

R. L. TAWDE FOUNDATIONS

Name of Institute: Sarojini College of Pharmacy
Kolhapur

Type of meeting: IQAC

No. of meeting: 05 Date of Agenda: 08/07/2020

Date of meeting: 09/07/2020

Incharge of meeting:

⊙ Agenda ⊙

- ⊙ All the members of IQAC are hereby informed to attend the IQAC meeting supposed to be held on 09th July 2020 (Thursday). Kind request to go through the meeting agenda as described below
- ⊙ Time of meeting: 11:00 AM
- ⊙ Venue: Principal (Ante chamber), Sarojini College of Pharmacy, Kolhapur.
- ⊙ Item 1: Confirmation of the minutes of IQAC meeting held on 14/02/2020 (Friday).
- ⊙ Item 2: Reframing composition & constitutional members of the committee.
- ⊙ Item 3: Discussion on the objectives, structure, functions & benefits of IQAC.
- ⊙ Item 4: Reviewing on academic planning & related documents for A. Y. 2020-21

- ① Item 5: To review of extension activities like seminar, guest lecture, webinars, teacher's publication, poster presentation, participation in webinar, workshop, seminars etc in A.Y. 2020-21.
- ② Item 6: To review on result analysis of Summer examination, Shivaji University Kolhapur for A.Y. 2019-20.
- ③ Item 7: To discuss on different types of feedback mechanism to be conducted in A.Y. 2020-21.
- ④ Item 8: To discuss on establishment of NSS unit & seeking of approval from Shivaji University, Kolhapur.
- ⑤ Item 9: To define steering committee protocol & assign responsibility to the respective teacher in charge.
- ⑥ Item 10: To discuss on compliance & continuation of application to respective governing bodies like Shivaji University, Kolhapur, AICTE, PCI, MSBTE, & AISHE.
- ⑦ Item 11: Planning for the preparation of Institutional magazine.
- ⑧ Item 12: Preparation of different types of register & printing for the smooth conduct of Academic, examination & office activities.
- ⑨ Item 13: To make plan for completion of procedure of staff selection procedure for teacher approval from Shivaji University Kolhapur.

- ① Item 14: To review on medicinal plants updating & maintainence.
- ① Item 15: To seek approval of alcohol & rectified spirit usage licence from excise duty office, Kolhapur.
- ① Item 16: Refilling of fire extinguisher & installation of hydrant fire extinguisher system & maintainence of record for same.
- ① Item 17: Planning for the purchase of laboratory equipment, chemicals, machines, computer softwares, library books & journals in accordance to AICTE & PCI norms A.Y. 2020-21.
- ① Item 18: Planning for the strategies of new admissions to D. Pharmacy & B. pharmacy for annual year 2020-21.
- ① Item 19: Discussion & implementation of modern methods of teaching & learning.
- ① Item 20: Review on the sanitisation & maintainence of hygienic conditions in the premises in the prevention of COVID-19 pandemic.
- ① Item 21: Any other points/matters to be discussed with the permission of the chair.

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① Minutes ①

① As per the invitation & meeting agenda communicated on 07/07/2020 (Tuesday) among the IQAC members a meeting of IQAC members was held on 09/07/2020 (Thursday)

① Time of the meeting: 11:00 AM

① Venue: Principal (Ante chamber) Sarojini College of Pharmacy, Kolhapur

Meeting was started with welcome of all teachers, IQAC members led by principal Dr. S. L. Harer.

② Item 1: Confirmation of the minutes of the IQAC meeting held on 14/02/2020 - minutes of previous IQAC meeting held on 14/02/2020 (Friday) were read by the chairman & confirmed by all the members.

③ Item 2: Reframing of the committee. It was decided to reframe the composition & confirmation of IQAC committee with mutual discussion among the available teachers & members as per the guidelines

for the creating IQAC committee according to the Revised NAAC guidelines 2013, the new constitution of the committee is as follows

Sr.No.	Name of Member	Designation
01	Mrs. Shobha K. Pawde	Secretary
02	Dr. Sunil L. Haver	Chairperson
03	Mr. Anil A. Dixit	Co-ordinator
04	Mr. Deepak Desai	Nominee (Local Society)
05	Mr. Anil Deshpande	Industrialist
06	Mrs. Shital P. Phalle	Administrative off.
07	Mrs. Preeti B. Patil	Teacher (B.pharm)
08	Mr. Rohan V. Mane	Teacher (B.pharm)
09	Mrs. Sujata P. Choudhari	Teacher (B.pharm)
10	Ms. Pooja G. Mirajkar	Teacher (D.pharm)
11	Ms. Bhagyashri Sankpal	Teacher (D.pharm)
12	Mr. Tapasya Shah	Student (B.pharm)
13	Mr. Swapnil S. Lad.	Student (B.pharm)

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The new constitution was approved unanimously by all the members.

① Item 3: Discussion on the objectives, structure, functions & benefits of IQAC.

- It was discussed about primary aim & objectives of IQAC, strategies involved in mechanism & procedure^{with} overall quality enhancement were discussed. Some expected functions of IQAC & benefits to facilitate & contribute for the quality culture in the institute, alongwith monitoring mechanism were discussed. It was accepted by all the members.

① Item 4: Review on academic planning & related documents for A-Y 2020-21.

- Review on overall academic plan corresponding document for A-Y 2020-21 (Degree & Diploma) like Academic course calendar, subject allotment to the teachers, workload distribution to the teachers, academic time table for Theory & practicals, tentative dates for internal & external examination, probable dates of holidays, & sum of working hours for Theory & practical was done. It was accepted by all the members.

Item 5:

① To review of extension activities like seminars, guest lectures, webinars in A-Y 2020-21.

- Extension activities like seminars, guest lectures, webinars in A-Y 2020-21 was reviewed alongwith achievements of students & teachers in such extension activities was discussed. It is advised to all the teachers to encourage the students to participate in such activities in future also. It was confirmed by all the members.

② Item 6:

To review on result analysis of Summer Examination, Shivaji University, Kolhapur for Summer examination for A-Y. 2019-20.

- Result analysis of Summer Examination Shivaji University, Kolhapur (B.Pharm) and MSBTE Exam (D.Pharm) A-Y. 2019-20 was reviewed as obtained from the respective

examination department. Top 5 student ranker names (Degree & diploma) were displayed on to the display board, notice board, college website & 100% overall result of degree & diploma was published in the daily newspaper (Lakal & Padhar). All the members have congratulated the students & teachers.

Item 7:

To discuss on different type of feedback mechanism to be conducted in A.Y. 2020-21

- It was planned to conduct different types of feedback mechanism for the monitoring regular academic curriculum and to have a control over the daily academic activities. Different types of feedback planned to conduct were.

- a) Student feedback about institute facilities
- b) Student feedback about teachers
- c) Student Exit Feedback
- d) Alumni feedback
- e) Teachers feedback about institute facility
- f) Parents feedback about institute
- g) Employers feedback about institute

It was confirmed by all the members.

Item 8:

To discuss on the establishment of NSS unit & seeking of approval from the Shivaji University, Kolhapur.

- It was discussed to complete the procedure for the establishment of NSS Unit (Degree & diploma) & approval of the NSS unit from the Shivaji University, Kolhapur.

It was advised to select the students from Degree & Diploma as NSS volunteers for A.Y. 20-21

- ③ Item 9: To define steering committee protocol & design responsibility to the respective teacher in charge
- It was discussed to define steering committee protocol consisting of different types of administrative & working committee for the smooth running of academics & healthy academic environment. Duties & responsibilities of respective administrative committee was assigned to respective teachers (Degree & Diploma)

- ④ Item 10:
- To discuss on the compliance & continuation of application to the respective governing bodies like Shivaji University, Kolhapur, AICTE, PCI, MSBTE, AISHE
- It was discussed to complete the process of compliance & constitution of institute application for A.Y. 2020-21 of respective governing bodies like PCI letter of approval, MSBTE letter of affiliation, AISHE letter of affiliation. It was approved by principal sir.

- ⑤ Item 11:
- Planning for the preparation of Institutional magazine
- It was planned to prepare institute magazine A.Y. 20-21 with the compilation of different types of institutional facilities, activities etc. The responsibility of preparation & editing was handed over to the one of the teaching faculty.

- ⑥ Item 12:
- Preparation of different types of registers & printing for the smooth conduct of academic, examination & office activities
- For the purpose of smooth conduct

& good running of academic, examination & office related activities it was discussed to prepare & print different types of registers. It was approved by all the members.

① Item 13:

To make plan for completion of procedure of staff selection procedure for Teacher's approval from Shivaji University, Kolhapur.

- It was discussed to complete the staff selection procedure for the approval of the teacher from Shivaji University, Kolhapur in A-y. 2020-21

② Item 14:

To review on medicinal plants updating & maint.

- A review on updating list of medicinal plants in medicinal plant garden was assigned to respective teacher of degree & diploma. It was confirmed by all the members.

③ Item 15:

To seek approval of Alcohol & Rectified Spirit usage Licence from Excise Duty Office, Kolhapur.

- It was discussed to complete the procedure of grant of license for Excise duty office, Kolhapur for the monitoring norms of usage of Alcohol & rectified spirit for education & research purpose.

④ Item 16: Refilling of fire extinguisher & installation of hydrant fire extinguisher system & maintenance of record for same.

- Some of the dry powder from fire extinguishers were planned to refill again from the respective & authorised fire extinguisher agency also it was planned to establish & install hydrant fire extinguisher system.

① Item 17:

Planning for the purchase of laboratory related equipment, chemicals, machines, computer software, library books & journals in accordance with AICTE & PCI norms A.Y. 2020-21

- It was discussed to collect the list of short chemicals, machines, computer software, library books & journals in according to comply AICTE & PCI norms. The respective teacher head / Incharges were asked to provide the shortage list within time to respective department in the pharmacy college building.

① Item 18:

Planning for the strategies of new admission to D. Pharmacy & B. Pharmacy A.Y. 20-21

- Considering new admission of degree & diploma for A.Y. 20-21 admission team of teachers was defined & planned for the proper advertising through distribution of pamphlets, advertising daily newspaper, news & vides over the television & social medias over facebook page.

② Item 19:

Discussion & implementation of modern

methods of teaching & learning.

- In accordance with to follow guidelines with SVK & teaching learning methods considering COVID-19 pandemic situation it was discussed to adopt new methods of teaching like Zoom meeting application, WEBEX etc.

② Item 20:

Review on the sanitisation & maintenance of hygienic condition in premises in prevention of COVID-19 pandemic.

- In accordance to curbing of spread of corona virus infection, it was decided to sanitise the college premises including office, corridor, porch, laboratories classroom by municipal sanitisation facility.

③ Item 21:

Any other points/matter to be discussed to be with the permission of chair

- As there were no any points remaining to discuss meeting was concluded with the permission of chair & by putting vote of thanks to all the members.