



LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S

COLLEGE OF PHARMACY (FOR WOMEN)

NASHIK

Agenda for the

5. Meeting of IQAC on 2 July 2019 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 2, 2019 at 13:00 hours in IQAC Office and the agenda of the meeting as follow,

Sr. No.	Agenda Point
1	Review of previous IQAC meeting
2	Distribution of work and responsibilities and constitution of different committees
3	Review NAAC documentation and infrastructure progress
4	Review of performance appraisal system
5	Review on Academic and administrative audit for year 2018-19
6	Organization of seminar and workshop for teaching and nonteaching staff for quality improvement
7	Organisation of staff orientation programme on subjects and F.Y. B.Pharm and F.Y. M. Pharm students orientation programme
8	To increase the collaborative quality initiative with other institute
9	To motivate staff for life member of professional body by providing financial support by management
10	To enrol staff and students for NPTEL/Swayam/MOOC and AICTE online FDP
11	Discussion and review on achievements of strategic plan of institute
12	Review on submission of online annual report of SPPU
13	Review on submission of proforma report
14	Organization of mentoring meeting of principal with students
15	Any other mater with the permission of the chair.

Bhangale
(Dr. C. J. Bhangale)
Chairperson

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AISHE Code No. C-44115

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2. To distribute of work and responsibilities and constitute different committees		Presenter : Dr. C. J. Bhangale
➤ 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. C. J. Bhangale	Completed

3. To take review of NAAC documentation and infrastructure progress		Presenter : Dr. C. J. Bhangale
➤ Discussed on work progress on NAAC documentation from different criteria		
Conclusion :-		
➤ Chairperson discussed about the work status of NAAC documentation and progress of infrastructure development required for NAAC inspection		
Action Taken	Person Responsible	Deadline
NAAC documentation and infrastructure development	Dr. Ramdas Dolas	On going process

4. To take review on performance appraisal of teaching and nonteaching staff		Presenter : Dr. C. J. Bhangale
➤ 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 2019

5. To conduct academic and administrative audit for year 2018-19		Presenter : Dr. C. J. Bhangale
➤ Discussed on conduct of academic and administrative audit for year 2018-19		
Conclusion :-		
➤ Chairperson instructed committee members to conduct academic and administrative audit for year 2018-19		
Action Taken	Person Responsible	Deadline
Academic and administrative audit 2018-19	Dr. R. T. Dolas	Before end of August 2018

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6. To organize seminar and workshop for teaching and nonteaching staff for quality improvement **Presenter : Dr. C. J. Bhangale**

➤ 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

7. To organize orientation programme for F.Y. B.Pharm as well as F.Y. M. Pharm students and staff orientation programme for faculty **Presenter : Dr. C. J. Bhangale**

➤ Discussed on organization of quality teaching for students and staff

Conclusion :-

It was instructed by chairman that orientation programme for F.Y. B.Pharm and F.Y. M. Pharm students should be conducted for each course by respective staff to improve quality of working and practical knowledge of teaching staff and students. It was also advised to conduct the staff orientation program for faculty in the college .

Action Taken	Person Responsible	Deadline
Organized orientation programme for F.Y. B.Pharm as well as F.Y. M. Pharm students and staff orientation programme for faculty	Dr. C. J. Bhangale	orientation programme for staff and students till Sept 15 2019

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8. To increase the collaborative quality initiative with other institute	Presenter : Dr. C. J. Bhangale
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➤ Discussed on organization of quality initiative with other institute

Conclusion :- It was instructed by chairman that to increase the activities under collaboration with other institutes like expert lecture, seminar, inter colleges competition etc so that students will be benefited.

Action Taken	Person Responsible	Deadline
collaborative quality initiative with other institute taken in terms of guest lecture, participation in intercolleges competition	Dr. C. J. Bhangale	Academic yr 2019-20

9. To motivate staff for life member of professional body by providing financial support by management	Presenter : Dr. C. J. Bhangale
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➤ Discussion of membership of professional body was done

Conclusion :- It was advised by committee member to motivate the staff should be the member of professional bodies and suggested to enroll themselves in APTI, IPA ,Community Pharmacist

Action Taken	Person Responsible	Deadline
Staff registered for life membership of APTI and IPA	Dr. C. J. Bhangale	Academic yr 2019-20

10. To enrol staff and students for NPTEL/ Swayam/ MOOC and AICTE online FDP	Presenter : Dr. C. J. Bhangale
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➤ Discussion of enrolment of staff and student for online courses

Conclusion :- It was advised by committee member to enrol maximum number of staff and students for online courses such as NPTEL,MOOC etc

Action Taken	Person Responsible	Deadline
Staff enrolled in NPTEL and MOOC and local chapter of NPTEL started for students	Dr. C. J. Bhangale	Academic yr 2019-20

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11. To take review on strategic plan achievement		Presenter : Dr. C. J. Bhangale
➤ Review on strategic plan achievement		
Conclusion :-		
➤ Status of strategic plan completion was discussed by chairperson and emphasized to complete the infrastructure and installation work as soon as possible.		
Action Taken	Person Responsible	Deadline
Infrastructure and installation work completion	Dr. R. T. Dolas Civil Department	Before end of august 2019

12. To take review on submission of online annual report of SPPU		Presenter : Dr. C. J. Bhangale
➤ Review on submission of online annual report of SPPU		
Conclusion :-		
➤ It was decided to submit online annual report of SPPU		
Action Taken	Person Responsible	Deadline
Submission of online report	Dr. C. J. Bhangale	Before end of August 2019

13. To take review on submission of proforma report		Presenter : Dr. C. J. Bhangale
➤ Review on submission of proforma report		
Conclusion :-		
➤ It was decided to submit proforma report		
Action Taken	Person Responsible	Deadline
Submission of proforma report	Dr. C. J. Bhangale	Before end of August 2019

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14.To arrange mentoring meeting of principal with students		Presenter : Dr. C. J. Bhangale
➤ 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 2019

15. Any other mater with the permission of the chair		Presenter : Dr. C. J. Bhangale
➤ With the permission of Chairman the following points were taken into consideration and discussed.		
Conclusion :-		
➤ It was decided to purchase MIS system for online governance of academic and administrative activities.		
➤ It was instructed to all faculty members to do online course registration		
Action Taken	Person Responsible	Deadline
Purchased MIS system	Purchase department	Before end of august 2019
Online registration of courses	All faculty	Before end of august 2019

The meeting was concluded with vote of Thanks by Dr. K. B. Kotade.


(Dr. C. J. Bhangale)
Chairperson

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