

Vidarbha Youth Welfare Society's
INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
Borgaon (Meghe), Wardha (M.S.)
Internal Quality Assurance Cell

Ref. No. EST/536/IQAC/2023-24/06

Date: -17/07/2023

MINUTES OF FIRST IQAC MEETING OF SESSION 2023-24

First Meeting of the Internal Quality Assurance Cell was held on 12th July 2023 at 2.00 p.m. in the seminar hall of the Institute. Dr. R.O. Ganjiwale, Principal chaired the meeting.

The following members were present in the meeting

1. Dr. R.O. Ganjiwale : Chairperson
2. Shri Yuvrajsingh Choudhari : Member
Secretary, VYWS, Amravati
3. Mr. Pradeep Date : Member (Local Society)
4. Mr. Farhan Pathan : Member (Industry)
5. Dr. S. A. Khan, Professor : Member
6. Dr. M. P. Puranik, Professor : Member
7. Dr. V.M. Ghodki, Professor, : Member
Bajaj College of Science, Wardha
8. Dr. L. G. Rathi, Professor : Member
9. Mr. G. D. Dahikar, Assistant Professor : Member
10. Mr. S. P. Dewani, Assistant Professor : Member
11. Mr. N. K. Tapare, Computer Programmer : Member
12. President Alumni Association : Member
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 held on 28.04.2023.
2. To confirm the action taken report.
3. To discuss about NAAC peer team visit report.
4. To discuss about NAAC criteria wise allotment of staff for Session 2023-24.
5. To take review about infrastructure and resources.



6. To discuss about working modalities of different committees constituted for session 2023-24.
7. To review about the perspective plan of various activities for session 2023-2024.
8. To discuss about various work allotted to different committees and activity in charges.
9. To discuss about best practices for session 2023-24.
10. To discuss about purchase of ERP Software.
11. Any other subject with the permission of chair.

1. To confirm the minutes of last meeting held on 28.04.2023

The minutes of the IQAC meeting held on 28.04.2023 were unanimously confirmed and approved by the committee.

2. To confirm the 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. To discuss about NAAC peer team visit report

The chairman and members considered the NAAC peer team visit report. The chairman notified that efforts will be taken to address the deficiencies identified and suggestions given by NAAC peer team. He briefed different committees about the need to organize various actions and strategies to address these deficiencies and suggestions.

4. To discuss about NAAC criteria wise allotment of staff for Session 2023-24.

IQAC members discussed the allotment of staff for different criteria for session 2023-24. Chairman informed that all faculty members involved in preparation of NAAC criteria wise documentation are allotted for handling same criteria for session 2023-24.

5. To take the review of infrastructure and resources

Members discuss the maintenance of laboratories and classrooms. The chairman asked HOD's to see the maintenance of laboratories and classrooms.

6. To discuss the working modalities of different committees constituted for session 2023-24.

IQAC members discussed the different committees constituted for session 2023-24. Chairman informed to members about the function, roles and responsibilities of different committees



7. To review the perspective plan for session 2023-2024.

The member secretary showed a perspective plan of several activities for the 2023-2024 session. The IQAC members discussed a detailed plan of action for the same academic session.

8. To discuss about various work allotted to different committees and activity in charges.

Detail schedule of the meetings and activities of the different committees was proposed by member secretary. Chairman informed to all committee incharges that they should follow the schedule given by IQAC and review of the same will be taken by IQAC in subsequent meeting. He also informed to maintain list of documents of each meeting and activity and submit report to IQAC on regular basis.

9. To discuss about best practices for session 2023-24

Chairman informed to all committee incharges that they should try to follow best practices for next five year as suggested by IQAC.

10. To discuss about purchase of ERP Software

All committee members asked the chairman to upgrade the ERP software. The chairman has assured to members that this need will be recommended to higher level.

11. Any other subject with the permission of chair

Chairman Sir suggested to conduct a national level conference every year by any one of the departments.

The meeting was concluded with thanks to the chair



A handwritten signature in blue ink, appearing to read "R.O. Ganjiwale".

(Dr. R.O. Ganjiwale)

Principal and Chairman IQAC
PRINCIPAL

Institute of Pharmaceutical Education & Research
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Action taken report of the decision taken in the IQAC meeting held on 12.07.2023

Sr. No.	Agenda	Details of action taken
1	To confirm the minutes of last meeting	Minutes of the last meeting held on 28.04.2023 was confirmed
2	To confirm the action taken report.	Action taken of the previous meeting was confirmed
3	To discuss about NAAC peer team visit report.	Various committees began initiatives to address the weaknesses and implement the recommendations of the NAAC peer panel.
4	To discuss the allotment of NAAC criteria from 1 to 7 to staff members for the academic year 2023-24.	Staff members are allotted for different criteria for session 2023-24.
5	To take the review of infrastructure and resources.	Maintenance of laboratories and class room is going on.
6	To discuss the working modalities of different committees constituted for session 2023-24.	All the members of different committees have prepared their objectives, roles and responsibilities of their respective committees.
7	To review the perspective plan for session 2023-2024.	All the members of different committees have planned their activities to meet the perspective plan.



8.	To discuss about various work allotted to different committees and activity in charges.	All the members of different committees started to conduct the different activities as suggested by IQAC
9.	To discuss about best practices for session 2023-24.	Some committee members have scheduled their actions to fulfill the best practices anticipated for the next five years.
10.	To discuss about purchase of ERP Software.	ERP Software is purchased.
11.	Any other subject with the permission of chair	APTI sponsored two day national conferences on "Nanotechnology in Healthcare" were successfully organized by the Department of Pharmaceutics and the IQAC committee.

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

IQAC Incharge
IPER, Wardha

