeting and activities allotted to different committees and activity incharges as per perspective plan.
8. To discuss about repair and maintenance of ACP panel.
9. To discuss about installation of two pole structure of transformer.
10. To discuss about maintenance and repair of electricity control panel of auditorium.
11. To discuss about purchase of desks and benches for classroom.
12. Any other subject with the permission of chair.

1. Confirmation of the minutes of last meeting held on 25.01.2024

The minutes of the Third IQAC meeting of the academic year 2023-24 held on 25.01.2024 were unanimously 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 new reforms

IQAC co-ordinator discussed about different metrics of NAAC new reforms 2024- Binary accreditation system. Chairman informed to faculty members to conduct activities and note down modifications to be done at the time of implementation NAAC new reforms

4. Review of feedback taken from various stakeholders

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

5. Finalization of perspective plan and allotment of activities for the academic year 2024-25

All members discussed about perspective plan for academic year 2024-25. 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
5. Plan for Project/Seminar/workshop/FDP

6. Updation of the website of the institute
7. Upgradation of infrastructure and learning resources
8. To encourage faculties to publish research their research work in peer reviewed journals
9. To encourage faculties to submit research proposals.
10. To promote faculties for attending seminars, conferences, workshop and FDP
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. Health services
18. Training to teachers and students
19. Industrial and hospital visit
20. Community services
21. Feedback of various stakeholders
22. Appreciation of student's achievement by awards.

6. Discussion about planning of new initiatives and best practices for academic year 2024-25.

IQAC has decided to start new university approved value added course. IQAC has decided two best practices for session 2024-25 which are as follows

- I) Health awareness programme in rural area
- II) Universal Human value

7. 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 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 accomplishments of POs and PSOs have both been reviewed by IQAC.

<p>Research plan and its implementation</p>	<p>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 May 2024. Six monthly seminars for the research scholar were completed in the presence of university panel. One student awarded with Ph.D by RTM Nagpur University, Nagpur. The institute has Seven functional MOUs with industries/research organization. Two research project of Rs 600000/- was sanctioned by RTM Nagpur University, Nagpur.</p>
<p>Upgradation of library.</p>	<p>A budget of 720000/- for B.Pharm and 230000/- for M.Pharm was approved for the purchase of books, Journals, Newspapers and for binding. The books of Rs. 297011/ were purchased in this academic year. The subscription of journals, Delnet and K-hub were also extended from this budget for upgradation of library. Twelve quick heal antivirus were purchased of Rs. 6000/-</p>
<p>Meeting with various stake holders</p>	<p>Online and offline alumni meets were organized on 14th February and 2nd March 2024, respectively. Forty one and fifty three alumni attended the respective meetings. Parent meeting was organized on 16th December 2023. Twenty parents were present in the meeting. The feedback provided by the parents and alumni were analysed.</p>
<p>Plan for Seminar/webinars/workshop/FDP</p>	<p>Eleven 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>Policy for disposal of chemicals, hazardous waste and e-waste</p>	<p>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.</p>
<p>Admission, counselling and induction training to new students.</p>	<p>Career counselling of new students was done by the admission committee for improvement in M.Pharm admission. All the sanction seats of UG and 48 seats of PG were filled for academic year 2023-24. 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.</p>
<p>Internal Resources Generation</p>	<p>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 179288/- was received from Siddhayu Ayurvedic Research Foundation and Research scholars from other institute towards consultancy charges.</p>
<p>Financial aid to students</p>	<p>All eligible students were registered for minority and GOI scholarship. Government has disbursed partial amount of scholarship to the institute till date.</p>
<p>Health Services</p>	<p>Institute has organized medical examination camp on 23rd February 2024. Team of Medical Officers from Mahatma Gandhi Ayurved College, Hospital & Research Center, Salod (Hirapur), Wardha examined 222 girls and 112 boys</p>

Faculty publications	Twenty-three articles in national and international journals, 6 book chapters, 2 books were published in this session. Two patents were published and one patents was granted by Indian patent agency.
Extension and outreach activities	NSS unit of the institute had organized "Har Ghar Tiranga campaign" from 13 th august to 15 th august 2023. NSS unit of the institute had organized tree plantation program on 23 rd September 2023 to support this great initiative of GoI and to create awareness about the need of cleanliness. It had also organized Aids Awareness Rally on 1 st December 2023 to create awareness among rural people related to AIDS disease prevention. Institute has also organized NB EMS CPR Awareness Programme on 6 th December 2023. Institute has also organized awareness program on "Vitamin B12 and Vitamin D 14/02/2024. Large numbers of extension and outreach activities were also organized by the institute including Environment day, Blood donation camp, Meri Maati Mera Desh program, Swami Vivekananda Youth Movement Program, international women's day celebration, yoga day, tree plantation, Eco-friendly Ganesh visarjan, National voters day, Constitution day, World pharmacist day and National pharmacy week. Students and staff members have participated in large numbers in these activities.
Feedback of various stakeholders	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.
Updation of the institute 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.

Training and Placement activities	<p>Virtual campus recruitment drive was conducted by Asylum Remedies, Nagpur for various positions - Analyst Quality Control (1 Post), Business Development Manager (1 Post) [Eligibility M. Pharm.], and Marketing Executive (1 Post) [Eligibility B. Pharm.] Eight students were selected for further screening. The Guest lecture on “Recruitment Process and Interview Preparation in Pharma and IT Healthcare” was organized by Industry institute Partnership and Training & Placement Cell of the institute. 97 students from the B.Pharm and M.Pharm have attended the guest lecture.</p>
Industrial and Hospital visit	<p>Institute had organized industrial visit in SSM formulations, Hinganghat on 25th January 2024. Seventy-seven students were participated in the visit. Four students visited SS Technomed Pvt Ltd, Noida on 18th January 2024.</p>
Commemorative Activities	<p>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. Abdul Kalam 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</p>

8. To discuss about repair and maintenance of ACP panel.

The committee members proposed that the ACP panel be repaired and maintained.

9. To discuss about installation of two pole structure of transformer.

The committee members recommended the installation of a transformer with a two-pole structure.

10. To discuss about maintenance and repair of electricity control panel of auditorium.

The committee members suggested that the electricity control console of the auditorium be maintained and repaired.

11. To discuss about purchase of desks and benches for classroom.

The issue of damaged desks and benches in the classrooms was the subject of discussion among faculty members. The committee members advised about the purchase of the necessary quantity of desks and stools for the classrooms.

12. Any other subject with the permission of chair.

Chairman informed to staff members to follow strategic perspective plan of academic year 2024-25 as per given by IQAC. As there was no any business to be transacted, 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,

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

Action taken report of the decision taken in the IQAC meeting held on 30.04.2024

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 new reforms.	Faculty members commenced the implementation of the altered activities in accordance with the recent reforms of the NAAC.
4	To take review of feedback taken from various stakeholders	Chairman sir and other committee members planned activities based on feedback from students, alumni, and employers.
5	To finalize perspective plan and allotment of activities for the academic year 2024-25.	Perspective plan and allotment of activities for the academic year 2024-2 were finalized
6	To discuss about planning of new initiatives and best practices for academic year 2024-25	IQAC has decided to start university approved new value added course. Health awareness programme in rural area and Universal Human value were selected as best practises for the 2024-25 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 2024-25 was taken.
8	To discuss about repair and maintenance of ACP panel.	ACP panel was repaired

9	To discuss about installation of two pole structure of transformer.	Installation of two pole structure of transformer is going on.
10	To discuss about maintenance and repair of electricity control panel of auditorium.	Electricity control panel of auditorium was repaired.
11	To discuss about purchase of desks and benches for classroom.	Desks and benches for classroom was purchased
12	Any other subject with the permission of chair.	Updation of all assigned work done by faculty members.



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