

VES COLLEGE OF PHARMACY

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

Internal Quality Assurance Cell

2.07.2023

Agenda for the meeting 8th July 2023

All the members of IQAC are hereby informed that a meeting is scheduled on 8th July 2023 at 2.00 p.m in the Board Room.

Kindly make it convenient to attend the same.

The agenda of the meeting is as follows:

1. To read and confirm the minutes of the previous meeting held on 29th March 2023.

2. Administration

To discuss the requirements for autonomy.

To confirm discontinuation of NBA

To discuss NEP initiatives to be taken

3. Academics

To update about faculty industrial visit

To organize seminars on topics like ICT, computing activities, gender equality, cross cutting issues and higher studies

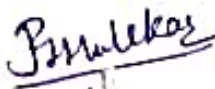
To discuss initiatives for physical fitness and health

4. Research

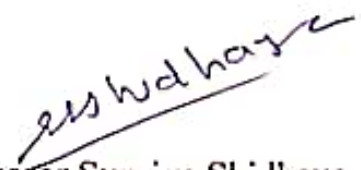
To reform R and D cell as per UGC guidelines

5. Infrastructure

To discuss new facilities required in the campus.



Professor Rajashree Hirlekar
IQAC Coordinator



Professor Supriya Shidhaye
Principal

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

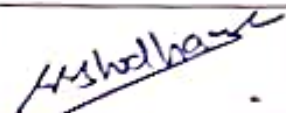

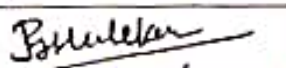
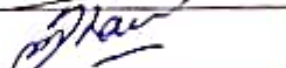
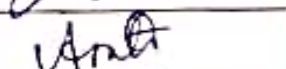

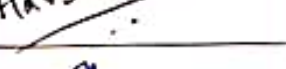
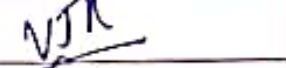



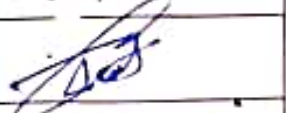
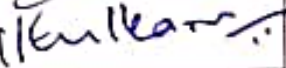
Internal Quality Assurance Cell

Date: 8.07.2023

Time: 2.00 pm

Venue: Second floor, Seminar Hall

Following members were present:

SN	Name	Legend	Signature
1.	Dr. Supriya Shidhaye	Principal VES COP, IQAC Chairperson	
2.	Mr. B. L. Boolani	Management Representative	
3.	Dr. Rajashree Hirlekar	IQAC Co-ordinator	
4.	Dr. Mushtaque Shaikh	NAAC coordinator	
5.	Dr. Anita Ayre	Teacher Representatives	
6.	Dr. Harsha Kathpalia	Teacher Representatives	
7.	Mrs. Vidhi Bhatia	Teacher Representatives	
8.	Mrs. Sonali Munj	Teacher Representatives	
9.	Mrs. Pradnya Korlekar	Teacher Representatives	
10.	Mrs. Ashwini Wani	Teacher Representatives	
11.	Dr. Vaishali Jadhav	Teacher Representatives	
12.	Mr. Prasad Bhurke	Industry representative	online
13.	Mrs. Ruchi Singh	Alumni representative	online
14.	Mr. Inder Gulati	Employer Rep.	online
15.	Mr. Milind Ghadi	Sr. Admn. Office	
16.	Mrs Kameshwari Kulkarni	Stakeholder Parent	
17.	Ms. Mukta Lele	Student Rep.	online

VES COLLEGE OF PHARMACY

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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

Jadhav
Minutes compiled by
Dr Vaishali Jadhav
Teacher Representative

Hirlekar
Minutes verified by
Dr Rajashree Hirlekar
IQAC Coordinator

Shidhaye
Minutes approved by
Dr Supriya Shidhaye
Principal

VES COLLEGE OF PHARMACY

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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

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AGENDA

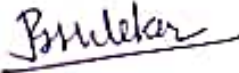
25/9/2023

All the members of IQAC are hereby informed that a meeting is scheduled on 7th October 2023 at 11.00 a.m in the Board Room.

Kindly make it convenient to attend the same.

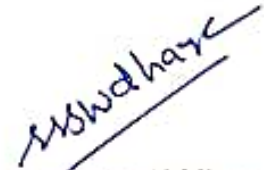
The agenda of the meeting is as follows:

1. To read and confirm the minutes of the previous meeting held on 8th July 2023.
2. Administration
3. Academics
NAAC seminar
Application to UGC Paramarsh
4. Research
5. Infrastructure



Dr. Rajashree Hirlekar

IQAC Coordinator



Dr. Supriya Shidhaye

Principal

VES COLLEGE OF PHARMACY

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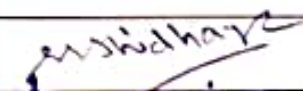
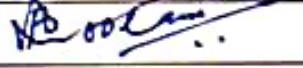
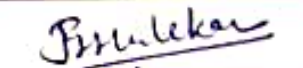
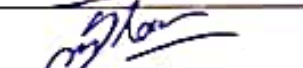
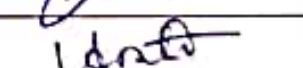
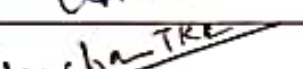

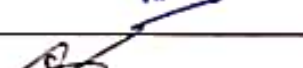
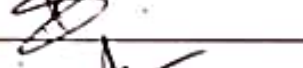
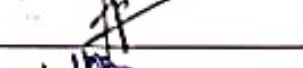
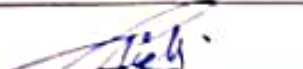
IQAC COMMITTEE MEETING

Date: 7.10.2023

Time: 11.00 am

Venue: Second floor, Board room

Following members were present:

Sr. No.	Name of the Member	Capacity	Signature
1	Dr. Supriya Shidhaye	Principal VESCOP, Chairperson	
2	Mr. B. L. Boolani	Management Representative	
3	Dr. Rajashree Hirlekar	IQAC Coordinator	
4	Dr. Mushtaque Shaikh	NAAC Coordinator	
5	Dr. Anita Ayre	Teacher Representatives	
6	Dr. Harsha Kathpalia	Teacher Representatives	
7	Mrs. Sonali Munj	Teacher Representatives	
8	Mrs. Pradnya Korlekar	Teacher Representatives	
9	Mrs. Ashwini Wani	Teacher Representatives	
10	Dr. Vaishali Jadhav	Teacher Representatives	
11	Mr. Prasad Bhurke	Local Society Representative	online
12	Mrs. Ruchi Singh	Alumni Representative	online
13	Mr. Inder Gulati	Employer Representative	online
14	Mr. Milind Ghadi	Senior. Administrative. Officer	
15	Mrs. Reema Samir Khot	Parent Representative	online
16	Ms. Archie Naresh Jaiswal	Student Representative	online

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IQAC CORE COMMITTEE MEETING

Date: 7.10.2023

Time: 11.00 am

Venue: Board 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.

ACTIONS

S.N.	Description	Primary owner	Due Date
1.	NAAC Seminar	MS/RSH	2 nd week of October 2023
2.	Application to funding scheme of UGC Paramarsh	MS	1 st week of October 2023
3.	NAAC Parisparsh scheme: Application to Mumbai university for assigning the college mentorship status	RSH	3 rd week of August 2023
4.	Train the trainers A) To train the faculty members for handling the instruments B) To deliver the domain specific lectures by the faculty members to all the staff members	RSH MS AA VB PSK	
5.	Multidisciplinary Research	All Dept Head	
6.	Vichar Manthan	All Staff members	HK madam (Next staff meeting)
7.	Buddy system	AW	1 st week of October

8.	Testimonials from passed out students	AW	1 st week of October
9.	Seminars on Gender sensitization	GS	3 rd week of October 2023
10.	New Quality Initiative/ Student Tutor	AW& All Module coordinators	3 rd week of October 2023

Sr. No.	Description
1	Conduct of NAAC seminar: One day NAAC seminar was decided to be scheduled on second week of October 2023. The sessions will include sessions by Criteria In-charges along with the external speakers.
2	UGC Paramarsh scheme: It was suggested to apply for the UGC Paramarsh scheme with the objective to mentor other NAAC Accreditation Aspirant Institutions for quality improvement.
3	NAAC Parisparsh scheme: To send the application to the university of Mumbai for assigning the college mentorship status. The college will assist the mentee educational institute to get the NAAC accreditation
3	Utkarsh: Industrial training for the Faculty members. All faculty members shall take up the industrial training and Dept head shall update about the same.
4	Multidisciplinary Research: One domain specific module of each practice school to be conducted for other domains.
5	Vichar Manthan: The faculty members were suggested to share their knowledge with all during staff meeting after attending FDP's or any other training programs which is beyond syllabus.
6	Buddy system: The class teachers should be involved in orientation of students about buddy system. One buddy student In-charge should be appointed for monitoring and smooth conduct of the work. The buddies and their students can conduct online meetings for communication and the link should be shared with AW madam. (What is buddy system: The buddy system for B. Pharm students will include 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. The ratio should be 1 buddy for 4 students.)
7	Testimonials from passed out students: The testimonials should be taken from the final year passed out students by the Mentor cell to enhance the PR of the institute.
8	New Quality Initiative: The Tutors can be selected from the buddies and given opportunity to conduct lectures on the topics in their class which are already completed by the teachers.

VES COLLEGE OF PHARMACY

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 7th OCTOBER 2023

Sr. No.	Decisions	DRI	Action taken
1	To conduct the NAAC seminar	MS/RSH	Conducted on 4th November
2	To apply for the funding scheme of the UGC Paramarsh scheme	MS	The Portal is not active
3	To send an application to Mumbai University for the NAAC Parisparsh scheme	RSH	Done
4	Train the trainers A) To train the faculty members to handle the instruments B) To deliver the domain-specific lectures by the faculty members to all the staff members	MS	Will organize a session on Microwave, Buchi Rotavap, and parallel synthesizer in Feb 2024
		AA	Training given to AW & PB for 'Method Development by RP-HPLC' in September 2023
		PSK	
5	To conduct Multidisciplinary Research seminars for practice school students	HOD	Done in practice school and Research Connect Series
6	To conduct cross-departmental activity under Vicharmanthan session in staff meeting	HK	Done in departmental meeting
7	To allot one Buddy In-charge and to involve the Class Teachers in the orientation of the students	AW/ All Class Teachers	Buddy In-charge appointed- Ms. Anagha Nikam Orientation of Buddies- on 12th January will be conducted by Ms. Anagha
8	To collect the testimonials about the institute from the passed-out students along with the	AW	Question included in Mentor exit

VES COLLEGE OF PHARMACY

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

	mentor form		survey. Form shared with Pratik sir.
9	To organize the Seminars on Gender sensitization	GS	Conducted on 4-1-24
10	New Quality Initiative: To appoint the Student Tutors from the buddies	AW & All Module coordinators	One Student is interested and Identified as a Tutor. Activity will start after Sem II begins.

Rajashree Hirlekar

Dr. Rajashree Hirlekar

IQAC Coordinator

Supriya Shidhaye

Dr. Supriya Shidhaye

Principal

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Internal Quality Assurance Cell

2/1/2024

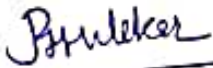
Agenda for the meeting

All the members of IQAC are hereby informed that a meeting is scheduled on 13th January 2024 at 3.30 p.m. in the Board Room.

Kindly make it convenient to attend the same.

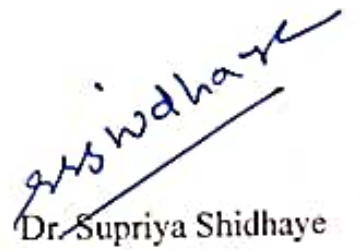
The agenda of the meeting is as follows:

1. To read and confirm the minutes of the previous meeting held on 29th March 2023.
2. **Administrative**
Initiation of NAAC activities as Autonomous institute
3. **Academics**
 - Application of Seminar grant
 - Gap Analysis of Alumni PO attainment survey of B Pharm Batch 2023 and M Pharm Batch 2022
 - Allocation of Swayam courses semester wise
4. **Research**
5. **Infrastructure**



Dr. Rajashree Hirlekar

IQAC Coordinator



Dr. Supriya Shidhaye

Principal

VES COLLEGE OF PHARMACY

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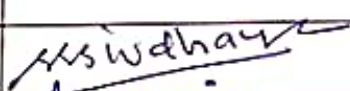
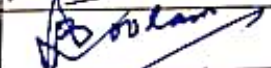
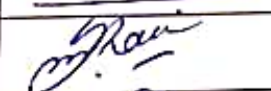
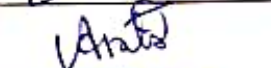
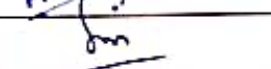
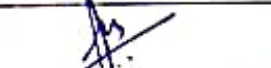
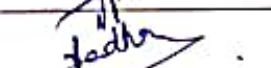

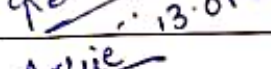
IQAC COMMITTEE MEETING

Date: 13.01.2024

Time: 3.30 pm

Venue: Second floor, Board room

Following members were present:

Sr. No.	Name of the Member	Capacity	Signature
1	Dr. Supriya Shidhaye	Principal VESCOP, Chairperson	
2	Mr. B. L. Boolani	Management Representative	
3	Dr. Rajashree Hirlekar	IQAC Coordinator	
4	Dr. Mushtaque Shaikh	NAAC Coordinator	
5	Dr. Anita Ayre	Teacher Representatives	
6	Dr. Harsha Kathpalia	Teacher Representatives	
7	Mrs. Sonali Munj	Teacher Representatives	
8	Mrs. Pradnya Korlekar	Teacher Representatives	Absent
9	Mrs. Ashwini Wani	Teacher Representatives	
10	Dr. Vaishali Jadhav	Teacher Representatives	
11	Mr. Prasad Bhurke	Local Society Representative	Absent
12	Mrs. Ruchi Singh	Alumni Representative	online
13	Mr. Inder Gulati	Employer Representative	online
14	Mr. Milind Ghadi	Senior. Administrative. Officer	
15	Mrs. Reema Samir Khot	Parent Representative	 13.01.2024
16	Ms. Archie Naresh Jaiswal	Student Representative	

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INTERNAL QUALITY ASSURANCE CELL

Date: 13.01.2024

Time: 3.30 p.m.

Venue: Board 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.

ACTIONS

S.N.	Description	Primary owner
1.	Follow-up with Mumbai University for NAAC Parisparsh scheme	MS/RSH
2.	Each department should take the responsibility of development of E content	All HOD
3.	Departmental presentation by HOD's in GB meeting	RSH
		MS
		AA
4.	Application to various government and non-government funding bodies for seminar grant	MS
5.	Based on Alumni feedback to conduct the sessions based on communication skill and time management	NC
6.	The Communication skill workshop shall be conducted by professional soft skill trainer	Academic In-charge
7.	Semester wise allocation of Swayam courses to B. Pharm students	PSK

Sr. No.	Description
1	HOD presentation in GB meeting: The HOD's to present their department progress in GB meeting by emphasizing on the topics like major achievements, research innovation, grants and consultancy.
2	Swayam course for B. Pharm students: The Swayam courses selected for Students should be mapped with their syllabus.
3	Initiative for improving students Communication skills: During lecture, every student can give 15 minutes presentation on one topic allocated by their subject teachers in each semester.

Jadhav

Minutes compiled by
Dr. Vaishali Jadhav
Teacher Representative

Hirlekar

Minutes verified by
Dr. Rajashree Hirlekar
IQAC Coordinator

Shidhaye

Minutes approved by
Dr. Supriya Shidhaye
Principal

VES COLLEGE OF PHARMACY

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 13TH JANUARY 2024

Sr. No.	Decisions	DRI	Action taken
1	To develop the E content per department	All HOD	In-process (MSS) In-process (RSII)
2	To present the departmental achievements in GB meeting	RSH	Done
		MS	
		AA	
3	To apply to various government and non-government funding bodies for seminar grant	MS	In Process
4	To conduct the sessions based on communication skill and time management	NC	Done
5	To appoint a professional soft skill trainer for the Communication skill workshop	Academic In-charge	Will be planned in Academic year 2024-25
6	To allocate the Swayam courses to B. Pharm students	PSK	Done

Rajshree Hirlekar

Dr. Rajashree Hirlekar

IQAC Coordinator

Supriya Shidhaye

Dr. Supriya Shidhaye

Principal

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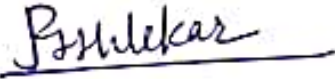
2/4/2024

All the members of IQAC are hereby informed that a meeting is scheduled on 13th April 2024 at 2.00 p.m in the Board Room.

Kindly make it convenient to attend the same.

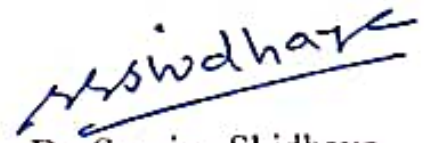
The agenda of the meeting is as follows:

1. To read and confirm the minutes of the previous meeting held on 13th January 2024.
2. Administration
3. Academics
Syllabus modification as per Autonomy
4. Research
5. Infrastructure



Dr. Rajashree Hirlekar

IQAC Coordinator



Dr. Supriya Shidhaye

Principal

VES COLLEGE OF PHARMACY

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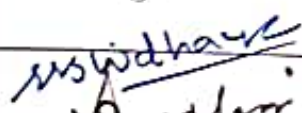
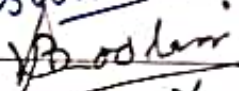
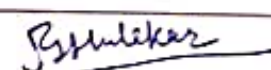
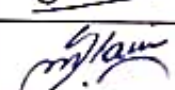
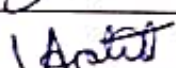
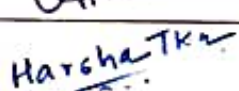



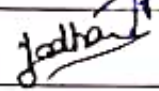

IQAC COMMITTEE MEETING

Date: 13.04.2024

Time: 11.00 am

Venue: Second floor, Board room

Following members were present:

Sr. No.	Name of the Member	Capacity	Signature
1	Dr. Supriya Shidhaye	Principal VESCOP, Chairperson	
2	Mr. B. L. Boolani	Management Representative	
3	Dr. Rajashree Hirlekar	IQAC Coordinator	
4	Dr. Mushtaque Shaikh	NAAC Coordinator	
5	Dr. Anita Ayre	Teacher Representatives	
6	Dr. Harsha Kathpalia	Teacher Representatives	
7	Mrs. Sonali Munj	Teacher Representatives	
8	Mrs. Pradnya Korlekar	Teacher Representatives	
9	Mrs. Ashwini Wani	Teacher Representatives	
10	Dr. Vaishali Jadhav	Teacher Representatives	
11	Mr. Prasad Bhurke	Local Society Representative	online
12	Mrs. Ruchi Singh	Alumni Representative	online
13	Mr. Inder Gulati	Employer Representative	Online
14	Mr. Milind Ghadi	Senior. Administrative. Officer	
15	Mrs. Reema Samir Khot	Parent Representative	online
16	Ms. Archie Naresh Jaiswal	Student Representative	online

INTERNAL QUALITY ASSURANCE CELL

Date: 13.04.2024

Time: 11.00 p.m.

Venue: Board 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.

ACTIONS

S.N.	Description	Primary owner
ACADEMICS		
1.	For Skill enhancement of student, it was suggested to start Add on courses like Artificial Intelligence, Machine learning, Regulatory affairs, Pharma marketing, Advertising, Clinical research management and IPR/Patenting in India, US and EU.	Skill Enhancement implementation cell
2.	Workshops and training courses can be provided to the students for improving their Communication skills and Listening skills	NC
3.	The marketing module can be introduced in the practice school curriculum	HODs/Module coordinators
4.	Orientation to the TY and LY students on various career options	Placement cell
5.	For innovative and creative thinking the case studies can be added as a part of evaluation in regular exams	RK
6.	The journal club activity can be implemented in every department for getting regular research update.	RDC
7.	To introduce one month training to S.Y students and two months training to T.Y students	III cell-AP
8.	Alumni contribution in terms of knowledge sharing will be able to bridge the gap in the curriculum.	Alumni cell/AA,AP
9.	Approaching the technology companies who take interns from Healthcare and Pharmacy colleges	AP, PC

Notes

Sr. No.	Description
1	Tapping the VES Alumni : The industry alumni should be contacted and asked to provide information related to current research based on market survey
2	Swayam Course for B.Pharm students: The Swayam courses selected for students should be mapped with their syllabus
3	Initiative for students communication skills: During lecture every student can give 15 minutes presentation on one topic allocated by their subject teachers in each semester
4	Higher Education: For higher education the students who have conducted any voluntarily work for 3 to 4 years for societal benefit are preferred for higher education. This can be introduced to them as Creativity, Activity, Service (CAS) similar to that implemented in the curriculum at IB schools.
5	Skill Enhancement Techniques: All the industry participants suggested to train the students with techno commercial skills, critical thinking skills, root cause analysis and SAS programming, etc. Application of computational modelling in drug-excipient interaction prediction can be taught to M Pharm. students
6.	Assignments on FDA submission documents: It was suggested that case studies/ short assignments on FDA submission documentation should be included as an evaluation method for subjects like regulatory affairs.
7	Journal Club activity: The journal club activity can be implemented in every department for getting regular research update

Jadhav

Minutes compiled by
Dr. Vaishali Jadhav
Teacher Representative

Hirlekar

Minutes verified by
Dr. Rajashree Hirlekar
IQAC Coordinator

Shidhaye

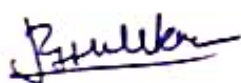
Minutes approved by
Dr. Supriya Shidhaye
Principal

VES COLLEGE OF PHARMACY

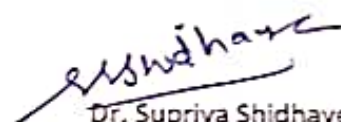
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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 13TH APRIL 2024

Sr. No.	Decisions	DRI	Action taken
1	To start Add on courses for skill enhancement of students	Skill Enhancement implementation cell	AI in healthcare course planned from 8 th July to 12 th July
2	To organize the workshops and training courses for students for improving their Communication skills and Listening skills	NC	Planned in the month of September
3	To introduce the marketing module in the practice school curriculum	HODs/Module coordinators	In process
4	To orient the TY and LY students on various career options	AP	Following up with Hitesh sir
5	To add the case study or application-based question in sessional examination and in the regular exams	RK	Being implemented from AY 2024-25 with specific guidelines as per approved autonomous college manual.
6	To add the journal club activity in every department for getting regular research update.	RDC	Being implemented in the year 2024-25. 4 presentations per week by each department.
7	To introduce one month training to S.Y students and two months training to T.Y students	III cell-AP	To be discussed in IIC meeting
8	To organise the knowledge sharing programs of Alumni	Alumni cell/AA	One session is planned on 3 rd August on "Mastering communication a key to job readiness" and "Approaching research in pharmaceutical sciences"
9	To approach the technology companies for taking interns	AP	Ongoing



Dr. Rajashree Hirlekar
IQAC Coordinator



Dr. Supriya Shidhaye
Principal