AGENDA FOR THE

9TH MEETING OF IQAC ON 8 JUNE 2020 AT COLLEGE CAMPUS

TIME:-1:00 PM

The 9th meeting of IQAC of Pravara Rural Education Society's College of Pharmacy (For Women), Chincholi is schedule on 8th June 2020 at 1.00 pm in Board Room and the agenda of the meeting as follow,

Sr. No.	Agenda Point
1	Review of previous IQAC meeting
2	Constitution of different committees , distribution of work and responsibilities
3	Review on NAAC documentation
4	Review of performance appraisal system of teaching and nonteaching staff
5	Review on Academic and administrative audit for year 2019-20
6	Discuss and review the collaborative quality initiative with other institute
7	Staff enrolment for NPTEL/Swayam/MOOC and AICTE online FDP
8	Status of Instruments for which Purchased Ordered is placed
9	Discuss and review on achievements of Strategic plan of institute
10	Review on submission of online annual report of SPPU
11	Review on Training and Placement
12	Any other mater with the permission of the Chair.

Bhangale
(Dr. C. J. Bhangale)
IQAC Chairperson

PRINCIPAL
PRES's College of Pharmacy (For Women)
Chincholi, Sinnar, Nashik-422102

MINUTES OF MEETING	8TH JUNE 2020	13.00 HOURS	BOARD ROOM

CHAIRPERSON OF MEETING	Dr. C. J. Bhangale
TYPE OF MEETING	Internal Quality Assurance Cell (IQAC)
MOM BY	Dr. Ramdas Tukaram Dolas
ATTENDED BY	Hon'ble Dr. Haribhau Aher
	Hon'ble Shri Bansi Balu Tambe Patil
	Mr. Narendra Hedge
	Mr. Santosh Mutkule
	Dr. Sachin B.Somwanshi
	Mr. Kiran B. Dhamak
	Dr. Kiran B. Kotade
	Dr. Anagha V. Baviskar
	Mr. Vinayak M. Gaware
	Dr. Vivekanand A.Kashid
	Miss. Sakshi Balu Govardhane
	Mr. Rajendra Ramesh Handore
	Dr. Ramdas Tukaram Dolas
	Mr. Sunil Magar
MEMBERS REQUESTED FOR LEAVE OF ABSENCE	Hon'ble Shri Bharat Ghogare
	Ms. Rohini Balkrishna Somwanshi

1. Review of previous IQAC meeting	**Presenter : Dr. C. J. Bhangale**
➢ The minutes of last meeting of IQAC meeting held on 14.03.2020 were read by the IQAC Coordinator Dr. R.T Dolas	
Conclusion :-	
➢ The minutes of last meeting of IQAC meeting held on 14.03.2020 were approved after discussion with IQAC members	

Action Taken	Person Responsible	Deadline

MOM of the 8th IQAC meeting was revived ,discussed and approved	Dr. R.T Dolas	Completed

2. Distribution of work and responsibilities and constitution of different committees		**Presenter : Dr. C. J. Bhangale**
➢ The list of committees and person responsible were presented by Chairperson		
Conclusion :- ➢ The 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. Review on NAAC SSR Documentation and Submission		**Presenter : Dr. C. J. Bhangale**
➢ Status of NAAC documentation from different criteria Incharge was taken and presented in front of IQAC members		
Conclusion :- ➢ Chairperson discussed about the work status of NAAC documentation for NAAC inspection		
Action Taken	**Person Responsible**	**Deadline**
NAAC documentation Completed	Dr. Ramdas Dolas	Ongoing process waiting for opening NAAC portal for SSR Submission

4. Review of performance appraisal system 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 June 2020

5. Review on Academic and administrative audit for year 2019-20	**Presenter : Dr. C. J. Bhangale**

- Discussed on conduct of Academic and Administrative Audit for year 2019-20

Conclusion :-

- As per Chairperson instructions academic and administrative audit for year 2019-20 was performed and review and discussed with the IQAC members

Action Taken	Person Responsible	Deadline
Academic and administrative audit were completed year 2019-20 and review was shared the IQAC members	Dr. R. T. Dolas	Completed

6. To increase the collaborative quality initiative with other institute	**Presenter : Dr. C. J. Bhangale**

- Discussed on collaborative quality initiative with other institute

Conclusion :-

- Chairperson instructed to have collaboration with other institutes for organizing expert lecture/ training/ seminar/ workshop inter-college competition for benefit of students and increasing their quality.

Action Taken	Person Responsible	Deadline
Collaborative quality initiative with other institute initiated for Guest lectures, Intercollegiate competition	Dr. C. J. Bhangale and All HODs	Academic Year 2020-21

7. To enrol staff for NPTEL/Swayam/MOOC and AICTE online FDP	**Presenter : Dr. C. J. Bhangale**

- Discussed on enrolment of staff for NPTEL/Swayam/MOOC and AICTE online FDP

Conclusion :- It was advised by the committee members to enrol maximum number of staff for online courses on Online platforms such as NPTEL/Swayam/MOOC

Action Taken	Person Responsible	Deadline
Staff has enrolled in NPTEL/Swayam/MOOC/AICTE online FDP	Dr. C. J. Bhangale	Academic yr 2020-21

8. Status of Instruments for which Purchased Ordered is placed	**Presenter : Dr. C. J. Bhangale**

- The issued Purchased Orders dated 20/01/2020 and 24/01/2020 for Sterility Testing Apparatus, Orbital Shaker ,Autoclave, Potentiometer and Remi Cooling Centrifuge are stilled not delivery due to COVID 19 Pandemic

Conclusion :- It was advised by the committee members to contact the vendors and get the instruments delivery at the earliest

Action Taken	Person Responsible	Deadline
Shall contact the vendors and get the current status of the Purchased Orders issued	Dr.R.T Dolas	Still Aug 2020

9. Discussion and review on achievements of strategic plan of institute	**Presenter : Dr. C. J. Bhangale**
➢ Review on Strategic Plan 2015-2020 achievement was done	
Status of Strategic Plan 2015-2020 was discussed by Chairperson and emphasized to achieve the pending work such NAAC Accreditation, the IQAC members were satisfied with the achievement done by college as per the Strategic Plan.	

Action Taken	Person Responsible	Deadline
Waiting for opening of NAAC portal for SSR Submission of NAAC	Dr. C. J. Bhangale Dr. R.T Dolas	As per the timeframe of NAAC

10. 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 2020

11. Review on Training and Placement	**Presenter : Dr. C. J. Bhangale**
➢ Discussed on the efforts taken for the placement, training, perspective future plan and MOU signed by the staff	

Conclusion :-

- To conduct Soft Skill Training Programs to enhance employability of the students.
- To groom Final year students by organizing Personality Development training
- To improve the number of MOU signed with industries

Action Taken	Person Responsible	Deadline
Soft Skill Training Programs	All the Staff	By the End of Academic year 2020-21
Personality Development training	All the Staff	By the End of Academic year 2020-21
To improve MOU signed with industries	All the Staff	Continuous Process

12. Any other mater with the permission of the chair	**Presenter : Dr. C. J. Bhangale**
➢ With the permission of Chairperson the following points were taken into consideration and discussed.	

Conclusion :-

- All the staff and students will follow the Covid Appropriate behavior ,all the precautions should be taken
- NO ENTRY WITHOUT MASK in the College
- It was instructed to sanitize the College
- Install the Sanitation point at entrance of College and purchase IR Gun for body temperature monitoring
- To display precautionary measures against Covid 19
- All the activity related to teaching learning with by carried out as per the Notification of SPPU

Action Taken	Person Responsible	Deadline
To sanitize the College	Karpe Sir Civil department	Before 15th June 2020
Install the Sanitation point at entrance of College and purchase IR Gun for body temperature monitoring	Aher Madam Store Department	Before 15th June 2020

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

(Dr. C. J. Bhangale)
Chairperson

PRINCIPAL