

**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/2021-22/22

Date:-29/10/2021

**MINUTES OF SECOND IQAC MEETING OF SESSION 2021-22**

Second Meeting of the Internal Quality Assurance Cell was held on 26<sup>th</sup> October 2021 at 2.00 p.m. in the seminar hall of the Institute. Dr. R.O. Ganjiwale, I/c 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. Adv. Ashok Pawade                                       | : Member (Local Society) |
| 4. Dr. S. A. Khan, Professor                               | : Member                 |
| 5. Dr. M. P. Puranik, Associate Professor                  | : Member                 |
| 6. Dr. L. G. Rathi, Associate Professor                    | : Member                 |
| 7. Dr. B. R. Gandhare, Associate Professor                 | : Member                 |
| 8. Mr. G. D. Dahikar, Assistant Professor                  | : Member                 |
| 9. Mr. S. P. Dewani, Assistant Professor                   | : Member                 |
| 10. Mr. A. W. Bhaik, Computer Programmer                   | : Member                 |
| 11. President Alumni Association                           | : Member                 |
| 12. Mr. Farhan Pathan                                      | : Member (Industry)      |
| 13. 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. Review of meeting and activities allotted to different committees and activity incharges.
4. Review of teaching learning process.
5. Review of criteria related planning.

6. Review of research related activities.
7. Discussion about mentoring system.
8. Discussion about slow and advanced learner.
9. Discussion about analysis of suggestion from student, alumni and employer feedback
10. Discussion on value added courses.
11. Discussion about library utilization.
12. Any other subject with the permission of chair.

### **1. Confirmation of the minutes of last meeting held on 28.06.2021**

The minutes of the first IQAC meeting of the academic year 2021-22 held on 28.06.2021 were confirmed and approved by the committee.

### **2. Confirmation of 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. Review of meeting and activities allotted to different committees and activity incharges**

Review of meeting and activities allotted to different committees and activity incharges was done with discussion. Status of all meeting and activities mentioned in schedule was checked by committee members

### **4. Review of teaching learning process**

Review of upgraded version of online teaching platform i.e. moodle and cisco-webex was taken. Policy for offline class conduction was discussed. Committee members discussed about policies regarding offline conduction of practicals and practice school of B.Pharm. Policy regarding mapping of course outcome to programme outcome was discussed. Further, Chairman sir informed to staff member for motivating students to get fully covid vaccinated.

### **5. Review of criteria related planning.**

Review of criteria related planning was taken and committee members discussed about activities related to different criteria of NAAC. Chairman Sir informed to complete documentation of NAAC criteria as soon as possible.

### **6. Review of research related activities.**

Chairman sir informed to faculty members for communication of M.Pharm project to publication. He also motivated the faculty to perceive Ph.D course

#### **7. To discuss about mentoring system.**

Committee members discussed the status of mentoring system and informed staff members for updation of mentor and mentee file of all batches of different classes. Mentors were also informed to keep in contact with mentee to know their academic and personal problems.

#### **8. To discuss about slow and advanced learner.**

Committee members discussed the status of slow and advanced learner system and informed staff members for conduction classes and different activities for them. Further all faculty members were informed to work hard for the academic improvement of slow learner.

#### **9. To discuss about analysis of suggestion from student, alumni and employer feedback**

Analysis of suggestion received from student, alumni and employer through feedback was discussed. As per their suggestion, chairman sir informed to take corrective action on the feedback received from student, alumni and employer.

#### **10. Discussion on value added courses.**

As the value added courses are important for the overall personality development of students. It was unanimously decided to start the value added courses in the institute for current academic year. Committee members discussed regarding finalization of title of value added courses to be offered to students.

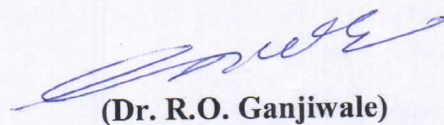
#### **11. Discussion about library utilization.**

Committee members discussed regarding steps to be taken to improve utilization of library resources like Delnet Library, National Digital Library etc.

#### **12. Any other subject with the permission of chair.**

Chairman informed to committee members for preparation of water cooler maintenance chart.

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 26.10.2021**

<b>Sr. No.</b>	<b>Agenda</b>	<b>Details of action taken</b>
1	Confirmation of the minutes of the last meeting held on 28.06.2021	Minutes of the last meeting held on 28.06.2021 was confirmed
2	Confirmation of action taken report	Action taken on the previous meeting was confirmed
3	Review of meeting and activities allotted to different committees and activity incharges	All the members of different committees have planned and conduct their activities according to perspective plan.
4	Review of teaching learning process	Review of upgraded version of online teaching platform i.e. moodle and cisco-webex was taken. Policy for offline class and practical conduction was implemented. Status of covid vaccination of teachers and students was collected. Students were motivated to get fully covid vaccinated.
5	Review of criteria related planning.	Review of criteria related planning was taken. Criteria wise meeting was conducted. Documents were checked according to criteria.
6	Review of research related activities.	Chairman sir informed to faculty members for communication of M.Pharm project to publication. He also motivated the faculty to perceive Ph.D course. Faculty members communicated the manuscript to different national and international journals. Four faculty members submitted synopsis for Ph. D Registration.
7	Discussion about mentoring system.	Committee members discussed the status of mentoring system and informed staff members for updation of mentor and mentee file of all batches of different classes. Mentors prepared mentor mentee updated filed. They also conducted mentor mentee meeting

8.	Discussion about slow and advanced learner.	Committee members discussed the status of slow and advanced learner system and informed staff members for conduction classes and different activities for them. All the staff members have prepared list of slow and advanced learners and conducted different activities to improve and boost their academic performance
9.	To discuss about analysis of suggestion from student, alumni and employer feedback	Chairman sir along with different committee members have planned to conduct activities as per suggestion from student, alumni and employer feedback.
10.	Discussion on value added courses.	Committee members discussed regarding finalization of title of value added courses to be offered to students. Title of valued added courses was finalized
11.	Discussion about library utilization.	Committee members discussed regarding steps to be taken to improve utilization of library resources like Delnet Library, National Digital Library etc. Students were registered on NDL library. National level webinar was organized by library department of college in association with NDLI club for increasing awareness of student for utilization of library
12	Any other subject with the permission of chair	Chairman informed to committee members for preparation of water cooler maintenance chart. Water cooler maintenance chart was prepared.

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