

Date: 6.10.2022

Time: 2.00 pm

Venue: Conference Room, 2nd Floor

Following points of the agenda were discussed.

1. Confirmation of MOM of the earlier meeting

Minutes of the earlier meeting were confirmed. Action taken report was discussed along with various systems implemented by IQAC Coordinator Professor. Rajashree Hirlekar. Based on the feedback received from stake holders and NAAC result analysis various suggestions were given.

2. Up-dation of Feedback form

It was suggested that the points such as use of teaching aids, ICT tools, innovative teaching methods, number of tutorials taken and sharing the test answers should be added in the student's feedback form

3. Enhancing the Exam guidance cell activities

The competitive exam guidance cell was suggested to enhance the number of activities

4. Conducting the Atmavikas sessions

In Atmavikas, the sessions based on soft skill, life skill activity and self-grooming were suggested to be planned

5. New initiatives suggested by IQAC members were as follows

- a. It was suggested to initiate the Start-up festival to inculcate the entrepreneurship culture in the institute
- b. As a part of NSS activity it was suggested to adopt one Village with Gram Panchayat
- c. Installation of expired medicine box by Health Club. It was suggested to connect NSS team to NGO named "Gunj" who can help in disposal of medicines
- d. The buddy system for B. Pharm students will include only selected students who are interested in mentoring and have good academic background. It was suggested to assign TY buddies to FY students and will continue same buddies for another one year

6. Signing New MOU

It was suggested to sign MOU with IPA CPD Community pharmacy, Chemist and Druggist

7. Use of software for detecting the student's calibre

The placement department was advised to purchase the psychometric analysis software to detect the student calibre before placement activities are initiated

8. Revising the book bank criteria

It was suggested to revise and broaden the book bank selection criteria for availing the books to the students

9. Sharing the information of Grants and Funds

It was suggested that IERC committee should share the deadlines and opportunities of grants and funds and should send reminders at apt time

10. Creating common Website for all links

ICT team was suggested to create a website wherein all relevant links will be available at one place

11. Adding the name of New Faculty members to committee

It was suggested to add new faculty member -Pushpalata madam to PRA committee

12. Creating Interdisciplinary team for proposal writing

Formation of Interdisciplinary team for proposal writing was suggested to be initiated and also all HOD's to find the external support for proposal writing

13. Conducting Annual lecture series

All departments were suggested to conduct the Annual lecture series

14. Purchasing the subscription of science direct

It was suggested to purchase the subscription of science direct

15. Updating the status of Teaching staff Mediclaim

The Office superintendent was advised to update the status of Teaching staff Mediclaim

16. Disposal of unwanted medicines

The process of disposal of unwanted chemicals requires their MSDS. It was suggested to take the assistance of third year students to compile their MSDS.

17. Finalization of Policy

The code of conduct policy monitoring committee should be finalized and it was suggested that the code of conduct to be disseminated to all stakeholders. The members of discipline committee will be part of the code of conduct committee

18. Criteria 4 Initiatives

Suggestions were given to increase the space and number of books in library

19. Criteria 7 Initiatives

Organising the seminar on gender equality and in infrastructure it was suggested to purchase solar panels, tanks, bunds maintenance of water bodies and distribution system

Jadhav

Minutes compiled by
Dr. Vaishali Jadhav
Teacher Representative.

Rajshree

Minutes verified by
Dr. Rajashree Hirlekar
IQAC Coordinator.

Shidhaye

Minutes approved by
Dr. Supriya Shidhaye
Principal

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 6TH OCTOBER 2022

Sr. No.	Decisions	DRI	Action taken
1	To update the Student Feedback form	Academic Incharge: VB	Under process and will be implemented from Academic year 2023-24
2	To enhance the Competitive Exam guidance cell activities	AC, DM	Session on competitive exams scheduled in January
3	To conduct the Atmavikas sessions	NC	Conducted two sessions and planning two more in the month of February
4	To Sign new MOU with IPA Community Pharmacy division (CPD)	VJ	In process
5	To initiate the Start-up festival to inculcate the entrepreneurship culture in the institute	MS, AA	Will be planned in March, 2022
6	To adopt one Village with Gram Panchayat	AS, RP	Adoption of village process in progress
7	To Install the box for expired medicine and get connected with NGO named "Gunj" who can help in disposal of medicines	PB	In-process (currently waste paper and waste food donation is ongoing)
8	To initiate the buddy system for B. Pharm students	AW	System is initiated. Student council is informed. Guideline document is prepared by student council president with help of Council members. Approval for the same is pending. Within 8-10 days system will be implemented.
9	To purchase software used for detecting the student's caliber	Placement cell: AP	Charges Rs. 500/per student. Two complementary analysis done with PRISM.
10	To revise the book bank criteria	SMM	Done
11	To share the information of Grants and Funds	NR	Done on a regular basis after checking eligibility criteria of the grant
12	To create common website for all links	AC	E-Resources website created, linked to be added on website pending

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13	To add the name of new Faculty members to committee	RSH	New faculty members were included in Placement committee
14	To conduct Annual lecture series	All HOD	Pharmaceutics branch will organise in February
15	To purchase the subscription of science direct	SMM	ICT membership taken for 1 year
16	To dispose the unwanted chemicals	MS	The policy is being reviewed. Tie up with P&G is proposed
17	To finalize the code of conduct monitoring committee	All HOD	Code of conduct monitoring committee is formed.
18	To increase the space and number of books in Library	SMM	Presently the total number of added books are 1146 in this academic year
19	To organize the seminar on gender equality	NR	Seminar would be organized in the month of February
20	To purchase solar panels, tanks, bunds maintenance of water bodies and distribution system	MG	Quotations are invited and quotation analysis and discussion regarding terms and condition with vendors is in progress for installation of solar panels. Requirement of tanks, bunds has been forwarded to VES Trust.

Rajashree Hirlekar

Dr. Rajashree Hirlekar
IQAC Coordinator

Supriya Shidhaye

Dr. Supriya Shidhaye
Principal

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Date: 14.1.2023

Time: 4.00 pm

Venue: Conference Room, 2nd Floor

Following points of the agenda were discussed.

Confirmation of MOM of the earlier meeting


1. Minutes of the earlier meeting were confirmed. Action taken report was discussed along with various systems implemented by IQAC Coordinator Professor. Rajashree Hirlekar. Based on the feedback received from stake holders various suggestions were given.


Academic

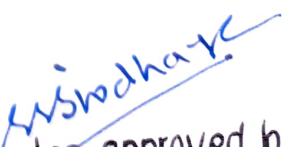
2. Experiential learning shall include Journal club activity for third year students and environmental science activity for First year B.Pharm students
3. The feedback on the curriculum should be taken whenever new syllabus is implemented.
4. It was suggested to conduct seminars and workshops based on communication skills for B.Pharm and M.Pharm both and short -term communication skill course for second year B.Pharm students during their vacations
5. It was advised to organize the sessions based on time management under the C2C activities
6. It was suggested to conduct the Instrument handling course: Hands-on training for B. Pharm students to enhance their technical skills

New Quality Initiative

7. The Aavishkar winning posters can be displayed during the start-up festival conducted by IIC committee to cultivate the culture of innovation and research among UG and PG students


Minutes compiled by
Dr. Vaishali Jadhav
Teacher Representative.


Minutes verified by
Dr. Rajashree Hirlekar
IQAC Coordinator


Minutes approved by
Dr. Supriya Shidhaye
Principal.

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 14TH JANUARY 2023

Sr. No.	Decisions	DRI	Action taken
1	To include Journal club activity for third year students and Environmental science activity for First year B. Pharm students as experiential learning	Class Coordinators	Done
2	To take feedback on the curriculum whenever new syllabus is implemented.	NAAC criteria 1 and Class coordinators. Over all-VB	In- process Will be done when new syllabus is implemented
3	To conduct seminars and workshops based on communication skills for B.Pharm and M.Pharm both and short-term communication skill course for second year students during their vacations	NC	In process, will conduct after their exams For PG, in 3rd sem, a workshop will be organized
4	To organize the sessions based on time management under the C2C activities	NC	In process, will conduct after exams
5	It was suggested to conduct the instrument handling course for B. Pharm students	AA	Planned in the period from 25th April to 30 June, 2023
6	To display the Aavishkar posters during the start-up festival to cultivate the culture of innovation and research among UG and PG students	All HOD	Will be done during Startup Festival in July 2023

Rajashree Hirlekar
Dr. Rajashree Hirlekar
IQAC Coordinator

Supriya Shidhaye
Dr. Supriya Shidhaye
Principal

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Date: 29.03.2023

Time: 11.30 am

Venue: Conference Room, 2nd Floor

Following points of the agenda were discussed.

Confirmation of MOM of the earlier meeting

Minutes of the earlier meeting were confirmed. Action taken report was discussed along with various systems implemented by IQAC Coordinator Professor. Rajashree Hirlekar.

Based on the feedback received from stake holders various suggestions were given.

NEW QUALITY INITIATIVE

1. As suggested by VES trust it was decided to initiate "Digital academics course" in two phases for internal and external students on core pharmacy topics
2. It was decided to design a short training program "Train the trainers" for teachers under the series of Utkarsha activity.

ACADEMICS

3. It was suggested to conduct cross departmental activity under Vicharmanthan session
4. WDC shall take up seminars/activities pertaining to cross cutting issues for sensitization of underprivileged women's.

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 29TH MARCH 2023

Sr. No.	Decisions	DRI	Action taken
1	To initiate digital academics course in two phases for internal and external students on core pharmacy topics	PSK	The syllabus of 4 courses proposed by VESCOP was communicated and the courses were launched in June 2023. In the next phase the courses will be converted to 30 hours and 2 credit elective courses.
2	To design a short training program "Train the trainers" for teachers under the series of Utkarsha	AA	Mrs. Ashwini Wani & Dr. Rajan kalamkar will undertake the training in the period between 17th to 28th July, 2023; Training modules are communicated to both of them
3	To conduct cross departmental activity under vicharmanthan session	HK	Will be planned in July
4	To conduct the seminars/activities pertaining to cross cutting issues for sensitization of underprivileged women	NR	Will be conducted in next academic year

Rajashree

Dr. Rajashree Hirlekar
IQAC Coordinator

Supriya

Dr. Supriya Shidhaye
Principal

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Date: 8.07.2023

Time: 2.00 pm

Venue: Seminar Hall, 2nd Floor

Following points of the agenda were discussed.

Confirmation of MOM of the earlier meeting

Minutes of the earlier meeting were confirmed. This being the last meeting of academic year 2022-23, improvement and enhancement in various systems and activities along with action taken report of last meeting were presented by IQAC Coordinator Professor. Rajashree Hirlekar. The industry members cherished the progress of the institute. The parent member and student member appreciated the student centric activities that were helpful for the holistic development of the students.

Based on the feedback received from stake holders various suggestions were given.

NEW QUALITY INITIATIVE

1. It was decided to design a short training program "Train the trainers" for teachers
2. It was suggested to conduct cross departmental activity under Vicharmanthan session

ACADEMICS

3. It was suggested to take guidance from Mr. Vivek Neekhra on career development activities
4. Pertaining to the autonomy, the HOD's were suggested to create committee and invite the external resource person to discuss the curriculum
5. Buddy system for B. Pharm students

RESEARCH

6. Ph.D. (Tech.) in Quality Assurance in A.Y. 2023-24
7. For VES incubation center it was advised to take help from DIPSAR in hand holding for organizing the healthcare camp

ADMINISTRATION

8. Compilation of the documentation for Autonomy

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Minutes compiled by
Dr. Vaishali Jadhav
Teacher Representative

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Minutes verified by
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IQAC Coordinator

Shidhaye
Minutes approved by
Dr. Supriya Shidhaye
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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 8TH JULY 2023

Sr. No.	Decisions	DRI	Action taken
1	To design a short training program "Train the trainers" for the teachers	AA	Done, AW has started the training
2	To conduct cross departmental activity under Vicharmanthan session	HOD	In Process
3	To take guidance from Mr. Vivek Neekhra on career development activities	AP	Mr. Vivek has shared a skill building workshop module. We have asked for the duration and cost of the workshop.
4	To initiate the Buddy system for the B. Pharm students	AW	List of students of TY (current LY, buddies for junior students) was already circulated to FY (current SY) at the end of AY 22-23. Need to design system to monitor the development of these meetings.
5	To initiate the Ph.D. (Tech.) in Quality Assurance in A.Y. 2023-24	AA	LIC conducted on 17th August, 2023
6	To take help from DIPSAR in hand holding for organizing the healthcare camp for VES incubation center	HK	In Process
7	To compile the documents required for the Autonomy	AC	In Process

Rajashree Hirlekar

Dr. Rajashree Hirlekar
IQAC Coordinator

Supriya Shidhaye
Dr. Supriya Shidhaye
Principal