



MINUTES INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Meeting : 2018-19/ 02

Date: 9 December, 2018

Time: 4.00 pm

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

Agenda for the meeting

Item no.	Particulars
1.	To read and approve action taken and minutes of the last meeting
2.	To consider and approve policy for feedback
3.	To consider and approve the formats for feedback on curriculum
4.	To participate in NIRF
5.	To apply for NAAC accreditation and decide the time line
6.	To discuss status of certificate course on "Drug regulatory affairs chemist" under PMKVY of AICTE
7.	To discuss status of certificate course on "Innovative approaches to Drug design" in collaboration with Pravara Design Innovation Center
8.	To plan student extension activities sponsored by SPPU under Student welfare scheme
9.	To discuss training and placement activities
10.	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.	Mr. Bharat V Ghoghare	Member from trust	
5.	Dr. Ravindra Laware	Teacher member	
6.	Dr. Sanjay Bhawar	Teacher member	
7.	Mrs. Sunayana Vikhe	Teacher member	
8.	Dr. Rasika Bhalake	Nominee from Alumni	
9.	Dr. Rahul Kunkulol	Nominee from Local society	
10.	Mr. Prashant Gagare	Nominee from industry	
11.	Mr. Rajendra Tambe	Administrative member	
12.	Mr. Changdev P Tambe	Parent Representative	
13.	Dr. Santosh Dighe	Invited member-Teacher	
14.	Mr. Mahesh Kolhe	Invited member-Teacher	
15.	Mr. Someshwar Mankar	Invited member-Teacher	
16.	Mr. Ganesh Shinde	Invited member-Teacher	



Following members were absent for the meeting

Sr No	Name of teaching staff	Designation
1	Mrs. Sunayana Vikhe	Teacher member
2	Mr. Changdev Tambe	Parent representative
3	Ms. Anjali Dama	Student representative

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 6 th October 2018" and confirmed that MOM have been sent to the members. He presented action taken report on the decisions made in the first IQAC meeting.	

Action Taken Report of First IQAC meet

Sr	Decisions	Action taken	Compliance & remark
1	The draft of Policy documents of IQAC to be circulated	Policy for IQAC is prepared and circulated to the members.	Complied
2	A policy for feedback on curriculum shall be drafted.	Policy is drafted and will be taken for discussion in the second meet	Complied
3	The format for discussion shall be made ready for discussion in the next meeting.	The question for online and offline feedback are prepared and will be taken for discussion and approval in the second meet	Complied
4	Revised policy for Student Feedback on teaching and academic quality shall be drafted.	Revised policy for Student Feedback on teaching and academic quality is drafted and will be taken for discussion and approval in the second meet	Complied
5	The committee suggested that two departments- Pharmacognosy and Pharmacology shall organize seminar/ conference on the area which will benefit teachers, students and participants.	Two proposal are presented to SPPU for organizing seminar by Dr. Bhawar and Dr. Jadhav. National level seminar title: Current Prospects of Herbal Nutraceutical as a functional food and Dietary supplement. State level seminar title: Pharmacovigilance; The need of 21 st Century The two seminars will be organized in the month of February 2019. Approval from University is awaited	Complied



Conclusion:

- *The Minutes of IQAC meeting conducted on 1/10/2018 and action taken report was accepted and approved by the committee members.*

Agenda No. 2.To consider and approve policy for feedback	Presenter : Dr. Sanjay Bhawar
<ul style="list-style-type: none"> ➤ Dr. Sanjay Bhawar briefed the members on the draft of "The Policy for feedback". The committee observed that the participation of students and stakeholders plays a key role in quality improvement and assurance. The draft and format of Feedback was discussed and with suggestions from all committee members the final draft after correction was presented before the committee members for approval. 	
The committee members recommended <ul style="list-style-type: none"> ➤ To publish the draft of "Policy for Feedback" on institute website for the information of stakeholders 	
Conclusion: <ul style="list-style-type: none"> ➤ <i>The Policy for feedback was accepted and approved by the committee members.</i> 	

Agenda No. 3.To approve the formats for feedback on curriculum	Presenter : Dr. Sanjay Bhawar
<ul style="list-style-type: none"> ➤ Dr. Sanjay Bhawar briefed the members on the draft of "formats and questions for feedback" that i) Various feedback proformas were revised making it more inclusive and obvious by taking inputs from stakeholders. 	
The committee members recommended <ul style="list-style-type: none"> ➤ To collect the feedback on curriculum in the month of January/February from the stakeholders as per the policy document. ➤ Dr. Sanjay Bhawar and Dr. Ravindra Laware, shall coordinate the whole process of feedback collection and analysis. ➤ The feedback and analysis report shall be presented in the next IQAC meet with action taken report. 	
Conclusion: <ul style="list-style-type: none"> ➤ <i>The formats for feedback on curriculum was accepted and approved by the committee members.</i> 	



Agenda No. 4.To participate in NIRF	Presenter : Dr. Sanjay Bhawar
<ul style="list-style-type: none"> ➤ Dr. Sanjay Bhawar briefed the committee members that data is already being uploaded on data capturing system of NIRF portal. The institute is participating NIRF, actively and positively. 	
The committee members recommended <ul style="list-style-type: none"> ➤ To identify the strength and weaknesses of the institute as per the requirements of NIRF to improve the institute ranking. 	
Conclusion: <ul style="list-style-type: none"> ➤ <i>Dr. Bhawar shall present the purview in the next IQAC meet.</i> 	

Agenda No. 5.To apply for NAAC accreditation and decide the time line	Presenter : Dr. Priya Rao
<ul style="list-style-type: none"> ➤ Dr. Priya Rao proposed the tentative time line of processes to follow to apply for NAAC accreditation. It was decided to apply for first cycle of NAAC accreditation whenever "Manual for Health Science College" is officially released on NAAC website. Till the time, the existing manual available on the NAAC website is to be considered for preparation. ➤ The civil and maintenance work shall be completed in due course of time. Civil department shall prepare and present the work to be done before the IQAC in next meet by taking inputs from various departments. Also list of pending work is to be submitted to Principal with remark/reason on or before 15th December 2018. 	
The committee members recommended <ul style="list-style-type: none"> ➤ To divide the criteria among faculty and to appoint senior teacher as criteria in charge. 	
Conclusion: <ul style="list-style-type: none"> ➤ <i>The proposal to get the institute accredited is accepted and approved by the committee members</i> 	

Agenda No. 6. To start batch of certificate course on "Drug regulatory affairs chemist under PMKVY of AICTE	Presenter : Mr. Ganesh Shinde
<ul style="list-style-type: none"> ➤ Mr. Ganesh Shinde presented status of PMKVY skill development scheme under AICTE. The Student enrollment of interested students of M.Pharmacy is done on web portal of AICTE and approved by AICTE. The schedule and time table is shared with faculty and students. 	
The committee members recommended <ul style="list-style-type: none"> ➤ To arrange the guest/ expert lectures from industry personnel. Committee also instructed to present progress and status of the certificate course in the next meeting. ➤ To include the activity in the academic calendar of next academic year. 	



Conclusion:

- *The proposal to start the certificate course on "Drug regulatory affairs chemist" under PMKVY of AICTE is accepted and approved by the committee members*

Agenda No.7. To start batch of certificate course on "Innovative approaches to Drug design" in collaboration with Pravara Design Innovation Center

Presenter :
Dr. Santosh Dighe

- Dr. Santosh Dighe has presented information of organization, objectives and operation of Pravara Design Innovation center and courses offered under it. Pravara rural college is offering certificate course on "Innovative approaches to Drug design" affiliated to SPPU. The process of registration of candidates for the course has already started. The eligibility criteria for the admission is bachelor degree in chemical and life sciences/ pharmacy. The batch shall start from January 2019.

The committee members recommended –

- **for effecting conduct of the certificate course,**
 1. To Organize the event as per the rules and regulations of Design and Innovation center
 2. To share schedule, syllabus, course objectives, credit system and examination pattern, assessment with students well in advance.
 3. To inform eligible students from sister organization to participate in the course.
 4. To organize field visit of the instructors and students
 5. To present the status of the course in the next meeting Organize the event as per the rules and regulations of Design and Innovation center
 6. To share schedule, syllabus, course objectives, credit system and examination pattern, assessment with students well in advance.
 7. To inform eligible students from sister organization to participate in the course.
 8. To organize field visit of the instructors and students
 9. To present the status of the course in the next meeting
- To include the activity in the academic calendar of next academic year.

Conclusion:

- *The proposal to start batch of certificate course on "Innovative approaches to Drug design" in collaboration with Pravara Design Innovation Center is accepted and approved*

Agenda No.8. To plan student extension activities sponsored by SPPU under Student welfare scheme

Presenter :
Mr. Someshwar Mankar

- Mr. Someshwar Mankar, Student Welfare officer, has presented information of student extension activities planned in Term II of academic year 2018-19. Various Proposals are sent to the SPPU under student Development Department for A.Y.2018-19. Teachers are assigned to work as coordinator to conduct the scheme as per following details.



Sr.No.	Name of the Schemes	Coordinator
1.	Nirbhay Kanya Abhiyan	Mrs.H.S.Bhavar
2.	Disaster Management	Dr.S.S.Siddheshwar
3.	Competitive exam preparation	Mr.S.B.Kakad
4.	Save Energy	Mr.A.S.Dighe
5.	Rain water harvesting	Mr.R.K.Godge
6.	Vermi compost Techniques	Dr.S.B.Bhavar
7.	Advanced Equipment Handling	Mr.S.D.Magar
8.	Intellectual Property Right	Mr.M.H.Kolhe
9.	Herbal Medicinal Cultivation Techniques	Dr.R.S.Jadhav
10.	Skill Development	Mr.G.S.Shinde

The committee members recommended

- All coordinators are informed to make tentative plan and budget requirement to organize the events. Submit the same to Mr. Someshwar Mankar.
- All coordinators are instructed to schedule the activities on or before 15th February 2019 observing least disturbance to routine academic activities.
- Coordinators are instructed to decide the expert speakers after consulting with Dr. Priya Rao, Dr. Sanjay Bhawar and academic monitoring committee members and contact them well in advance to finalize the schedule
- Organize the event as per the rules and regulation of Student development department of SPPU.
- Include students in planning and execution of activities.

Conclusion:

- *The proposal of student extension activities planned in Term II of academic year 2018-19 is accepted and approved by the committee members*

Agenda No.9. To discuss training and placement activities

Presenter :

Mr. Mahesh Kolhe

- Mr. Mahesh Kolhe has presented the information for training activities conducted so far and efforts made for student placements. Committee has appreciated the efforts made for student training. Seven day workshop was conducted for final year student and staff on communication and soft skill development.

The committee members recommended

- To sign more MOUs with pharmaceutical industries to promote training activities
- To arrange sessions of mock interviews and interview facing techniques for the students of UG and PG.
- To contact HR department of various pharma companies inviting them for campus interview



- To contact alumni at the top position to get help in student placement
- To prepare list of students interested to pursue higher studies and job seekers.
- To prepare list of students as per area of interest for future placements.

Conclusion:

- *The report on training and placement activities conducted is accepted and approved by the committee members*

Agenda No.10. 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

Copy to

1. IQAC file
2. Members of IQAC



Date: 1/10/2018

The First IQAC Meeting as per the agenda mentioned herewith is scheduled on 6 October, 2018 at 4.00 pm in Board Room, PRCOP College.

All are requested to attend the same without fail.

Agenda for the meeting:

Item no.	Particulars
1.	To Discuss the role, modus operandi and frequency of the meeting of IQAC
2.	To discuss responsibilities of members of IQAC
3.	To prepare IQAC Policy document
4.	To review academic, co-curricular and extracurricular activities of Term I and propose suitable measures to enhance academic quality and student satisfaction
5.	To discuss and elaborate core values of NAAC
6.	Any other point with the permission of chair


Dr. Priya Rao
Principal



MINUTES INTERNAL QUALITY ASSURANCE CELL (IQAC)MEETING

Date: 6 October, 2018

Time: 4.00 pm

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

Agenda for the meeting

Item no.	Particulars
1.	To Discuss the role, modes operandi and frequency of the meeting of IQAC
2.	To discuss responsibilities of members of IQAC
3.	To discuss and elaborate core values of NAAC
4.	To review academic, co-curricular and extracurricular activities of Term I and propose suitable measures to enhance academic quality and student satisfaction
5.	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 Jadhav	Coordinator	
3.	Mr. Bansi Patil Tambe	Members from Trust	
4.	Dr. Ravindra Laware	Teacher member	
5.	Dr. Sanjay Bhawar	Teacher member	
6.	Mrs. Sunayana Vikhe	Teacher member	
7.	Dr. Rasika Bhalake	Nominee from Alumni	
8.	Dr. Rahul Kunkulol	Nominee from Local society	
9.	Mr. Prashant Gagare	Nominee from industry	
10.	Mr. Changdev Tambe	Parent representative	
11.	Ms. Anjali Dama	Student representative	
12.	Mr. Rajendra Tambe	Administrative member	

Following member was absent for the meeting

Sr. No	Name of teaching staff	Designation
1	Mr. Bharat V Ghoghare	Member from trust

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



Agenda No. 1. To discuss the role, modus operandi and frequency of the meeting of IQAC

Presenter : Dr. Ravindra Jadhav

The objectives, strategies, function and benefits of IQAC were elaborated by Dr. Ravindra Jadhav.

The roles, benefits and modus operandi of IQAC was discussed in detail.

The role of IQAC shall be:

- a) Development and application of quality benchmarks
- b) Development of Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Modus Operandi:

- The feedback received from all stakeholders, i.e: Students, Parents, Alumni, Employers, Staff shall be compiled and presented for rectification/upgrading measures.
- The incremental annual action plans shall be discussed to ensure that the institution is marching ahead of its time.
- To ensure student engagement in all vital administrative and academic policy making of the institution.
- Incorporation of quality policies in all activities of the institution.
- Regular quality checks in form of administrative and academic audits to ensure



<p>compliance.</p> <ul style="list-style-type: none"> The decisions of the IQAC shall be displayed as well as circulated to all stakeholders. <p>Frequency: Twice in a semester. Quorum: 2/3rd of the members of the IQAC cell should be present.</p>
<p>Recommendation by the committee members</p> <ul style="list-style-type: none"> That all the members shall make it possible to attend the meeting regularly.
<p>Conclusion:</p> <ul style="list-style-type: none"> <i>The objectives, strategies, function and benefits of IQAC are accepted and approved by the committee members</i>

<p>Agenda No. 2. To discuss responsibilities of members of IQAC</p>	<p>Presenter : Dr. Ravindra Jadhav</p>
<ul style="list-style-type: none"> Responsibilities of all the members as per guidelines of NAAC were discussed in detail. Role of stakeholders was elaborated in policy making and quality enhancement. 	
<p>Conclusion:</p> <ul style="list-style-type: none"> <i>Responsibilities of members of IQAC are accepted and approved by the committee members</i> 	

<p>Agenda No. 3. To discuss and elaborate core values of NAAC</p>	<p>Presenter : Dr. Ravindra Jadhav</p>
<p>The five core values outlined by NAAC in its revised Assessment and Accreditation framework forms the basis of quality parameters were elaborated by Dr. Ravindra Jadhav</p> <p>The core values of NAAC are:</p> <ul style="list-style-type: none"> Contributing to National Development Fostering Global Competencies among Students Inculcating a Value System among Students Promoting the Use of Technology Quest for Excellence 	
<p>Recommendation by the committee members</p> <ul style="list-style-type: none"> that the institute shall adhere to core values as outlined by NAAC 	
<p>Conclusion:</p> <ul style="list-style-type: none"> <i>To follow and adhere to The core values outline by the NAAC</i> 	

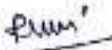


<p>Agenda No. 4. To review academic, co-curricular and extracurricular activities of Term I and propose suitable measures to enhance academic quality and student satisfaction</p>	<p>Presenter : Dr. Priya Rao</p>
<p>➤ Report of curricular, co-curricular and extracurricular activities planned and conducted as per activity calendar in term-I was presented by Dr. Priya Rao.</p>	
<p>Recommendation by the committee members</p> <ol style="list-style-type: none"> 1. The members observed that no formal Feedback mechanism on curriculum was followed. Committee suggested need to conduct feedback on curriculum as per NAAC guidelines. Following decisions were made after discussion <ol style="list-style-type: none"> a. Feedback shall be taken once in the year preferably in the month of Jan/ February. b. A policy for feedback on curriculum shall be drafted. c. Feedback shall be collected from Students, teachers, employers, professionals and alumni. d. The questions of feedback on curriculum shall be drafted in accordance with Program outcomes. The format for discussion shall be made ready for discussion in the next meeting. e. Recommendation/ Suggestions after feedback analysis shall be communicated to SPPU and PCI through Syllabus orientation program and BOS of the University. 2. Student Feedback on teaching and academic quality shall be taken twice in the semester. Revised policy shall be drafted to collect, analyze feedback and measures to rectify the shortfalls. Revised policy be presented in next meeting of IQAC by Dr. Bhawar, Academic dean. 3. Organizing Seminar / conference/ workshop The committee suggested that two departments-Pharmacognosy and Pharmacology shall organize seminar/ conference on the area which will benefit teachers, students and participants. The committee assigned the responsibility to Dr. Bhawar and Dr. Jadhav to organize seminar. The proposal for the seminar shall be sent to SPPU for seminar/conference grant in due course of time. 	
<p>Conclusion:</p> <p>➤ <i>The Report of curricular, co-curricular and extracurricular activities planned and conducted as per activity calendar in term-I is accepted and approved by the committee members</i></p>	



Agenda No.5. 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 Dr. Ravindra Jadhav to Hon. Chairman and all the members for their valuable contribution for the first meet.


Dr. Ravindra Jadhav
IQAC coordinator


Dr. Priya Rao
Principal

Copy to

1. IQAC file
2. Members of IQAC



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

Priya
Dr. Priya Rao
Principal



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

Date: 9March, 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
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8.	To discuss the compliance of activity and academic calendar till Term I
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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 :
<p>➤ Dr. Ravindra Jadhav Briefed the members on "Minutes of the meeting dated 9th 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.</p>			Dr. Ravindra Jadhav
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:			
➤ <i>The Minutes of IQAC meeting conducted on 9/12/2018 and action taken report was accepted and approved by the committee members.</i>			

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	



v)	analysis and suggestions/recommendation report was presented by Dr. Jadhav before the house and hardcopy was submitted to the representative of PCI. 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
The committee members recommended	
Conclusion:	
➤ <i>The feedback on curriculum and action taken report is accepted and approved by the IQAC members.</i>	

Agenda No. 3. To discuss Strength and weakness analysis of institute as per requirement of NIRF	Presenter : Dr. Sanjay Bhawar
<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>	
The committee members recommended	
➤ Eligible faculty shall apply for the Ph.D guide to SPPU whenever online link for the	



<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. 	



<p>The committee members recommended</p> <ul style="list-style-type: none"> ➤ To arrange expert/ Guest lecture for the students.
<p>Conclusion:</p> <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>

<p>Agenda No. 6. To consider and approve progress and status of the certificate course on "Innovative approaches to Drug design"</p>	<p>Presenter : Dr. Sanosh Dighe</p>
<p>Dr. Santosh Dighe briefed the members that</p> <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. 	
<p>The committee members recommended</p> <ul style="list-style-type: none"> ➤ To arrange expert/ Guest lecture for the students. 	
<p>Conclusion:</p> <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 TechnologesPvt 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	LabelaRcsourcesPvt 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:
➤ <i>The status report of MOU is accepted and approved by the IQAC members.</i>

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: ➤ <i>The status report of Student Placement activity is accepted and approved by the IQAC members</i>	

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)					
<table border="1"> <thead> <tr> <th>Commencement of classes</th><th>Completion</th></tr> </thead> <tbody> <tr> <td>15/06/2018</td><td>03/11/2018</td></tr> </tbody> </table>		Commencement of classes	Completion	15/06/2018	03/11/2018
Commencement of classes	Completion				
15/06/2018	03/11/2018				
➤ Date of Commencement of session: (As Actual)					
<table border="1"> <thead> <tr> <th>Commencement of classes</th><th>Completion</th></tr> </thead> <tbody> <tr> <td>15/06/2018</td><td>03/11/2018</td></tr> </tbody> </table>		Commencement of classes	Completion	15/06/2018	03/11/2018
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)	Watsapp 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>	

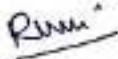


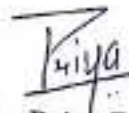
smartshcool online portal.
Conclusion: ➤ <i>The policy to adopt online student monitoring system is accepted and approved by the IQAC members</i>

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: ➤ <i>The decision to organize orientation lecture series for NAAC is accepted and approved by the IQAC members</i>	

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

Copy to

1. IQAC file
2. Members of IQAC



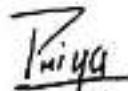
Date: 6/05/2019

The IQAC Meeting as per the agenda mentioned herewith is scheduled on 11 May, 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 activity and academic calendar for Academic Year 2019-20
3.	To consider and approve Policy document for student exit survey
4.	To consider planning of student monitoring system for the academic year 2019-20
5.	To discuss the compliance of activity and academic calendar of term II
6.	To consider and approve annual report of Academic year 2018-19
7.	To plan administrative activities for academic year 2019-20
8.	To present and discuss primary approved budget for the year 2019-20
9.	To discuss requirement of equipment, chemicals, glassware, book sets for AY 2019-20
10.	Any other matter with the permission of chair


Dr. Priya Rao
Principal



MINUTES INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Meeting: 2018-19/ 04

Date: 11May, 2019

Time: 4.00 pm

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

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 activity and academic calendar for Academic Year 2019-20
3.	To consider and approve Policy document for student exit survey
4.	To consider planning of student monitoring system for the academic year 2019-20
5.	To discuss the compliance of activity and academic calendar of term II, 2018-19
6.	To consider and approve annual report of Academic year 2018-19
7.	To plan administrative activities for academic year 2019-20
8.	To present and discuss primary approved budget for the year 2019-20
9.	To discuss requirement of equipment, chemicals, glassware, books etc for AY 2019-20
10.	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 Jadhav	Coordinator	
3.	Mr. Bharat V Ghoghare	Member from trust	
4.	Dr. Ravindra Laware	Teacher member	
5.	Dr. Sanjay Bhawar	Teacher member	
6.	Dr. Rahul Kunkulol	Nominee from Local society	
7.	Dr. Rasika Bhalake	Nominee from Alumni	
8.	Mr. Rajendra Tambe	Administrative member	
9.	Mr. Mahesh Kolhe	Invited member-TPO	
10.	Mr. Changdev Tambe	Parent representative	
11.	Ms. Anjali Dama	Student representative	
12.	Mr. R.N. Shinde	Invited member-Accountant	



Following members were absent for the meeting

Sr No	Name of teaching staff	Designation
1	Mr. Bansi Patil Tambe	Members from Trust
2	Mr. Prashant Gagare	Nominee from industry

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 9th March 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 prepare activity and academic calendar for Academic Year 2019-20 well in advance and display on institute website	Activity and academic calendar for AY 19-20 is finalized and available on institute website (Agenda No 2)	Complied
2	To prepare Policy and conduct for student exit survey	The policy is drafted and Student exit survey will be conducted in the month of June. The policy draft is ready for discussion in IQAC meeting (Agenda No. 3)	Complied
3	To adopt single online student monitoring system	Agreement with smart school is made and the online portal for student activity monitoring will be active for AY 19-20 (Agenda No. 4)	Complied
4	To organize NAAC orientation lectures series of Dr. Y.M. Jayraj, Hon.Vice Chancellor of Pravara Institute Medical Sciences University, Loni.	Team comprising Dr. Priya Rao, Dr. R.B. Laware, and Dr. S.B. Bhawar, met Dr. Y.M. Jayraj, Hon.Vice Chancellor of Pravara Institute Medical Sciences University, Loni for inviting him to organize NAAC orientation lectures for staff of PRCOP. He has agreed to spare time for conducting workshop on NAAC accreditation on 2 nd and 4 th Saturday in afternoon session. The schedule will be prepared and conveyed as per the availability of	Complied



	Dr. Y.M. Jayraj.	
The committee members recommended		
Conclusion: The Minutes of IQAC meeting conducted on 9/03/2019 and action taken report was accepted and approved by the committee members.		

Agenda No. 2. To consider and approve activity and academic calendar for Academic Year 2019-20	Presenter : Dr. Sanjay Bhawar
<p>Dr. Sanjay Bhawar briefed the members that</p> <ol style="list-style-type: none"> Academic and activity calendar for academic year 2019-20 is prepared as per policy document and ready for discussion and approval of IQAC. The schedule for continuous assessment examination is included in the academic calendar, as was recommended by members of IQAC. Inputs from all the departments and sections-like academic, administrative, examination, cultural, Student welfare, alumni, library, sports, TPC, NSS, planning and development etc. were taken into consideration for finalizing the academic calendar. The approved calendar will be displayed on noticeboard and uploaded on institute website for the notice of all stakeholders. 	

PRAVARA RURAL COLLEGE OF PHARMACY									
Activity Calendar - 2019-20 (Odd Semester)									
Week No.	Month	Week Days							No. of Working Days
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1	Jun-2019						1	2	1
2		3	4	5	6	7	8	9	3
3		10	11	12	13	14	15	16	6
4		17	18	19	20	21	22	23	6
5		24	25	26	27	28	29	30	6
6	Jul - 19	1	2	3	4	5	6	7	6
7		8	9	10	11	12	13	14	6
8		15	16	17	18	19	20	21	6
9		22	23	24	25	26	27	28	6
10		29	30	31					3
11	Aug - 19				1	2	3	4	3
12		5	6	7	8	9	10	11	6
13		12	13	14	15	16	17	18	6

June 3, 2019: Academic Meeting
June 4, 2019: Submission of Timetable, Academic File (Time Lesson Plan, Practical Plan etc)
June 5, 2019: Roshni (Holiday)
June 6, 2019: Celebration of World Environment Day
June 6-15: Admission Campaign
June 7, 2019: Submission of Soft Copy of Manual
June 10, 2019: Grade allotment for PG
June 17, 2019: Commencement of classes
June 21, 2019: International Yoga Day
June 26, 2019: International Day against Drug Abuse & Illicit Trafficking, Shri Mahatma Jyoti
June 29, 2019: Academic Review Meeting
July 1: Doctors Day
July 1-6: Plantation Week
July 13: Industrial Visit (2nd Year B.Pharm)
July 13: Field Visit (3rd Year B.Pharm)
July 15: Selection of Research Topic (PG) presentation
July 22-July 27: Continuous Assessment I
July 27: Academic Review Meeting
July 29: World Hepatitis Day & Constitution of An Committee & Squad, Women Empowerment Committee & Student Grievance & Redressal committee
July 31, 2019: First Student Feedback (2nd to Final Year B.Ph)
August 1: Induction Program, Parent Meet & Commence classes for first year
August 5: Enrolment of students for NSS
August 19-August 23, 2019: Industrial Visit (4th Year)
August 24, 2019: M.Pharm Industrial Visit



16		19	20	21	22	23	24	25	6	August 24, 2019: Expert Lecture August 25, 2019: Enrollment for extra and term scheme August 29, 2019: National Sports Day August 31, 2019: Academic Review Meeting August 31, 2019: Industrial Visit (1 st Year) August 31, 2019: First students feedback (1 st Year) August 30 & 31, 2019: International Conference (Multitrack)
17		26	27	28	29	30	31		6	
18								1		September 2, 2019: Guest Ji Chavara September 3, 2019: Teachers' Day September 6, 2019: Guest Ji Vasantrao September 7, 2019: Fathers' Day & Investigation of student September 10, 2019: Mahanavami September 14, 2019: Expert Lecture September 14, 2019: Hospital visit (First Year) September 16-21, 2019: First Year PG Presentation: First (1 st & 2 nd Pharm & 1 st Year PG) Continuous assessment (1 st B Pharm)
19		2	3	4	5	6	7	8	6	
20		9	10	11	12	13	14	15	5	September 24, 2019: NSS Day & Blood donation Camp September 25, 2019: World Pharmacist Day September 28, 2019: Academic Review Meeting September 28, 2019: Second students feedback (1 st to Final Academic result (Internal)) September 30, 2019: World Heart Day Rally
21	Sept-19	16	17	18	19	20	21	22	6	
22		23	24	25	26	27	28	29	6	
23		30							1	
24			1	2	3	4	5	6	4	October 1, 2019: Sankranti/Ashvini October 2, 2019: Mahatma Gandhi Jayanti October 5, 2019: Dusshera October 10, 2019: World Mental Health day awareness seminar October 11, 2019: National Girl Childs Day & KanyaRan (Three Collegiate Debate competition) October 12, 2019: PG Specialization presentation October 12, 2019: Workshop on Competitive Examination October 17-24, 2019: Internal Sessional Exam (1 st to 4 th Year)
25										
26										
27	Oct-19	7	8	9	10	11	12	13	5	
28		14	15	16	17	18	19	20	6	
29		21	22	23	24	25	26	27	4	
30		28	29	30	31					
31										
32										
33	Nov-19	4	5	6	7	8	9	10	6	
34		11	12	13	14	15	16	17	6	
35		18	19	20	21	22	23	24	6	
36		25	26	27	28	29	30		6	
Total Working Days										
Column Index										
Working days with seminar				Working teaching days				University Exam Days		Holidays
46				52						15



PRAVARA RURAL COLLEGE OF PHARMACY

Academic Calendar - 2019-20 (Even Semester)

Week No.	Month	Week Days							No. of Working Days	Events
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1	Dec-19							1	--	December 2-31, 2019: Examination
2		2	3	4	5	6	7	8	6	December 16, 2019: Academic Meeting
3		9	10	11	12	13	14	15	6	December 23, 2019: Submission of Timetable, Academic F (Timetable, Lesson Plan, Practical Plan etc)
4		16	17	18	19	20	21	22	6	30- Late PadmasubrahmanDr BalasubrahmanVidhwanth
5		23	24	25	26	27	28	29	5	Puuvathili
6		30	31						2	
7	Jan-20			1	2	3	4	5	4	January 1, 2020: Commencement of Classes
8		6	7	8	9	10	11	12	7	January 1, 2020: Savitribai Phule Jayanti
9		13	14	15	16	17	18	19	6	January 6-12, 2020: NSS Camp (3 rd Year)
10		20	21	22	23	24	25	26	6	January 11: Expert lecture NidhayaKanyaAbhiyan
11		27	28	29	30	31			6	January 13: Workshop on Hands on training-Equipment
12									5	January 18: Expert lecture
13	Feb-20						1	2	1	January 26: Republic Day
14		3	4	5	6	7	8	9	6	January 30: Martyrs Day
15		10	11	12	13	14	15	16	5	February 1, 2020: Principal, HOD & All Deans Meeting
16										February 1-8, 2020: Sports, Cultural Days



16		17	18	19	20	21	22	23	4	February 21, Maharashtra
17		24	25	26	27	28	29		6	February 24-29: Sessional & Continuous assessment
18	Mar-20							1		March 2, 2020: Internal Academic Audit March 14, 2020: Parent Teachers meet
19		2	3	4	5	6	7	8	6	
20		9	10	11	12	13	14	15	5	
21		16	17	18	19	20	21	22	6	
22		23	24	25	26	27	28	29	5	
23		30	31							2
24	Apr-20			1	2	3	4	5	4	April 1-7, 2020: Sessional Examination
25		6	7	8	9	10	11	12	6	April 9-30, 2020: University Examination
26		13	14	15	16	17	18	19	6	April 27, 2020- Padmashri Dr. Vinhalrao Vikhe Patil Puanyashthi
27		20	21	22	23	24	25	26	6	
28		27	28	29	30					4
29	May-20					1	2	3	1	May 1, 2020: Maharashtra Day – Holiday
30		4	5	6	7	8	9	10	6	May 2-27, 2020: University End Sem Examination
31		11	12	13	14	15	16	17	6	May 5, 2020- Late Padmashri Dr. Balasaheb Vikhe Patil Jayanti
32		18	19	20	21	22	23	24	6	
33		25	26	27	28	29	30	31	6	
Total Working Days										
Colour Index										
Working days with activity					Working teaching days			University Exam Days		Holidays
22					127					31
Industrial Visits, Expert lectures & Other activities will be conduct in each month of Jan. to April 2019										

The committee members recommended

Conclusion:

- The academic and activity calendar for the Academic year 2019-20 is accepted and approved by the IQAC members.

Agenda No. 3. To consider and approve Policy document for student exit survey

Presenter :
Dr. Sanjay Bhawar

Dr. Sanjay Bhawar briefed the members that

- Policy for Student exit survey is prepared and ready for discussion
- The student exit survey will be conducted in the month of June 2019. As theory examination of Term II are scheduled in the month of June.
- Response for online questions will be collected from Final year students of UG and PG
- The question format is prepared to check attainment of Program outcomes (POs).
- The analysis of response will be done as per the policy document

The committee members recommended

- To present the analysis and action taken report in next IQAC meet

Conclusion:

- The Policy document and format for student exit survey is accepted and approved by the IQAC members.

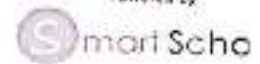


Agenda No. 4.To consider planning of student monitoring system for the academic year 2019-20	Presenter : Dr. Ravindra Jadhav
Dr. Ravindra Jadhav briefed the members on student monitoring system for the academic year 2019-20 that	
<ul style="list-style-type: none">i) Pravara Rural Education Society has made central agreement with Smart school-Management Information system (Central ERP), for next five years covering all the institutes under society.ii) Smart School is a collective and competent solution for information management in an educational organization. A versatile MIS (Management Information System), designed by putting together the best of cloud technologies.iii) It has Academic module-Attendance management, online feedback, examination, teacher guardian, Learning material distribution, e notices, result analysis Administrative module- administrative office, student information system, faculty information system, Fees collective system, grievance redresser system, Leave management Other module- Alumni, training and placement, library management systemiv) Mobile app are also available for- Employers, Principal, faculty, students and parents.	



Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)
Pravara Rural Education Society's
A/P Loni Kd, Tal. Rahata, Dist. Ahmednagar, Maharashtra, India-413713

Central ERP System
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Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

Pravara Rural College of Engineering, Loni	P. Dr. V. Vikhe Patil Institute of Tech. & Engg. (Polytechnic), Loni	College of Architecture, Loni	Industrial Training Institute, Loni
Sir Vivekananda Institute Of Technology, Nashik	College of Architecture, Nashik		
Pravara Rural College of Pharmacy, Loni	Institute of Pharmacy (DIP), Loni	College of Pharmacy (Diploma), Nashik	Pravara Rural College of Pharmacy(Diploma), Loni
Women's College of Pharmacy, Nashik			
College of Agricultural Biotechnology, Loni	College of Agriculture (B.Sc. Agri), Loni	College of Agriculture Business Management, Loni	Institute of Dairy Science, Loni
Padmasri Vikhe Patil College of Arts, Science & Commerce Sr, Loni	Arts, Commerce & Science College, Satral	Pravara Public School, Pravaranagar	Pravara Kanya Vidya Mandir & Junior college, Loni
Arts, Science & Commerce College, Kolhar	Women's College of Home Science & BCA, Loni	Pravara Central Public School (CBSE), Pravaranagar	PVP MCVC College of Arts, Science & Commerce, Loni
Arts, Commerce, Science & Computer Science College, Ashwi	College of Education (B.Ed/M.Ed), Loni	Pravara Girls English Medium School & Junior College, Loni	Padmasri Vikhe Patil College Arts, Science & Commerce Jr, Loni
Arts, Science & Commerce College, Alaud	Pravara College of Physical Education (B.P.Ed), Loni	P.Dr.V.V.Patil Sainik School, Loni	

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The committee members recommended

- To adhere the online monitoring system for all academic processes

Conclusion:

- *The proposal for student monitoring system for the academic year 2019-20 is accepted and approved by the committee members*

Agenda No. 5.To discuss the compliance of activity and academic calendar of term II, 2018-19

Presenter :
Dr. Sanjay Bhawar

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

Details of working days/ Holidays/ Vacation



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

Commencement of classes	Completion
29/11/2018	30/4/2019

➤ **Date of Commencement of session: (As Actual)**

Commencement of classes	Completion
1/1/2019	11/5/2019

➤ **Internal examination schedule**

Practical		Theory	
Commencement	Completion	Commencement	Completion
25/03/2019	29/03/2019	1/4/2019	9/4/2019

➤ **External examination schedule**

Practical		Theory	
Commencement	Completion	Commencement	Completion
25/04/2019	2/05/2019	13/5/2019	3/6/2019

➤ **Number of Holiday**

Sunday	1 st & Saturday	3 rd	National holidays	Vacation	Total
17	4		9	14	44

➤ **Working Days**

Academic Days	Examination Days	Planning/ administrative activity/ Submission days	Total Working Days
76	39	2	107

Monthwise Sunday/ Saturday/ Holidays/ Working Days

	Sunday	1 st &3 rd Saturday	Holidays	Vacation	Working Days	Total	Remark- Date of holiday
Jan 19	4	1	1	0	25	31	26-Republic Day
Feb 19	3	0	1	0	24	28	19-Shivaji Maharaj Jayanti
March 19	5	0	2	0	24	31	4-mahashivratri 21- Holi
April 19	4	2	4	0	20	30	13- Ram navami 17-Mahavir jayanti 19-Good Friday 29- Election day
May 19	2	1	1	13	14	31	1 st May-Maharashtra Day
	18	4	9	13	107	151	

- All the activities like industrial visit, alumni meet, annual social gathering, student welfare activities, NSS activities, co-curricular and extracurricular activities etc. are conducted/ organized as planned in activity calendar of AY 2018-19.
- Compliance report prepared as per the activity calendar. (Ref – Compliance of AC Term II report)

The committee members recommended

Conclusion:



- *The compliance report of academic calendar for term II, is accepted and approved by the IQAC members.*

Agenda No. 6. To consider and approve annual report of Academic year 2018-19	Presenter : Dr. Priya Rao
<p>➤ Dr. Priya Rao briefed the committee members on annual report of academic year 2018-19 on academic, extracurricular, alumni, training and placement, research activities, student welfare and administrative activities</p>	
<p>The committee members recommended</p> <p>➤</p>	
<p>Conclusion:</p> <p>➤ <i>The annual report of academic year 2018-19 is accepted and approved by the IQAC members.</i></p>	

Agenda No.7. To plan administrative activities for academic year 2019-20	Presenter : Dr. Priya Rao
<p>Dr. Priya Rao briefed the members on major administrative activities planned in the academic year 2019-20 as</p> <ul style="list-style-type: none"> ➤ To apply for permanent affiliation for B. Pharmacy course to SPPU. ➤ To submit the IIQA till 30th October 2019 for NAAC accreditation. ➤ To start Ph.D research center approved by SPPU. Dr. N.S Dighe and Dr. Priya Rao are eligible for receiving recognition as Ph.D. research guide as per the norms of SPPU. Whenever online link for the same is active, both will apply for the recognition as research guide. ➤ To start value added courses and student extension activities in collaboration with Pravara Institute of Medical Sciences, Loni. ➤ To start B.Voc course – B.Voc course is approved by AICTE with intake of 25 seats for 2019-20. Affiliation from SPPU is pending for the course. SPPU has issued NOC to start the course. But the syllabus and examination pattern is not finalized. Follow up of process of approving syllabus and examination pattern will be taken timely. Also approval from DTE is also pending. Necessary steps will be taken to get approval from DTE. 	
<p>The committee members recommended</p> <p>➤ To apply and prepare for getting ISO 9007:2015 Certification in academic year 2019-20.</p>	
<p>Conclusion:</p> <p>➤ <i>The plan for administrative activities during the year 2019-20 is accepted and approved by the IQAC members</i></p>	



Agenda No.8. To present and discuss primary approved budget for the year 2019-20

Presenter :
Mr. R.N. Shinde

Mr. R.N. Shinde presented primary approved budget for the year 2019-20 before the committee members,

PRAVARA RURAL EDUCATION SOCIETY'S Name of Unit -Pravara Rural College of Pharmacy, Loni (B+M) Dt. 22.02.2019 Budget					(Rs. In Lakhs)	
Sr. No.	Primary Budget 2019-20	Revised Budget 2018-19	Actuals 01-04-2018 to 31-12-2018	Working Budget 2019-20	Total Budget 2019-20	% to Working Budget 18-19
1	<u>SUMMARY</u>					
1	Total Revenue Income	341.40	241.80	458.35	458.35	100.00
2	Total Capital of income	4.55	2.05	2.85	2.85	0.79
3	Total Income	345.95	243.85	461.20	461.20	100.79
4	Total revenue expenditure	396.01	361.43	358.55	388.93	100.00
5	Total Capital Expenditure	41.91	52.78	19.44	58.95	7.57
6	Total Expenditure	437.92	414.21	377.99	447.87	107.57
7	Net Surplus/ (Deficit)	(91.97)	(170.36)	83.21	13.32	(6.77)

➤

The committee members recommended

Conclusion:

➤ The Primary budget for the year 2019-20 is accepted and approved by the committee members



Agenda No.9. To discuss requirement of equipment, chemicals, glassware, books etc for AY 2019-20.

Presenter :
Dr. Ravindra Jadhav

Dr. Ravindra Jadhav briefed the members on requirement of equipment, chemicals, glassware and books for academic year 2019-20 that

- i) Internal audit of equipment, glassware, chemicals and furniture is to be conducted before commencement of academic activities of 2019-20. Audit shall be conducted by the team appointed by the Principal.
- ii) Working and not working status of equipment shall be reported to HOD.
- iii) Faculty are asked to forward requirement for the equipment, chemicals, glassware and maintenance work to respective HOD before 15th June 2019.
- iv) All faculty shall forward book requirement considering changes in syllabus of UG and PG programme, to Library committee.
- v) The requirement shall be given in necessary format with requisition form and budget provision.

The committee members recommended

- i) To present status report on internal audit and requirement of equipment, glassware and books in next IQAC meet.
- ii) To initiate procedure for academic year 2020-21, possible by the end of March / April 2020 so as to avoid rush

Conclusion:

- *The requirement of equipment, glassware, books for the academic year 2020-21 is accepted and approved*

Agenda No.10. 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.

Ravindra

Dr. Ravindra Jadhav

IQAC coordinator

Priya

Dr. Priya Rao

Principal

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Say what you do!!, Do what you say!!, Prove it!!!, Improve it!!!



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Date: 1/12/2018

The IQAC Meeting as per the agenda mentioned herewith is scheduled on 9 December, 2018 at 4.00 pm in Board Room, PRCOP College.

All are requested to attend the same without fail.

Agenda for the meeting:

Item no.	Particulars
1.	To read and approve minutes of the last meeting and action taken report
2.	To consider approve policy for feedback
3.	To consider and approve the formats for feedback on curriculum
4.	To participate in NIRF
5.	To apply for NAAC accreditation and decide the time line
6.	To discuss status of certificate course on "Drug regulatory affairs chemist" under PMKVY of AICTE
7.	To discuss status of certificate course on "Innovative approaches to Drug design" in collaboration with Pravara Design Innovation Center
8.	To plan student extension activities sponsored by SPPU under Student welfare scheme
9.	To discuss training and placement activities
10.	Any other matter with the permission of chair


Dr. Priya Rao
Principal



Version: 01

Policy w.e.f: 2019-20

Revised on:

Prepared by: Dr. Priya Rao & Mr. Someshwar Mankar

STANDARD OPERATING PROCEDURE FOR TRAINING AND PLACEMENT ACTIVITIES

Preamble:

The following policy document shall be applicable for all activities under the purview of Training and Placement Cell.

Expert Lectures

Training sessions

Workshops

Placement Drives

Industrial Visit

HR Meet



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PRE-EVENT:

Step	Process to be followed	Responsibility	Link to Proforma/template
1 Day 0	Request letter in case of Industrial Training, Industrial Visit, HR Meet, Placement Drive Invitation letter in case of Expert Lecture, Training Session and workshop	Placement Officer Training Officer	Request Letter: https://bit.ly/2L9dbvY Invitation Letter: https://bit.ly/2MCm0Sy
2 Day 1	Issue of student notice once step 1 confirmation is got	Placement Officer Training Officer	Student Notice Industrial Visit: https://bit.ly/30xU8SO Student Notice Placement Drive: https://bit.ly/2Hodtya Student Notice Expert lecture/Training session/Workshop: https://bit.ly/2ZqQN6H
3 Day 1	Issue of staff circular once step 1 confirmation is got (Kindly note that as per availability, staff shall be assigned with duties across any operation as event coordinator, one lady teacher mandatory for all tours/industrial visits).	Placement Officer Training Officer	Staff Circular: Industrial Visit: https://bit.ly/2HpmfMn Placement Drive: https://bit.ly/2KVtQEB Expert lecture/Training session/Workshop: https://bit.ly/2KSsDh7
4 Day 1	Arrangement of Logistics & Financial arrangements	Placement Officer Training Officer Principal Accountant	Email
5 Day 2	Undertaking from students	Class Teacher Tour Coordinator	Undertaking Form: https://bit.ly/33WgkYR



DURING-EVENT:

Step	Process to be followed	Responsibility	Link to Proforma/template
6 Day 0	Attendance of students In case of Industrial visit and tour, 1 attendance to be taken prior to departure and 1 to be taken on arrival	Tour Coordinator	Attendance: https://bit.ly/2NxjnRh
7 Day 0	Thanking letter	Placement Officer Training Officer Principal	Thanking Letter: https://bit.ly/2Hp73i6
8 Day 0	Feedback of students	Placement Officer Training Officer Principal	https://bit.ly/2ZeKcAX
9 Day 0	Feedback from resource person/HR/Expert	Placement Officer Training Officer Principal	https://bit.ly/2Pe8XZp
10 Day 1	Visit Report	Tour Coordinator Class Teacher	https://bit.ly/2zjiJ1s
11 Day 1	Student Report	Class Teacher	https://bit.ly/2L5eeNC
12 Day 1	Updating in activity register	Placement Officer Training Officer	https://bit.ly/2ZeKcAX



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POST-EVENT:

Step	Process to be followed	Responsibility	Link to Proforma/template
12 Day 0	Newspaper Article	Publicity In charge Tour Coordinator	NA
13 Day 0	Social Media Update	Publicity In charge Tour Coordinator	NA

Principal
Pravara Rural College of Pharmac;
Pravaranagar, A/p. Loni-413736