

Agenda for the

1 Meeting of IQAC on 16 July 2018 at College Campus

Time:-1:00 pm

The meeting of IQAC of Pravara Rural Education Society's College of Pharmacy (For Women), Chincholi is schedule on July 16, 2018 at 13:00 hours in IQAC office and the agenda of the meeting as follow.

Sr. No.	Agenda Point
1	Constitution of IQAC
2	Distribution of work and responsibilities and constitution of different committees
3	Application of grants for seminar and conferences from different funding agencies
4	Reframing of established and framing of different policies for academic and administrative functioning
5	Review on performance appraisal of teaching and nonteaching staff
6	Preparation and implementation of academic book for theory and practical subject
7	Preparation of Course outcome for each course and mapping of it with the Program outcome
8	Review on new syllabus
9	Use if ICT tools in teaching and learning process
10	Work status of construction of PG wing
11	Organization of seminar and workshop for teaching and nonteaching staff for quality improvement
12	Meeting of mentoring of principal and students
13	Any other mater with the permission of the chair.


(Dr. Sunil Nirmal)
Chairperson

MINUTES MEETING	OF	JULY 16, 2018	13.00 HOURS	IQAC OFFICE
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CHAIRMAN OF MEETING	Dr. S.A.Nirmal
TYPE OF MEETING	Internal quality assurance cell
MOD BY	
ATTENDED BY	Hon'ble Dr. Haribhau Aher
	Hon'ble Shri Bharat Ghogare
	Dr. Sachin B.Somwanshi
	Mr. Kiran B. Dhamak
	Dr. Kiran B. Kotade
	Dr. Anagha V. Baviskar
	Mr. Vinayak M. Gaware
	Mr. Vivekanand A.Kashid
	Ms. Rohini Balkrishna Somwanshi
	Miss. Sakshi Balu Govardhane
	Mr. Rajendra Ramesh Handore
	Dr. Charushila Bhangale
	Mr. Sunil Magar
MEMBERS REQUESTED FOR LEAVE OF ABSENCE	Hon'ble Shri Bansi Balu Tambe Patil
	Mr. Narendra Hedge
	Mr. Santosh Mutkule

1. To Constitute IQAC		Presenter : Dr. Sunil Nirmal
➤ The minutes of last meeting of Governing Body meeting held on 17.06.2018 were read by the chairperson		
Conclusion :-		
➤ The minute of last meeting of Governing Body meeting held on 17.06.2018 were read by the principal Dr. Sunil Nirmal and as per instruction of Hon'ble chairman sir IQAC cell for institution was constituted.		
➤ The role and functioning mechanism were defined and circulated amongst the committee members as well as to all faculty members		
Action Taken	Person Responsible	Deadline
Constitution of IQAC	Dr. Sunil Nirmal	Completed

2. To distribute of work and responsibilities and constitute different committees		Presenter : Dr. Sunil Nirmal
➤ The report of list of committees and person responsible were presented by chairperson		
Conclusion :-		
➤ The report of distribution of work and responsibilities in the form of committees among teaching and nonteaching staff as well as involvement of students, parents and Employers /Industrialists/Stakeholders were discussed, decided and presented by chairperson.		
Action Taken	Person Responsible	Deadline
Committees were formed	Dr. Sunil Nirmal	Completed

3. To apply for grants for seminar and conferences from different funding agencies		Presenter : Dr. Sunil Nirmal
➤ Discussed on seminar and conferences grant application		
Conclusion :-		
➤ Chairperson bring to the notice that faculty members should take initiative to apply for grants for seminar and conference sponsored by SPPU		
Action Taken	Person Responsible	Deadline
Information given to all faculty members and instructed to apply for same	Dr. C. J. Bhangale	Before the end of August 2018

4. To consider, reframe established policies and design new policies for academic and administrative functioning		Presenter : Mr. Ramdas Dolas
➤ Discussed on framing of new policies and reframing of already established policies related to academic and administration work.		
Conclusion :-		
➤ IQAC coordinator discussed about the need of designing of new policies, up gradation and reframing of already established policies for uniform, consistent and catalytic functioning of academics and administrative work.		
➤ It is decided to frame policies, make it approved from chairperson/statutory bodies and circulate among all teaching and nonteaching staff.		
Action Taken	Person Responsible	Deadline
Policies should be prepared and implemented in routine academic and administrative work.	Mr. Ramdas Dolas	Before the end of November 2018.

5. To take review on performance appraisal of teaching and nonteaching staff		Presenter : Dr. Sunil Nirmal
➤ Discussed to take self appraisal form from teaching and nonteaching staff.		
Conclusion :- ➤ Chairperson discussed and suggested to take self appraisal form and necessary supportive documents from all teaching and nonteaching staff for mapping their academic and administrative performance.		
Action Taken	Person Responsible	Deadline
Take self appraisal form filled from all faculty members, analyzed and report to principal	Dr. C. J. Bhangale	Before end of august 2018

6. To Prepare and implement academic book for theory and practical subject from current semester		Presenter : Dr. Sunil Nirmal
➤ Discussed on the preparation of academic book.		
Conclusion :- ➤ Institute should introduce the concept of academic book which include academic calendar of university, institute and department, lesson plan, syllabus, assignments, question bank, last 2 semester university paper. It is circulated among the students at beginning of semester. ➤ It is decided to do continuous assessments of the students. ➤ It is also instructed to Identify slow and advance learner on the basis of sessional /Unit test/other examination result and arrange remedial classes for slow learners.		
Action Taken	Person Responsible	Deadline
Academic book preparation and circulation to student	Mr. S. B. Somwanshi	Before end of August 2018
Remedial Classes for slow learners and its record keeping	Mr. K. B. Kotade	Before end of each semester

7. To Prepare CO for each course and mapping of CO with PO		Presenter : Dr. Sunil Nirmal
➤ Discussed on the preparation of CO and mapping of it with PO		
Conclusion :- ➤ It is decided to make the CO for each course of UG and PG by respective staff .		
Action Taken	Person Responsible	Deadline
Preparation of CO and PO	Mr. K.B. Dhamak Dr.R.T.Dolas	Before end of August 2018

8. To take review on new syllabus		Presenter : Dr. Sunil Nirmal
➤ Review on new syllabus of PCI for first year		
Conclusion :-		
➤ New syllabus of first year B Pharm as per PCI syllabus was discussed and suggestions related to new methodologies and advancement in teaching learning for better understanding of students were taken from all committee members.		
➤ Chairman also instructed to complete syllabus within stipulated time course.		
Action Taken	Person Responsible	Deadline
New Syllabus discussed and informed.	Dr. C. J. Bhangale	Before end of July 2018

9. To implement use of ICT tools in teaching and learning process		Presenter : Dr. Sunil Nirmal
➤ Discussed on implementation of use of ICT tools in teaching and learning process		
Conclusion :-		
➤ It was discussed and suggested to improve teaching methodology by implementing use of ICT tools in academic functioning.		
Action Taken	Person Responsible	Deadline
Catalyze use of ICT in teaching learning process.	Dr. C. J. Bhangale	Before end of July 2018

10. To take survey on work status of construction of PG wing		Presenter : Dr. Sunil Nirmal
➤ All committee members took the round of entire campus and following suggestions are given		
Conclusion :-		
➤ It was decided and strictly instructed to complete work construction of PG wing.		
➤ It was also decided to construct ramp for all stairs on ground floor.		
Action Taken	Person Responsible	Deadline
Construction of PG wing and ramp for handicapped students	Civil Department	Before end of May 2019

11. To organize seminar and workshop for teaching and nonteaching staff for quality improvement		Presenter : Dr. Sunil Nirmal
➤ Discussed on organization of quality improvement seminar/workshop		
Conclusion :-		
➤ It was instructed by chairman that to arrange in house expert lecture/ training/ seminar/ workshop to improve quality of working and practical knowledge of teaching and nonteaching staff.		
➤ It was also instructed to organize lab training/ safety training for all faculty members.		
Action Taken	Person Responsible	Deadline
Organizing seminar and conferences for teaching and nonteaching staff for quality improvement	Dr. C. J. Bhangale	Two seminar/conference in each semester

12. To arrange mentoring meeting of principal with students		Presenter : Dr. Sunil Nirmal
➤ Arranging mentoring meeting of principal, mentoring coordinator and students.		
Conclusion :-		
➤ It was instructed to arrange mentoring meeting of principal and students.		
Action Taken	Person Responsible	Deadline
Scheduling mentoring meeting of principal and student	Mr. S. G. Laware	Before end of August 2018

13. Any other mater with the permission of the chair		Presenter : Dr. Sunil Nirmal
➤ With the permission of Chairman the following points were taken into consideration and discussed.		
Conclusion :-		
➤ It was decided to implement discipline practice in institute		
Action Taken	Person Responsible	Deadline
Instructed to discipline committee	Discipline committee	Continuous process

The meeting was conclude with vote of Thanks by Dr. C. J. Bhangale, Vice principal.


(Dr. Sunil Nirmal)
Chairperson