

**INTERNAL QUALITY ASSURANCE CELL MEETING NO. 2 /
2017-18**

INVITATION FOR INTERNAL QUALITY ASSURANCE CELL MEETING

Sir,

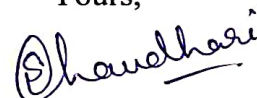
I am pleased to inform you that, the meeting of the Internal Quality Assurance cell will be held on 22nd December 2017 at 4.30 p.m. in the college.

The agenda of the meeting is enclosed for your information and kind perusal.

I request you to attend the meeting.

Thanking you.

Yours,



Dr. (Mrs) S.P. Chaudhari,

IQAC Co-Ordinator

Encl : Agenda of the Meeting.

To,

All the Members,

. Internal Quality Assurance cell

Dr.D.Y.Patil Pratishthan's
Dr. D.Y.Patil College of Pharmacy,
Akurdi,Pune-44

11/12/2017/Monday

AGENDA OF 2ND MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

The second IQAC Meeting of D.Y.Patil College of Pharmacy is convened on 22nd December 2017 Friday at 4.30 Pm in Board Room.

Agenda of the meeting

1. To confirm the minutes on 1st meeting of IQAC
2. To decide the mode of ensuring the credibility of teaching, learning, evaluation examination procedures through regular but internal academic on annual basis.
3. To review, discuss and approve various quality initiatives as per NBA guidelines for developing and implementing the procedures, mechanisms towards academic and administrative excellence against the high standard benchmarks
4. To devise the process of dissemination of all relevant information to all stakeholders for sensitizing them on the various quality parameters of higher & technical education.
5. Any other matter with permission of the cell.



**DR. D. Y. PATIL PRATISHTHAN'S
DR. D. Y. PATIL COLLEGE OF PHARMACY,
AKURDI, PUNE – 411 044.**

MINUTES OF 2ND MEETING OF IQAC

A meeting of faculty members was held on Friday 22nd December 2017 at 4.30Pm in board room. Following members were present:

	Names of Members	Designation
1.	Dr.Niraj S Vyawahare	Chairperson
2.	Mr Satej D Patil	Member Management
3.	Mr. Santosh Dubal	Administrative officer
4.	Mr. Abhinav Salunkhe	Administrative officer
5.	Dr.(Mrs) Pallavi M.Chaudhari	Faculty
6.	Dr.Devendra S Shirode	Faculty
7.	Mr. Revan S.Karodi	Faculty
8.	Ms.Priyatama Powar	Faculty
9.	Ms.Jyotsana R Chopade	Faculty
10.	Ms.Shubhangi Jadhav	Faculty
11.	Mr Sachin Itkar	Local Society Member
12.	Ms.Sunita Gadale	Alumni
13.	Mr.Vardhaman Bafna	Industrialist
14.	Ms.Pragya Gigoo	Student
15.	Dr.(Mrs) Shilpa P Chaudhari	Co-ordinator IQAC

Dr. S.P.Chaudhari, IQAC Coordinator welcomed Hon. Chairman and all other members of Internal Quality assurance cell and the meeting began with the permission of Chairman as per the agenda.

- **To confirm the minutes on 1st meeting of IQAC**

The minutes of the last meeting were read and confirmed.

- **To decide the mode of ensuring the credibility of teaching, learning, evaluation examination procedures through regular but internal academic audits on annual basis.**

To ensure reliability and Quality of teaching learning evaluation academic monitoring committee Dr Revan Karodi proposed to verify the question papers as per blooms taxonomy, and there mapping with programme outcomes before submitting the question papers to exam section. This was seconded by Dr D.S Shirode. Also feedback on teaching learning process has to be collected to improve the teaching learning process was put forward by Dr P.M.Chaudhari and this was seconded by Ms Priyatama Powar.

“Resolved that quality of Teaching learning evaluation will be monitored by academic monitoring committee and feed back on teaching learning to be conducted from the last sem onwards i.e., all the semesters of 2017-18 ”

The resolution was passed Unanimously.

- To review, discuss and approve various quality initiatives as per NBA guidelines for developing and implementing the procedures, mechanisms towards academic and administrative excellence against the high standard benchmarks

To ensure academic and administrative excellence in terms of efficient, timely and consistent performances, following strategies were discussed in the meeting:

- a) It was decided to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. Various possible efforts to make teaching learning process more students centric were discussed at length in the meeting. Dr N.S Vyawahare principal instructed regular implementation of time table and conduct of classes be monitored by academic coordinator.
- b) As proposed by Ms Jyotsana Chopade Teacher Guardian scheme which is implemented every year to executed next year also. The individual guardian teacher shall monitor the student attendance, their performance in theory and practical classes in case of less attendance: TG shall inform the students as well as their parents. This was in also recommended by Ms Shubhangi Jadhav.
- c) As the credit based evaluation system was introduced for F.Y.B.Pharm in the academic year 2015-16, the review of internal assessment parameters were taken up in the meeting and decided that slow and advance learners be identified and appropriate, measures be taken for slow learners. Last semester result analysis was discussed and necessary and corrective actions for improving the performance of students were elaborated. Dr S.P.Chaudhari mentioned that, Pictorial, graphical and animated teaching methods along with think pair share should be adopted wherever possible to grasp the subject at the ease. Faculty be trained for animated teaching before the commencement of the academic year. This was seconded by Dr P M Chaudhari.
- d) To design M.Pharm Projects of Good quality, Ms Shubhangi Jadhav proposed that projects be evaluated by Industry experts before start of the project from next academic Year. And Journal Club be started for PG students to make them aware of the current research. This was seconded by Mr Vardhaman Bafna.
- e) IQAC also recommended that faculty and research students should publish papers in reputed UGC approved Journals.

Resolved that various quality Initiatives as per NBA guidelines for developing and implementing the procedures, mechanism towards academic, administrative excellence against the high benchmarks be accepted.”

The resolution was passed Unanimously.




- To devise the process of dissemination of all relevant information to all stakeholders for sensitizing them on the various quality parameters of higher & technical education.


To ensure proper dissemination and include transparency in various activities conducted in college. All the college working committee members were instructed by the principal to submit the data after completion of activity to college website committee to update the college activities on website.

Also further coming events of various committees to be displayed not only on website but also on college social sites.

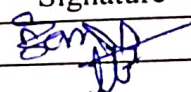
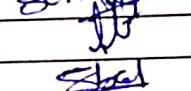
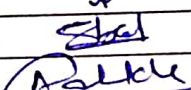
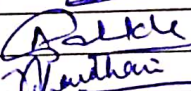
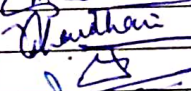
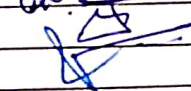
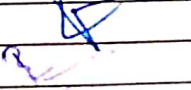
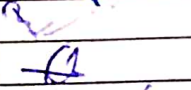
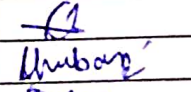
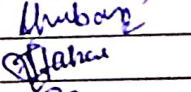
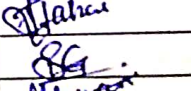
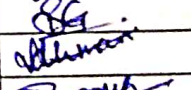
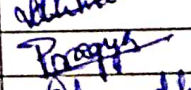
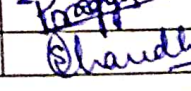
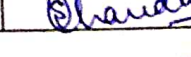
- Any other matter with permission of the cell.

The meeting was concluded there was no other matter to be discussed.


Dr.(Mrs) S.P.Chaudhari
IQAC Co-Ordinator


Dr.N.S.Vyawahare
Principal

Principal
Dr. D. Y. Patil College of Pharmacy
Akurdi, Pune - 411 044.

	Names of Members	Designation	Signature
1.	Dr.Niraj S Vyawahare	Chairperson	
2.	Mr Satej D Patil	Member Management	
3.	Mr. Santosh Dubal	Administrative officer	
4.	Mr. Abhinav Salunkhe	Administrative officer	
5.	Dr.(Mrs) Pallavi M.Chaudhari	Faculty	
6.	Dr.Devendra S Shirode	Faculty	
7.	Mr. Revan S.Karodi	Faculty	
8.	Ms.Priyatama Powar	Faculty	
9.	Ms.Jyotsana R Chopade	Faculty	
10.	Ms.Shubhangi Jadhav	Faculty	
11.	Mr Sachin Itkar	Local Society Member	
12.	Ms.Sunita Gadale	Alumni	
13.	Mr.Vardhaman Bafna	Industrialist	
14.	Ms.Pragya Gigoo	Student	
15.	Dr.(Mrs) Shilpa P Chaudhari	Co-ordinator IQAC	



Dr.D.Y.Patil Pratishthan's
Dr. D.Y.Patil College of Pharmacy,
Akurdi,Pune-44

16/8/2017

NOTICE FOR FACULTY MEETING FOR INTERNAL QUALITY ASSURANCE CELL

The Faculty Meeting of D.Y.Patil College of Pharmacy is convened on 21st August 2017 Monday at 4.30 Pm in Board Room to constitute the Internal Quality Assurance cell as per UGC guidelines.

Agenda of the meeting

- To Constitute the internal Quality Assurance cell as per UGC and University guidelines
- To discuss the role, functioning and frequency of meetings of the IQAC
- To decide the responsibilities of the members of the IQAC
- Any other matter with permission of the cell.

All the faculty members are requested to make it convenient to attend.



Dr.N.S.Vyawahare
Principal

Principal

Dr. D. Y. Patil College of Pharmacy
Akurdi, Pune - 411 044.



MINUTES OF THE 1st INTERNAL QUALITY ASSURANCE CELL MEETING

A meeting of faculty members was held on Monday 21st August 2017 at 4.30Pm in board room to constitute the Internal Quality Assurance cell (IQAC) as per UGC guidelines and Maharashtra Public University Act

Following members were present for the meeting:

Sr.No	Name of the Faculty	Sr.No	Name of the Faculty
1	Dr. N. S. Vyawahare	12	Mr Umesh Johri
2	Dr. (Mrs) S. P. Chaudhari	13	Dr Rajesh Telekone
3	Dr. (Mrs) S. P. Mahaparale	14	Ms. S. W. Jadhav
4	Dr. (Mrs.) P. M. Chaudhari	15	Ms. J. C. Chopade
5	Dr. D. S. Shirode	16	Ms. T. A. Deokule
6	Dr.(Mrs.)S.S. Sadar(Mohod	17	Ms. Priyatama V. Powar
7	Ms. S. C. Daswadkar	18	Ms. Neetu Khatri
8	Mr. V. R. Vaidya	19	Mrs. Rajalakashmi S.
9	Mr. R. S. Karodi	20	Ms. S. A. Nikam
10	Mr. M. T. Mohite	21	Mrs.P.Navya Krishna
11	Mr. A. V. Kulkarni	22	Mrs Supriya Mane

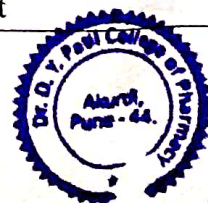
At the beginning, Hon Principal welcomed all the faculty members and the agenda was taken up.

1) To Constitute the internal Quality Assurance cell as per UGC and Maharashtra Public University Act guidelines

After discussions during meeting and inputs received from management and faculty ,Internal Quality Assurance cell was constituted to comply with UGC and University guidelines for ensuring consistent, timely, quality performance of Higher education system and was resolved as follows:

Constitution of IQAC for Academic Year 2017-18 is as follows:

	Names of Members	Designation
1.	Dr.Niraj S Vyawahare	Chairperson (Ex officio member)
2.	Mr Satej D Patil	Member Management
3.	Dr.(Mrs) Shilpa P Chaudhari	Co-ordinator IQAC
4.	Mr. Santosh Dubal	Administrative officer
5.	Mr. Abhinav Salunkhe	Administrative officer
6.	Dr.(Mrs) Pallavi M.Chaudhari	Faculty
7.	Dr.Devendra S Shirode	Faculty
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14.	Mr.Vardhaman Bafna	Industrialist
15.	Ms.Pragya Gigoo	Student



2) To discuss the role, functioning and frequency of meetings of the IQAC

IQAC coordinator Outlined the role, strategies and monitoring task of IQAC at length as per UGC guidelines. It was also unanimously resolved that IQAC will meet once per quarter of Academic year.

The role of IQAC shall be:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters and participate in quality assessment by various bodies like NIRF, NAAC, NBA etc. of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality culture;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of UGC, to be submitted to Savitribai Phule Pune University.

Responsibility of each member was discussed and related documents handed over to everyone.

3) To decide the responsibilities of the members of the IQAC


The responsibilities of all the members were elaborated in the meeting. The role of stakeholders in enhancing quality of teaching – learning process, research and extension activities were discussed. It was also discussed further strengthen relations with alumni is desirable, Alumni co-ordinator be planning activities in association with industry alumni for academic linkages.


“Resolved that the responsibilities of each member be accepted”

The resolution was passed Unanimously.

4) Any other matter with permission of the cell.

The meeting was concluded there was no other matter to be discussed.


Dr. (Mrs) S.P. Chaudhari
IQAC Co-ordinator


Dr. N.S. Vyawahare
Principal

Dr. D. Y. Patil College of Pharmacy
Akurdi, Pune - 411 044.

