



1.4.1: Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

SUMMARY OF DOCUMENTS

Sr. No	Year	Name	Page Number (From-To)
1	2018-19	Policy for Feedback	2-10
2	2018-19	Format for feedback collection	10-14
3	2018-19	Minutes for Internal Quality Assurance Cell	15-26

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Policy for Feedback

Policy Applies to	:	All Staff and Students
Approval Authority	:	IQAC and College Development Committee
Governing Authority	:	Academic Monitoring Committee
Responsible Officer	:	Academic Coordinator
Approval Date	:	1/12/2018
Effective Date	:	01/01/2019
Date of Last Revision	:	Not Applicable
Date of Policy Review	:	First meet of IQAC in the beginning of academic year

1. POLICY STATEMENT:

The purpose of this Policy and the associated procedures is to achieve coordination and consistent practices of feedback collection, analysis and decide action plan.

2. POLICY SCOPE:

The Policy applies to all staff and students of Pravara Rural College of Pharmacy, Pravaranagar.

3. RESPONDENTS:

Structured Feedback shall be collected from following stakeholders-

- Student
- Teachers
- Alumni
- Parents
- Employers
- Professional

4. OBJECTIVES:

- To achieve quality sustenance and enhancement ensuring that vision and mission of the institute are fulfilled.
- To know level of satisfaction and identify the gaps with understanding of increased



expectations and aspirations of stakeholders thereby helping in designing appropriate interventions.

- To enhance the student experience through the systematic collection and analysis of student feedback as a basis for improvement.

5. TYPES OF FEEDBACK:

A. Online Feedback on Curriculum design:

- Pravara Rural college of Pharmacy is affiliated to SPPU and follows the course structure/ curriculum pattern implemented by SPPU from time to time. The feedback on curriculum shall be collected from students, alumni, employers, professional and teachers to evaluate the curriculum design i.e., the course structure, the syllabi etc. whenever new course structure is implemented by SPPU.
- Online feedback shall be conducted as mentioned in schedule for feedback collection. The feedback is analyzed in academic monitoring committee and IQAC meeting. The suggestions for updation in curriculum shall be communicated to BOS, academic council of SPPU as hard copy. Also teacher representatives shall be sent to syllabus orientation meeting organized by SPPU and Pharmacy council of India time to time to discuss and submit the suggestions for updation in syllabus.

B. Feedback on Teaching and Institutional Quality:

- **Student Feedback:** Online feedback shall be collected at least twice in every semester from all students to evaluate teaching and academic quality. The online feedback management system is designed to record the response. (https://cphl.pravaramis.in/feedback/feedback_default.aspx). Student feedback shall be taken from time to time for library facilities, Training and placement activities, co-curricular and extracurricular activities, soft skill development, functioning of the various committees and cells, the Physical facilities and amenities present in the Institution as discussed under point C, D, E and F. The link shall be activated and made available to students before conduct of activity by computer programmer in consultation with academic coordinator.
- **Parent Feedback:** Feedback shall be collected during parent meet to evaluate attributes like student academic development, teaching performance, infrastructure facilities, and

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co-curricular, extracurricular activities etc.

- **Alumni Feedback:** Online feedback from alumni shall be collected once a year. Offline feedback from alumni shall be collected during alumni meet.
- C. **Need assessment Survey:** Online survey for understanding student needs shall be conducted in the beginning of the every semester for organizing various student activities and training. The responses received shall be analyzed in academic monitoring meeting. The schedule of activities shall be prepared by Training and placement cell.
- D. **Suggestion Boxes:** The suggestion box is placed at common place to collect feedback on regular basis. (To be opened by principal/ vice-principal, academic in charge, teacher and student representative once in a month). The suggestions/complaints received shall be recorded with action taken. It shall be stated in minutes of the meeting of the academic monitoring committee.
- E. **Online Grievance Redressal System:** Student shall register any grievance through online grievance redressal system-on web portal https://cphl.pravaramis.in/grievance/gv_home.aspx. Grievance received shall be addressed as per redressal policy.
- F. **Informal Feedback:** Informal Feedback shall be collected by the Principal, Academic In charge, HOD, faculty and the Management members by random talk with students, alumni, parents, employers and professional.
- G. **Student council Meeting / Academic monitoring meeting**

6. THE PRACTICE:

- **Feedback collection:** Online and offline feedback shall be collected through well-designed questionnaires and open ended questions with rating scale- Excellent, good, average and poor. Questions for feedback from stakeholders shall be decided by IQAC and Academic Monitoring Committee.
- **Feedback Analysis:** The Feedback collected shall be analyzed and interpreted critically as per rating/response given under complete confidentiality by the academic monitoring committee and IQAC.

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- **Action Taken:** The IQAC shall decide the plan of action to improve the gaps and problems and to implement appropriate changes. Feedback collection, analysis and action taken report shall be stated in minutes of meetings of academic monitoring committee, IQAC and College Development committee.
- **Feedback Report:** The Feedback analysis and action taken shall be conveyed to all stakeholders and the report shall be displayed on institute website.
- **Suggestions for updation in curriculum shall be communicated**
 - a. During Syllabus orientation program/ meetings organized by SPPU and Pharmacy Council of India from time to time.
 - b. To BOS and academic council of SPPU in hard copy

7. SCHEDULE FOR FEEDBACK COLLECTION:

Academic dean shall prepare schedule for collection of online feedback from stakeholders and notify them. Feedback shall be collected as per following

❖ Students:

- **Feedback on Curriculum**
- **Online Mode:** Once in a year-in the month January/February
- **Feedback on Teaching and Institutional Quality**
- **Online Mode:** feedback shall be collected at least twice in every semester.
- **Odd Semester-** Last week of July and September
- **Even Semester –** Last week of January and March
- **Need assessment Survey:** Online survey for understanding student needs shall be conducted in the beginning of the every semester for organizing various student activities and training.

❖ Teachers:

- **Online Mode:** Once in a year- in the month January/February As and when any change in curriculum is implemented by SPPU

❖ Alumni:

- **Online Mode:** Once in a year by online mode in the month January/February
- **Offline mode:** During Alumni meet and whenever alumnus visit campus

❖ Employers:

- **Online Mode:** Once in a year in the month of January/February After student placement

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❖ **Professional:**

- **Online Mode:** Once in a year in the month of January/ February As and when any change in curriculum is implemented by SPPU.

❖ **Parent:**

- **Offline mode:** During Parent meet and whenever a parent visit campus.

8. MODE OF FEEDBACKCOLLECTION:

Online Mode- Feedback on Curriculum:

Online Mode- Feedback on institutional and teaching quality

- The student feedback shall be collected through web portal- smart school ERP system- <https://cphl.pravaramis.in/>.
- Feedback shall be collected by academic coordinator with the help of computer programmer through student login. No faculty shall have access to the online feedback system and report other than The Principal.
- Strict confidentiality shall be maintained throughout the process for recording the responses.
- Any breach of confidentiality shall be dealt with utmost seriousness and shall be reported to IQAC and academic monitoring committee. A strict disciplinary action shall be initiated against those found guilty.

Offline Mode:

- Feedback shall be collected on papers as per approved formats of questionnaires for following stakeholders
- Alumni- During alumni meet Parent - During parent meet Employers- During placement drive
- The records shall be maintained by alumni coordinator, class teachers and training and placement officer respectively.

9. FORMATS FOR FEEDBACKCOLLECTION

- Questions for collection of feedback from stakeholders shall be aligned with Program outcomes, Vision-mission and policy statement of the college and shall consider various

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aspects of quality achievement and assurance.

- Questions for feedback collection shall be designed and discussed in IQAC meeting. Formats for the same shall be released after approval from members of IQAC and academic monitoring committee.
- Any revision in the Questionnaires for collection of feedback from stakeholders shall be discussed in First IQAC meet in the beginning of Academic year.


10. FEEDBACK ANALYSIS

Online feedback on Curriculum

- Online responses collected shall be analyzed by academic coordinator and resented in the IQAC meeting.
- The percentage of high rating – excellent and good receive shall be calculated. If the percentage is less than 70%, shortfall shall be identified and action plan shall be decided to bridge the gap. Viz. organizing guest lecture, make up classes, seminars, conference, workshop, training program, value added courses, industrial visit, field visit etc.
- Every specific suggestion received shall be discussed one by one to decide the course of action.
- Review of action taken shall be discussed in subsequent IQAC meeting. Compliance and non-compliance shall be assessed, reported and stated in MOM of IQAC meet.
- Teacher feedback is taken on response scale of yes, no and neutral. More than 30% of no and neutral responses shall be considered to decide the course of action.

Online Feedback on Institution and Teaching Quality

Student feedback responses shall be analyzed by the Principal, Vice-principal and academic coordinator.


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Following limit shall be observed for analysis of teacher performance

Sr. No.	Question	Limit for action	Action plan
1	Knowledge base of the teacher	>30% in Poor + Average	Issue memo asking for improvement in the parameter with red mark.
2	Communication Skills	>30% in Poor + Average	
3	Sincerity / Commitment of the teacher	Less than 80% in Good+ Very Good + Excellent	
4	Interest generated by the teacher	Less than 80% in Good+ Very Good + Excellent	
5	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and Discussion outside class).	Less than 90% in Good+ Very Good + Excellent	
6	Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the Course.	Less than 80% in Good+ Very Good + Excellent	
7	Attitude of the teacher	Less than 90% in Good+ Very Good + Excellent	
8	Whether laboratory sessions have been conducted as per the scheme mentioned in the journal.	Less than 90% in Good+ Very Good + Excellent	
9	Evaluate the teachers behavior during Practical's	Less than 90% in Good+ Very Good + Excellent	
10	Is the teacher available during practicals or does he/she leave the laboratory for Long period of time??	Less than 90% in Good+ Very Good + Excellent	

- If it is observed that both attitude and teaching is found to be poor, then the subject teacher shall be changed immediately.
- If teacher is given negative remarks for two successive academic years, he shall not be considered for increment and promotion.
- If a teacher fails to improve for successive years, a disciplinary action shall be initiated as per the service rules of Pravara Rural Education Society.
- A teacher with positive remarks (more than 90% of Good+Very Good+Excellent in all parameters) shall be motivated for the efforts with letter of appreciation.
- Feedback redressal committee shall be constituted to address the grievances/issues mentioned in the academic feedback received from students.

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CONSTITUTION OF FEEDBACK REDRESSAL COMMITTEE

Sr. No.	Designation	
1	Principal	Chairman of committee
2	Vice Principal	Member
3	Academic In Charge	Member
4	HOD of respective department where grievance arises	Invited member
5	Section In charge, Establishment Department	Member


Job Mandate:

1. Submission of individual feedbacks to staff every month.
2. Redressal mechanism by counseling the staff and rectification.
3. Follow up to be taken in next feedback meeting to note improvement.
4. Staff subject change in case of extreme cases.

11. FEEDBACK ANALYSIS REPORT

The feedback analysis and action taken report as stated in the minutes of the meeting of IQAC shall be prepared by academic coordinator. The report shall be made available on institute website for all stakeholders.


ACADEMIC COORDINATOR


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FORMAT FOR FEEDBACK COLLECTION

A. ONLINE FEEDBACK ON CURRICULUM DESIGN

1. Student Feedback: Name of Student:

Roll No. :

Class :

Semester :

		Excellent	Good	Average	Poor
1	Course updated enough				
2	Course content interesting				
3	The syllabi possess job skills				
4	Course objectives clear to you				
5	Course expose you to new knowledge & Practices				
6	Content of the course encourages extra learning/ Self-learning.				

Any specific suggestion on prescribed curriculum of SPPU:

2. Teachers Feedback: Name of Teacher:

Name of Department:

Sr. No	Name of Subject	Response		
		Yes	No	Neutral
1	Course objectives clear to you			
2	Course work load manageable			
3	Balance between theory and laboratory work			
4	Evaluation scheme designed for course is appropriate			
5	The syllabi possess job skills			
6	Course expose to new knowledge and practices			
7	Are the Departmental courses distributed evenly in semesters (Odd and Even)			
8	Availability of resources in library			
9	The books prescribed/listed as reference materials are relevant, updated and appropriate.			
10	Allotted time to complete the syllabus is sufficient			

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3. Alumni Feedback:

Name of Alumni: Mobile Number:

Email Id:

Feedback is collected on rating scale of Excellent, Good, Average, Poor

Sr. No	Parameters	Response			
		Excellent	Good	Average	Poor
1	Rate the curriculum for acquiring professional skills and knowledge required for employability				
2	Rate the curriculum for creating interest among the students to pursue post-graduation/ Research/ Higher studies				
3	Rate the curriculum for practical/ skill based learning.				
4	Rate the curriculum for inculcating attributes such as personality development/ communication and soft skills development				
5	Rate the curriculum for addressing cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics				
6	Rate the curriculum for supporting co-curricular and extra-curricular activities				

4. Employers Feedback:

Name of Employer:

Designation of the employer:

Mobile No of employer:

Name of Organization:

Name of Employee:

Feedback is collected on rating scale of Excellent, Good, Average, Poor

Sr. No	Parameters	Response			
		Excellent	Good	Average	Poor
1	Rate the knowledge and Professional skills of the employee				
2	Rate the ability of the employee to contribute towards the goals of the organization				
3	Rate Leadership and management qualities of the employee				
4	Rate the Employee Relationship with seniors/peers/subordinates				
5	Rate the creativity and innovativeness shown at work place by the employee				
6	Rate the communication and soft skills of the employee				

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7	Rate the readiness of the employee to work beyond schedule if required				
8	Rate the curriculum for overall development of the students				

5. Professional Feedback on Curriculum:

Name of Professional

Email Id:

Mobile No:

Name of Organization:

Sr. No	Parameters	Response			
		Excellent	Good	Average	Poor
1	Rate the curriculum for acquiring professional skills and knowledge required for employability				
2	Rate the curriculum for creating interest among the students to pursue post-graduation/ Research/ Higher studies				
3	Rate the curriculum for practical/ skill based learning.				
4	Rate the curriculum for inculcating attributes such as personality development/ communication and soft skills development				
5	Rate the curriculum for addressing cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics				
6	Rate the curriculum for supporting co-curricular and extra-curricular activities				
7	Rate the curriculum for distribution of courses and workload in odd and even semester				
8	Rate the curriculum for modern tools usage				

B. FEEDBACK ON TEACHING AND INSTITUTIONAL QUALITY:

1. Students Feedback-ERP –Online Mode

Date of Feedback:

Name of the staff:

Subject:

Sr. No	Parameters	Response				
		Excel lent	Very Good	Good	Avera ge	Poor
1	Knowledge base of teacher					
2	Communication skills					
3	Sincerity/commitment of the teacher					

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4	Interest generated by the teacher					
5	Accessibility of the teacher in and out of the class (includes availability of teacher to motivate further study and discussion outside class)					
6	Ability to design quizzes/ Tests/ assignments/ examinations and project to evaluate student understanding of the course					
7	Attitude of the teacher					
8	Whether laboratory sessions have been conducted as per the scheme mentioned in the journal					
9	Evaluate the teachers behaviour during practicals					
10	Is the teacher available during practicals or does he/she leave the laboratory for long period of time??					

2. Parents Feedback (Offline)

Name of Parent:

Name of Student:

Class and Semester of student:

Mobile No of Parent:

Sr. No	Parameters	Response		
		Yes	No	Neutral
1	Are you satisfied with Knowledge and skill level of your child			
2	Are you satisfied with academic and professional development of your child			
3	Are you satisfied with personality Development / soft skill / Communication skill development of your child			
4	Are you satisfied with the curriculum for imparting employability skills your child			
5	Are you satisfied for interest generated in your child for pharmacy profession			
6	Are you happy with holistic development of your child through participation in various co-curricular and extra curriculum activities like Industrial/ hospital / field visit, sport and cultural activities, NSS activities etc			
7	Are you satisfied with infrastructure and other facilities like library, computer lab, Gymkhana, night library, hostel, mess etc			

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C. ONLINE NEED ASSESSMENT SURVEY Name of Student :

Year of Study :
Interested in : a. Higher Studies b. Placement after UG
Ready to work out of Maharashtra : a. Yes b. No
Contact Number of Student :
Email Id of student :
Which type of training programmes do you need? :
a. GPAT b. Soft Skills c. Interview Facing Skill d. Sophisticated equipment handling
Any other Suggestions :

* Formats may be changed/ updated if required, as per suggestions of academic monitoring committee and stakeholders

ACADEMICCOORDINATOR

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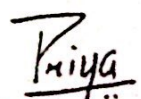
Date: 5/03/2019

The IQAC Meeting as per the agenda mentioned herewith is scheduled on 9 march, 2019 at 4.00 pm in Board Room, PRCOP College.

All are requested to attend the same without fail.

Agenda for the meeting:

Agenda no.	Particulars
1.	To read and approve minutes of the last meeting and action taken report
2.	To consider and approve feedback analysis and action taken report
3.	To discuss Strength and weakness analysis of institute as per requirement of NIRF
4.	To consider and approve the report of civil work to be done
5.	To consider and approve progress and status of the certificate course on "Drug Regulatory Affairs Chemist"
6.	To consider and approve progress and status of the certificate course on "Innovative approaches to Drug design"
7.	To consider and approve status of training and placement activities
8.	To discuss the compliance of activity and academic calendar till Term I
9.	To discuss policy and procedure of student exit survey
10.	To discuss measures to improve student monitoring system
11.	To discuss status of accreditation activity
12.	Any other matter with the permission of chair


Dr. Priya Rao
Principal



**MINUTES INTERNAL QUALITY ASSURANCE CELL
(IQAC) MEETING
Meeting : 2018-19/ 03**

Date: 9 March, 2019

Time: 4.00 pm

Venue : Board Room, Pravara Rural College of Pharmacy, Loni.

Agenda for the meeting

Agenda	Particulars
1.	To read and approve minutes of the last meeting and action taken report
2.	To consider and approve feedback analysis and action taken report
3.	To discuss Strength and weakness analysis of institute as per requirement of NIRF
4.	To consider and approve the report of civil work to be done
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10.	To discuss measures to improve student monitoring system
11.	To discuss status of accreditation activity
12.	Any other matter with the permission of chair

Following Members were present for the meeting.

Sr. No	Name	Designation	Signature
1.	Dr. Priya Rao	Chairperson	
2.	Dr. Ravindra S Jadhav	Coordinator	
3.	Mr. Bansi Patil Tambe	Members from Trust	
4.	Dr. Ravindra Jadhav	Teacher member	
5.	Dr. Ravindra Laware	Teacher member	
6.	Dr. Sanjay Bhawar	Teacher member	
7.	Mrs. Sunayana Vikhe	Teacher member	
8.	Dr. Rahul Kunkulol	Nominee from Local society	
9.	Mr. Prashant Gagare	Nominee from industry	
10.	Mr. Rajendra Tambe	Administrative member	
11.	Dr. Santosh Dighe	Invited member-Teacher	
12.	Mr. Ganesh Shinde	Invited member-Teacher	
13.	Mr. Mahesh Kolhe	Invited member-TPO	
14.	Mr. Changdev Tambe	Parent representative	
15.	Ms. Anjali Dama	Student representative	
16.	Mr. Dinkar Aher	Invited member-Civil dept	



Following members were absent for the meeting

Sr No	Name of teaching staff	Designation
1	Mr. Bharat V Ghoghare	Member from trust
2	Dr. Rasika Bhalake	Nominee from Alumni

Dr. Ravindra Jadhav welcomed all the members and read the agenda of the meeting. Agenda was taken up for discussion-

Agenda No. 1. To read and approve action taken and minutes of the last meeting		Presenter : Dr. Ravindra Jadhav	
➤ Dr. Ravindra Jadhav Briefed the members on "Minutes of the meeting dated 9 th December 2019" and confirmed that MOM have been sent to the members. Dr. Ravindra Jadhav presented action taken report on the decisions made in the second IQAC meeting.			
Action Taken Report of First IQAC meet			
Sr	Decisions	Action taken	Compliance & remark
1	To Publish the draft of policy for feedback on institute website	The policy draft is uploaded on institute website	Complied
2	to collect the feedback on curriculum in the month of January/February from the stakeholders	Feedback on curriculum is collected from Students, Alumni, employers, professionals and teachers	Complied
3	The feedback report shall presented in the next IQAC meet with action taken report.	The Feedback analysis and action taken report is prepared and ready for discussion in IQAC meeting (Agenda No 2)	Complied
4	Dr. Sanjay Bhawar shall identify the strength and weakness as per the formats of NIRF and present the purview in the next IQAC meet	Strength and weakness analysis of institute as per requirement of NIRF is ready for discussion in the IQAC meet (Agenda No 3)	Complied
5	Civil department shall prepare and present the work to be done before the IQAC in next meet	The report of civil work to be done is ready for discussion (Agenda No.4)	Complied
6	To present progress and status of the certificate course on "Drug Regulatory Affairs Chemist" in the next meeting.	The status and progress report is ready for discussion (Agenda No. 5)	Complied
7	To present progress and status of the certificate course on "Innovative approaches to Drug design"	The status and progress report is ready for discussion (Agenda No. 6)	Complied
8	To sign more MOUs with pharmaceutical industries to promote training activities	04 MOUs are signed in the month of March 2019, the brief report is ready for discussion	Complied



		(Agenda No7)	
9	To contact alumni at the top position and HR of pharma company to get help in student placement	Training and Placement department has contacted alumni and HR manager to arrange off and on campus interview. Campus interview of Ajantha Pharma, Macleods Pharma and Herman Finchem are scheduled. (Agenda No 7)	Complied
10	To prepare list of students interested to pursue higher studies and job seekers	List of student interested to pursue higher studies and job seekers is prepared after student interaction and personal interview	Complied

The committee members recommended

Conclusion:

- The Minutes of IQAC meeting conducted on 9/12/2018 and action taken report was accepted and approved by the committee members.

Agenda No. 2. To consider and approve feedback analysis and action taken report

Presenter :
Dr. Ravindra Laware

- Dr. Ravindra Laware presented feedback on curriculum and action taken report before committee members

Reference Documents:

- a. Report on Feedback collected on curriculum from stakeholders
- b. Feedback Analysis Report
- c. Action taken report
- d. Brief statement of recommendations sent to SPPU and PCI

Dr. Laware briefed the members that

- i) Feedback on curriculum was collected from students, teachers, alumni, professionals and employers through online google form link as per the policy on feedback.
- ii) The feedback report is analyzed thoroughly and critically by academic monitoring committee to draw recommendations to be made for curriculum revision.
- iii) The feedback and suggestion report is submitted to BOS and academic section of SPPU.
- iv) Dr. Ravindra Jadhav has participated in "PCI syllabus Orientation workshop" organized jointly by PCI, SPPU and M.G. College of Pharmacy at Nashik. Hon. Dr. B. Suresh, The President of PCI was present for the workshop. Feedback



<p>analysis and suggestions/recommendation report was presented by Dr. Jadhav before the house and hardcopy was submitted to the representative of PCI.</p> <p>v) Comprehensive feedback on curriculum and action taken report is shared on the website for the reference of stakeholders. https://pravara.in/pravara-rural-college-pharmacy/wp-content/uploads/sites/9/2019/03/Feedback-analysis-and-action-taken-report-AY-18-19.pdf</p>
<p>The committee members recommended</p>
<p>Conclusion:</p> <p>➤ <i>The feedback on curriculum and action taken report is accepted and approved by the IQAC members.</i></p>

<p>Agenda No. 3. To discuss Strength and weakness analysis of institute as per requirement of NIRF</p>	<p>Presenter : Dr. Sanjay Bhawar</p>
<p>➤ Dr. Sanjay Bhawar briefed the members that</p> <ol style="list-style-type: none"> The institute has participated in NIRF successfully and required data was uploaded on NIRF. The copy of the report is uploaded on institute website also. https://pravara.in/pravara-rural-college-pharmacy/wp-content/uploads/sites/9/2019/09/NIRF-2019-submitted-final-report-Pharmacy.pdf Dr. Bhawar presented his observations on the strengths and weaknesses of the college as per the requirements of NIRF data capturing system. <p>Strength of the institute:</p> <ol style="list-style-type: none"> Excellent admission from all over Maharashtra Good balance of male and female admissions. Gender equality Excellent result and placements Substantial amount of scholarship received to students Good library facilities with adequate number of books, journals and e-journals. Adequate qualified and experienced faculty <p>Weaknesses of the institute:</p> <ol style="list-style-type: none"> No approved Ph.D. research center Less/no admission from out of Maharashtra No patents filed or granted Less research funding from funding agencies Lack in consultancy projects <p>➤</p>	
<p>The committee members recommended</p> <p>➤ Eligible faculty shall apply for the Ph.D guide to SPPU whenever online link for the</p>	



<p>application is active. Once, faculties are approved as Ph.D guide, college shall apply for affiliation as Ph.D research center.</p> <ul style="list-style-type: none"> ➤ Staff shall be motivated to file patents of research work by the administration. An expert lecture/ workshop/ orientation program on intellectual property rights shall be organized to increase awareness of regulatory procedures. ➤ Each faculty shall prepare and apply at least one proposal to funding agencies as AICTE, BCUD-SPPU, ICMR, UGC as per the schedule displayed time to time. Accreditation will give more credibility to the institute to receive research funding. Accreditation of the institute shall be done in due course of time.
<p>Conclusion:</p> <ul style="list-style-type: none"> ➤ <i>The report on Strength and weakness analysis of institute as per requirement of NIRF is accepted and approved by the committee members.</i>

<p>Agenda No. 4. To consider and approve the report of civil work to be done</p>	<p>Presenter : Mr. Dinkar Aher,</p>
<ul style="list-style-type: none"> ➤ Mr. Dinkar Aher, Chief Civil Engineer of Pravara Rural Education Society, has presented brief report of civil and maintenance work to be done after taking inputs from departments. 	
<p>The committee members recommended</p> <ul style="list-style-type: none"> ➤ To complete the work after practical examination and during summer vacation so as to bring minimum disturbances to academic activities. 	
<p>Conclusion:</p> <ul style="list-style-type: none"> ➤ <i>The report is accepted and approved by the IQAC members.</i> 	

<p>Agenda No. 5. To consider and approve progress and status of the certificate course on "Drug Regulatory Affairs Chemist"</p>	<p>Presenter : Mr. Ganesh Shinde</p>
<p>Mr. Ganesh Shinde Briefed the members on the certificate course on "Drug regulatory affairs chemist" under PMKVY of AICTE, that</p> <ul style="list-style-type: none"> ➤ The first batch of certificate course on "Drug regulatory affairs chemist" is started from 1st December 2018 ➤ Total 25 students have enrolled for the course. ➤ Two Expert lecture were arranged for the students till date. ➤ Regular academics are going on as per the time table shared with the students. ➤ Attendance of students and attendance undertaking by the Principal are uploaded on AICTE institute login as per the requirement of the course regularly. 	



The committee members recommended <ul style="list-style-type: none">➤ To arrange expert/ Guest lecture for the students.
Conclusion: <ul style="list-style-type: none">➤ <i>The status report of certificate course on “Drug Regulatory Affairs Chemist” is accepted and approved by the IQAC members.</i>

Agenda No. 6. To consider and approve progress and status of the certificate course on “Innovative approaches to Drug design”	Presenter : Dr. Sanosh Dighe
Dr. Santosh Dighe briefed the members that <ul style="list-style-type: none">➤ The first batch of certificate course on “Innovative approaches to Drug design” is started from 1st January 2019 to 30th June 2019.➤ Total 23 students have enrolled for the course.➤ Study Tour is scheduled on 18/03/2019 at Padmashree Dr. Vithalrao Vikhe Patil Foundation's College of Pharmacy, Vadgaon Gupta Road ViladGhat, MIDC, Ahmednagar for demonstration of Schrodinger QSAR Software.➤ Regular academics are going on as per the time table shared with the students.	
The committee members recommended <ul style="list-style-type: none">➤ To arrange expert/ Guest lecture for the students.	
Conclusion: <ul style="list-style-type: none">➤ <i>The status report of certificate course on “Innovative approaches to Drug Design” is accepted and approved by the IQAC members.</i>	



Agenda No.7. To consider and approve status of training and placement activities

Presenter :

Dr. Priya Rao and Mr. Mahesh Kolhe

A. Status report of MOU signed

Dr. Priya Rao has briefed the committee members on the status of MOU signed till date.

Sr No	Name of Organization	Address	Date of agreement
1	Nutralytica Research Pvt Ltd,	Krishnagaon, Dindori, Nashik Maharashtra 422202	13/12/2017
2	DaiwikPharmashperePvt ltd	Behind raymonds, N.H-8, Village- Motiwada, Tal-Pardi	14/12/2017
3	Treffer Pharmaceuticals	C/23, Udyognagar, Navsari-396445	14/12/2017
4	N.V. Pharma	Malegaon MIDC, Sinner, Dist- Nashik	14/12/2017
5	Catapharma Chemicals Pvt Ltd	Sinnar, Dist- Nashik	14/12/2017
6	Advanced Enzyme TechnologiesPvt Ltd	Malegaon MIDC, Sinner, Nashik	14/12/2017
7	ScitechSpecialities Pvt. Ltd	Musalgaon MIDC, Sinner, Dist- Nashik	19/12/2017
8	Kaytross ACG Lifesciences Ltd	Ambad MIDC, Nashik, Maharashtra	19/12/2017
9	Prism Life Sciences Ltd	CBD, Belapur, Navi Mumbai, M.S. 400614	27/01/2018
10	Argaav Healthcare Pvt Ltd	Bangalore, Karnataka	27/01/2018
11	Shri Samarth Medical Agency	Ahmednagar 414001	27/01/2018
12	LabelaRegsourcesPvt Ltd.	Mulund (Q), Mumbai-400080	27/01/2018
13	Lab Srujan biotech	Plot No-277, nashik- Aurangabad highway, A/P- Pimpalas, Tal- Niphad, Dist- Nashik- 422301	01/02/2018
14	Megafine Pharma Ltd	Dindori, nashik	02/02/2018
15	Truhealthy LLP Expert Nutraceutical Advocacy Council	Mastermind 1, 521, 5th floor, road, Royal Palms, Aarey Colony, Goregaon, Maharashtra 400065	06/03/2019
16	Gangawal Chemicals Pvt Ltd S A PharmachemPvt Ltd	1B/301, Siddhachal Apartments, Vasant Vihar, Thane, Maharashtra 400601	06/03/2019
17		Plot No. N-5, MIDC Tarapur, Tarapur M.I.D.C., Boisar, Maharashtra 401506	06/03/2019
18		220, UdyogBhavan, Sonawala Road, Goregaon East, Goregaon East, Mumbai, Maharashtra 400063	06/03/2019

Committee members have appreciated the efforts made for the MOU.



The committee members recommended

- To sign MOU with research organization.

Conclusion:

- *The status report of MOU is accepted and approved by the IQAC members.*

Agenda No.7. To consider and approve status of training and placement activities

Presenter :

Mr. Mahesh Kolhe

B. Status report of Student Placement activity

Mr. Mahesh Kolhe, Training and Placement Officer, briefed on the status of student placement activity

- i) List of student interested to pursue higher studies and job seekers is prepared after student interaction and personal interview.
- ii) Training and Placement department has contacted alumni and HR manager to arrange off and on campus interview for UG and PG students.
- iii) Campus interview of Ajantha Pharma is scheduled on 11/04/2019
- iv) Macleods Pharma and Herman Finocem have accepted our invitation to arrange campus interview for UG and PG students. Campus interview is scheduled in the month of June/ July 2019.

The committee members recommended

- To conduct Mock interview for the students to make them ready for scheduled campus interview.

Conclusion:

- *The status report of Student Placement activity is accepted and approved by the IQAC members*

Agenda No.8. To discuss the compliance of activity and academic calendar of term I

Presenter :

Dr. Sanjay Bhawar

Dr. Sanjay Bhawar briefed the committee members on Compliance of activity and academic calendar of Term I, (Academic Year 2018-19)

i) Details of working days/ Holidays/ Vacation

- Date of Commencement of session: (As per University Academic Calendar)

Commencement of classes	Completion
15/06/2018	03/11/2018

- Date of Commencement of session: (As Actual)

Commencement of classes	Completion
15/06/2018	03/11/2018



➤ Internal examination schedule

Practical		Theory	
Commencement	Completion	Commencement	Completion
19/10/2018	25/10/2018	26/10/2018	2/11/2018

➤ External examination schedule

Practical		Theory	
Commencement	Completion	Commencement	Completion
21/11/18	26/11/2018	11/12/2018	29/12/2018

➤ Number of Holiday

Sunday	1 st & 3 rd Saturday	National holidays	Vacation	Total
30	8	8	11	57

➤ Working Days

Academic Days	Academic + Internal Exam Days	Examination Days	Planning/ administrative activity days	Total Working Days
93	6	38	19	156

➤ Month wise Sunday/ Saturday/ Holidays/ Working Days

	Sunday	1 st &3 rd Saturday	Holidays	Vacation	Working Days	Total	Remark- Date of holiday
June 18	4	2	0	0	24	30	
July 18	5	2	0	0	24	31	
August 18	4	2	3	0	21	31	3/8/18- Padmashri Jaya 15/8/18- Independence 22/8/18- Bakri Id
Sept 18	5	0	2	0	23	30	13/9/18- Ganesh Chatur 16/9/18- Moharram
Oct 18	4	0	2	0	25	31	2/10/18- M.Gandhiji Jay 18/10- Dasara
Nov 18	3	1	0	12	15	30	
Dec 18	5	1	1	0	24	31	25/12/18- Christmas
	30	8	8	12	156	214	

- ii) All the activities like industrial visit, parent meet, induction program, student welfare activities, NSS activities, co-curricular and extracurricular activities etc. are conducted/ organized as planned in activity calendar of AY 2018-19
- iii) Compliance report prepared as per the activity calendar. (Ref – Compliance of AC Term I report)
- iv) Inputs from various Departments and stakeholders are being collected for preparation of activity and academic calendar for Academic Year 2019-20 as per the policy documents.



v)	Inputs from all the stakeholders and academic calendar of SPPU will be taken in to consideration before finalization of Academic Calendar.
The committee members recommended that	
i)	The schedule of Continuous Internal Evaluation be included in academic calendar.
ii)	The academic calendar shall be prepared well in advance after taking inputs from all the departments and stakeholders promptly.
iii)	Schedule of various activities and its impact on academics be evaluated carefully.
Conclusion:	
➤ <i>The compliance report of activity and academic calendar is accepted and approved by IQAC</i>	

Agenda No.9. To discuss policy and procedure of student exit survey	Presenter : Dr. Rahul Kunkulol
Dr. Kunkulol explained the key role of student exit survey in quality assurance and enhancement and also brought to the notice of committee members that student exit survey is not taken from the students of previous batches.	
The committee members recommended	
i)	to prepare policy for Student exit survey
ii)	to conduct student exit survey to assess the attainment of PO and student satisfaction
iii)	to conduct online survey in the last week of April
iv)	to present the analysis report in next IQAC meeting
Conclusion:	
➤ <i>The policy to conduct Student exit survey for final year students of UG and PG at the end of programme is accepted and approved by the IQAC members</i>	

Agenda No.10.To discuss measures to improve student monitoring system	Presenter : Dr. Sanjay Bhawar
Dr. Sanjay Bhawar briefed committee members on the process of student monitoring system that	
i)	Class teachers submit academic progress report (APR) and student progress report (SPR) by taking inputs from subject in charge.
ii)	The students with less attendance are communicated and counseled to improve attendance.
iii)	Mentor mentee scheme is in place for attention to individual student.
iv)	Whatsup groups are prepared for each class for staff- student interaction.
v)	Student council meeting and student faculty meeting are conducted regularly to understand student problems
The committee members recommended	
➤ <i>To adopt single online student monitoring system to monitor all activities of students like</i>	



smartshcool online portal.

Conclusion:

- *The policy to adopt online student monitoring system is accepted and approved by the IQAC members*

Agenda No.11.To discuss status of accreditation activity

Presenter :

Dr. Ravindra Jadhav

Dr. Ravindra Jadhav briefed the committee members on status of accreditation activity that

- i) Manual for Healthscience institute is yet not released by the NAAC
- ii) Senior faculty are appointed as criteria in charge for preparation of documentation as per requirement.
- iii) Teachers are acquainted with the terminologies and processes of accreditation in staff meetings.
- iv) Faculty have visited various institutes of Pravara Rural Education Society, which are accredited by NAAC to understand the process of accreditation.

The committee members recommended

- To organize NAAC orientation lectures series of Dr. Y.M. Jayraj, Hon.Vice Chancellor of Pravara Institute Medical Sciences University, Loni.

Conclusion:

- *The decision to organize orientation lecture series for NAAC is accepted and approved by the IQAC members*

Agenda No.12. Any other matter with permission of chair

Presenter :

Dr. Ravindra Jadhav

- NO other matter was discussed

The Meeting of IQAC was concluded with vote of thanks proposed by Dr. Ravindra Jadhav to Hon. Chairman and all the members for their valuable contribution for the meet.

Dr. Ravindra Jadhav

IQAC coordinator

Dr. Priya Rao

Principal

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