



**Dr. Rafiq Zakaria Campus**

Maulana Azad Educational Trust

**Y.B. CHAVAN COLLEGE OF PHARMACY**

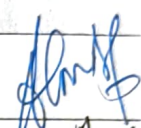

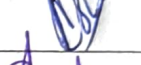


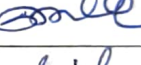




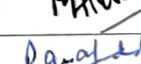








(B.Pharm, M.Pharm & Research Centre)

ISO 9001:2009 CERTIFIED (DTE Code: 2149) ENHR 2018 (C) MEDIA CATEGORY 147

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

## Institutional Quality Assurance Cell Meeting

Minutes of the meeting of the Internal Quality Assurance Cell meeting scheduled and held on 10<sup>th</sup> June 2022 in the Administrative block board room. Following members signed below were present.

Sr. No.	Name	Position in IQAC	Signature
1	Dr. Abubakar Bawazir Salam	Chairperson	
2	Dr. M.N. Farooqui	Management Representative	
3	Mr. Shaikh Abbas	Stake holder (Parent)	
4	Mr. Anand Nagapurkar	Industrial Expert	
5	Dr. S. R. Lahoti	Administrative officer	
6	Dr. S. N. Mokale	Member	
7	Dr. Mohammed Ismail Mouzam	Member	
8	Dr. H. D. Une	Member	
9	Dr. Syed Ayaz Ali	Member	
10	Dr. J. N. Sangshetti	Member	
11	Mrs. Maria Saifee	Member	
12	Dr. Ms. Rana Zainuddin	Member	
13	Dr. K. G. Baheti	Member	
14	Mr. Shaikh Kaleemuddin	Administrative officer	
15	Mr Mohamed Sadiq	Administrative officer	
16	Ms Manal Bin Hawaii	Student Representative	
17	Dr. M. H. Dehghan	IQAC coordinator	
18	Dr Dureshwar	Special Invitee (Cultural Incharge)	
19	Dr Yasir Kazi	Special Invitee (Cultural Incharge)	

As per the agenda of meeting following points were discussed and resolved

**Agenda No. 1: Confirmation of Minutes of last meeting and submission of ATR**

The minutes of the meeting held on Friday, 27<sup>th</sup> December 2021 were read and confirmed.

The Action taken report was placed before the committee by the IQAC Coordinator and was accepted after some deliberations.

**Agenda No. 2: Institute Calendar for the academic year 2022-23**

**Macro and Micro- planning**

A better and more comprehensive Institute Calendar for the academic year 2022-23 starting from 1<sup>st</sup> June 2022 to 31<sup>st</sup> May 2023 was proposed by Co-ordinator IQAC, this calendar will include national and international day celebrations, tentative days allotted for formative and summative examinations, co-curricular and extracurricular activity including IIC and NSS activities it will also include the academic/ instructional days and non-instructional/ holidays.

Thereafter based on this master calendar the academic calendar, examinal calendar and meeting calendar will be prepared this will constitute the Macro-planning. The micro-planning will include Class and Laboratory timetables which should be prepared as per the usual practice in consultation with HoD followed by the updating of course module for subject delivery. The time lines should be diligently implemented as far as possible so that all events are completed within time as per the proposed design.

**Agenda No 2: Institutional Policies**

It was proposed by IQAC Coordinator and seconded by Dr K G Baheti that all policies regarding various practices such as environment management system, examinations, code of conducts, plagiarism etc., should be compiled in the form of a single booklet for ease in access and referencing by stake holders. The committee members unanimously agreed to this suggestion.

**Agenda No 4: Any other matter**

- 1) Regarding AQAR Submission: The IQAC Co-coordinator placed the AQAR for 2020-21 for final discussion prior to submission. The I/C Principal informed that since the College has finalized purchasing of Microsoft ERP Software, it was also



proposed that a repository will be created using Mastersoft© ADMS software which will aid in future AQAR and SSR Submission to NAAC and also NIRF.

- 2) PhD Admission 2021-2022: The I/C Principal placed before the IQAC the list of PhD students admitted through DRC and approved by the RRC of Dr BAMU. A total of 35 students have been admitted and there registrations have been confirmed from October 2021. Soon RAC for assessment of student's progress will be held as and when notified by the University. It was unanimously agreed that quality research should be given priority by the research guides.

As no other matter was remained to be discussed the meeting was concluded with vote of thanks to the chair.

**I/C Principal and Chairperson**

**I/C Principal**  
**Y.B. Chavan College of Pharmacy**  
**Aurangabad**



**Action Taken Report (ATR) (2022-23)**  
**(For 21<sup>st</sup> IQAC meeting held on 10<sup>th</sup> June 2022)**

SN	Particulars of agenda	Recommendations	Action taken
1	Confirmation of minutes of last meeting dated 10 <sup>th</sup> June 2022 and ATR approval	ATR shall be uploaded on college website	Minutes were confirmed and ATR was uploaded on college website
2	Institutional calendar for the academic year 2022-23	Institutional calendar for the year 2022-23 shall be prepared incorporating the all the academic and extracurricular events and holidays (macro and micro planning)	The Institute calendar is prepared and posted <del>on the college website</del> and uploaded on college website. <i>Handwritten signature</i>
3	Institutional policies	Polices regarding various practices viz. environment management system, examination, code of conduct, plagiarism, maintenance, etc should be compiled in the form of single booklet.	Duly approved Institutional policy booklet is prepared
4	AQAR submission	The AQAR (2020-21) was placed in the meeting and approved	The AQAR was submitted on the NAAC website on 25.06.2022 and same is posted on college website
5	Ph. D. admission	Quality research should be given priority	35 Ph D students were admitted through DRC and approved by RRC of Dr. BAMU. Progress report of students were assessed by RAC as per the schedule received from Dr. BAMU.

Presented at IQAC meeting on 24<sup>th</sup> December 2022

*Handwritten signature of Dr. K. G. Baheti*  
Dr. K. G. Baheti  
IQAC coordinator



*Handwritten signature of Dr. M. H. Dehghan*  
Dr. M. H. Dehghan  
Principal